BUILDING DEPARTMENT
600 MORTON STREET
RICHMOND, TX 77469
P: 281-232-6871
FAX: 281-238-1215

SECURITY SYSTEM ALARM APPLICATION

New system permits, please complete this form. If a renewal of an existing system permit, please review enclosed the prior year *Security System Alarm Permit.* If all information is correct, return only that copy with payment. If any correction is needed, make corrections below on this form and return both forms with proper payment.

Any alarm permit not renewed within Thirty (30) days following expiration date will become invalid and the purchase of a new Alarm Permit is required with a fee of $10.00

Check One: □New Permit Annual Fee: $10.00 □Renewal Fee: $5.00
Check One: □Commercial/Business □Residential

*Make Checks Payable to "City of Richmond", Mail to Building Department 600 Morton Street Richmond, TX 77469

OWNER/APPLICANT INFORMATION

Address Protected by Alarm:_____

Business Owner or Head of Household:_____

Name of Business if Applicable:_____

Main Phone #:_____Cell Phone #: _____

Email Address: (**If you would like your alarm permit emailed to you**):_____

ALARM INFORMATION

Name of Alarm Company:_____

Address of Alarm Company:_____

Telephone Number of Alarm Company:_____

Check all that Apply: □Intrusion □Fire □Smoke □Panic □EMS

CONTACTS: Please list names and local telephone numbers of at least 2 (two) persons who are able to and agree to respond WITHIN (1) ONE HOUR after requested by the City of Richmond Police Department official to grant access to the alarm site and deactivate the alarm system if necessary. Questions about this process may be directed to the **City of Richmond Police Department 281-342-2849**

Name:_____Cell #:_____Other #:_____

Name:_____Cell #:_____Other #:_____

Name:_____Cell #:_____Other #:_____

FEES

All fees due to the City of Richmond shall be paid in full before issuance of the permit. All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

DISCLAIMER&SIGNATURE

I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.

_____

Applicant Signature Date

Form updated on 11/18/2019

Applications can be sent to the Building Department by *email* *permits@richmondtx.gov*, faxed to *281-238-1215* or submitted to our office at 600 Morton St Richmond TX 77469.