

City of Fairfax Police Department
SECURITY ALARM SYSTEM PERMIT APPLICATION

*- Indicates a required field

APPLICANT INFORMATION*

Residential Commercial

Name*: _____ Street Address*: _____

Suite / Apt. Number: _____ City*: _____ State*: _____ ZIP Code*: _____

Phone #1*: _____ Phone #2: _____ Cell: _____

Email*: _____

What is your relationship to the protected location*?

Owner Tenant Property / Business Manger Other

FOR BUSINESS LOCATIONS ONLY

BILLING ADDRESS for alarm fee notices

Business Name*: _____ Attention to: _____

Street Address*: _____ Suite Number: _____

City*: _____ State*: _____ ZIP Code*: _____ -- _____

Phone #1*: _____ Phone #2: _____ Email*: _____

PROTECTED PROPERTY INFORMATION

Same as Applicant Information Above

Street Address*: _____ Suite / Apt. Number: _____

Phone #1*: _____ Phone #2: _____ FAX#: _____

ALARM COMPANY INFORMATION

Alarm Company Name*: _____ 24- Hour Phone Number*: _____

Address*: _____ State DCJS License Number*: _____

EMERGENCY CONTACT INFORMATION - You MUST list two persons to be contacted in the event of an alarm.

Primary Contact *

Name: _____ City: _____

Home Phone: _____ Cell: _____ Other: _____

Second Contact *

Name: _____ City: _____

Home Phone: _____ Cell: _____ Other: _____

FOR OFFICIAL USE ONLY

Police Department Review: _____ CAD Entered:
APPROVED BY _____ DATE _____

Treasurer's Office Review: _____ Recorded:
APPROVED BY _____ DATE _____

Permit Number: _____ Payment of _____ Received. Check Number: _____

City of Fairfax Police Department

SECURITY ALARM SYSTEM PERMIT APPLICATION

The Code of the City of Fairfax requires all commercial and industrial premises that are protected by security systems to have a valid permit issued to the owner or tenant of the property in order to operate a security alarm system. Residential users of security alarm systems do not need a permit but are encouraged to complete the application form so that the Police Department has emergency information about their property and information about who to contact in the event an alarm is activated.

Please review the City Code sections found below so that you fully understand your responsibilities concerning operation of security alarm systems and then complete the Security Alarm System Permit Application.

- If the alarm protects a residential property there is no fee and may be emailed to treasurer@fairfaxva.gov or mailed to the address below.
- If the alarm system protects a COMMERCIAL OR INDUSTRIAL LOCATION you must attach a CHECK OR MONEY ORDER in the amount of \$25.00 FOR THE PERMIT FEE. Completed permit and \$25 fee need to be mailed to:

City of Fairfax
Treasurer's Office
10455 Armstrong Street
Fairfax, Virginia 22030

SELECTED PORTIONS OF CHAPTER 34 OF THE CODE OF THE CITY OF FAIRFAX - SECURITY ALARM SYSTEMS

SECTION 34-32. DEFINITIONS

False Alarm - Any communication generated by or as a result of a security alarm system that results in a police investigation which reveals no evidence or indication of criminal activity or other actual hazard. False alarms shall not include signals activated by unusually severe weather conditions or other causes which are identified by the chief of police or his designee to be beyond the control of the user.

Security Alarm System - Any assembly of equipment or a device designed to detect and signal the unauthorized intrusion, attempted burglary; robbery, other criminal activity or hazard at the protected premises. For the purposes of this article, the term "security alarm system" refers to all systems which are designed to attract the attention and response of the City police department, including alarm bells, horns, etc., which are audible beyond the lot lines of the protected premises.

SECTION 34-34. PERMIT REQUIRED

- (a) Every owner or tenant of commercial or industrial premises protected by an operative security alarm system within the city shall obtain a permit for the continued operation of the system. Application for the permit shall be made on forms available from the treasurer's office and shall include the following information:
- (1) The applicant's name, address, and home and business telephone numbers.
 - (2) The names, addresses and telephone numbers of the owner(s) of the protected premises and the address and phone numbers of the premises themselves.
 - (3) The names, addresses and home and business telephone numbers of at least two (2) persons who can be contacted in the event of the activation of the alarm system and who are authorized to secure the premises.
 - (4) A general description of the type of alarm system, including whether the system is audible or silent and whether the system is monitored and by whom.
 - (5) Any additional relevant information required by the chief of police.
- (b) The chief of police, or his designee, shall review the application for completion and accuracy. If the application is satisfactory, the permit shall be issued from the treasurer's office upon receipt of a twenty-five dollar (\$ 25.00) permit fee.
- (c) After the effective date of this article, any person using a newly acquired or newly operative security alarm system shall obtain a security alarm permit prior to the date on which the security alarm system becomes operative.
- (d) Should the information required on the permit application change, the person providing the original information shall notify the chief of police within ten (10) days of the change.
- (e) A civil penalty of fifty dollars (\$50.00) shall be assessed against the owner or tenant of any commercial or industrial premises protected by an operative security alarm system who has failed to obtain a required permit within thirty (30) days from the date of receipt of notice from the treasurer's office that such permit is required. If a civil penalty is assessed, it must be paid before the required permit will be issued. If the permit required by this section is not obtained within thirty (30) days after notification by the chief of police, continued operation of the security alarm system by the owner or tenant of the protected premises shall constitute a class four misdemeanor, and each day of continued operation without a permit shall constitute a separate offense.
- (f) This permit requirement is intended to assist the police department in the administration of the provisions of this article and shall not be deemed to create any special duty with respect to the protected premises beyond that owed to the general public.

SECTION 34-35. FAILURE TO RESPOND

Any owner or agent of protected residential, commercial or industrial premises shall be assessed a civil penalty of two hundred dollars (\$ 200.00) if he or his designee fails to arrive at the protected premises within two (2) hours after being summoned by the police in connection with an activation of the security alarm system.

SECTION 34-36. SERVICE CHARGES

(a) A service charge of \$100.00 shall be assessed against the owner or tenant of any protected residential, commercial and industrial premises for the third false alarm, \$150.00 for the fourth false alarm, \$200.00 for the fifth false alarm, \$250.00 for the sixth false alarm, \$300.00 for the seventh false alarm, \$350.00 for the eighth false alarm, and \$500.00 for the ninth false alarm and each thereafter, in each calendar year, other than an intentional false alarm, originating from the protected premises. The service charge shall be due upon receipt of the bill and shall be payable to the treasurer of the city.

(b) Upon application in writing by an owner or tenant of protected residential, commercial or industrial premises who has been assessed a service charge, the chief of police may waive the service charge if he determines that there is a substantial likelihood that if the false alarm was due to a cause other than a fault in the alarm system or improper operation of the system.