

# COMMERCIAL APPLICATION FOR PERMIT TO OPERATE ALARM SYSTEM

N.B.M.C. Section 5.49.020 requires a permit to operate an alarm system within the city limits of Newport Beach  
**The application fee is \$ \_\_\_\_\_ . You will be billed this amount after the application is processed.**

Please return this completed form to:  
 Newport Beach Police Department, Attn.: Alarm Office  
 870 Santa Barbara Dr., P.O. Box 7000, Newport Beach, CA 92660

**For Office Use Only:**

Permit #:	Account #:	CS #:	Date Issued:	Fee Received/Check #:	Processed by:	Date Received:
-----------	------------	-------	--------------	-----------------------	---------------	----------------

**Alarmed Location Information:**

Address \_\_\_\_\_ ( ) \_\_\_\_\_  
 Phone Number \_\_\_\_\_

Name of Business \_\_\_\_\_ Owners Name: (Last, First, Middle) \_\_\_\_\_  
 Optional Premise Information:  Weapon(s)  Hazardous Materials(s) Description: \_\_\_\_\_

**Billing Information:**

Name of Business or Person: (Last, First Middle) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Phone Number \_\_\_\_\_

Address: (Street Address, Suite/Apt. #, City, State, ZIP Code) \_\_\_\_\_

**Responsible Individual for Alarmed Location (Permit Holder)**

Applicant Name (Last, First, Middle) \_\_\_\_\_ Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Address (Street address, Suite/Apt #, City, State, ZIP Code) \_\_\_\_\_ Social Security # \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Alarm System Information (Please Check ONE):**

**System is Monitored by Alarm Company** Name of the Alarm Company \_\_\_\_\_  
 ( ) \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_  
 Please check:  Robbery (Panic, Silent)  Burglary (Doors, Windows, Motion)  Fire (Smoke, Heat)  Medical

**System is Monitored by Police Department** Please provide the Cancel Code/Password: \_\_\_\_\_  
 (Not an Alarm Company)

**System is Audible Only - No Monitoring Company.**

**Emergency Telephone Numbers (Other than Permit Holder, People able to respond to location)**

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name (Last, First, Middle) \_\_\_\_\_ Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Relationship: \_\_\_\_\_ Has Business Key & Code to Alarm:  Yes  No

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name (Last, First, Middle) \_\_\_\_\_ Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Relationship: \_\_\_\_\_ Has Business Key & Code to Alarm:  Yes  No

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name (Last, First, Middle) \_\_\_\_\_ Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Relationship: \_\_\_\_\_ Has Business Key & Code to Alarm:  Yes  No

**This Application Cannot be Processed Unless All Sections are Complete.**

The above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
 NBPD Form 15.53.1 (Rev. 11/05) (Applicant's Signature) (Date)

## **Alarm System Requirements**

The alarm company central station must give the alarm permit number to the Police/Fire dispatcher at the time an alarm is reported. Ascertain that your alarm company has forwarded your assigned permit number to the central station.

Exterior Audible devices may sound for a maximum of fifteen (15) minutes at a residential location and thirty (30) minutes at a commercial location before automatically resetting.

A battery backup power supply must maintain the alarm system for a minimum of two (2) hours in case of a power failure.

Automatic dialing devices used for notification of an alarm activation shall be prohibited.

The alarm permit is nontransferable.

The Police Department may inspect the system after issuance of a permit to determine whether it is being used in conformity with the terms of the permit.

The Police Department Alarm Office must be notified of any alarm service termination.

## **Renewal Fees**

Newport Beach Municipal Code Section 5.49.045 requires an annual renewal fee for a commercial alarm permit of \$51.00 and a triennial renewal fee for a residential alarm permit of \$34.00.

## **False Alarms**

By City Ordinance definition, a false alarm is "...the activation of an alarm system through mechanical failure, accident, misoperation, malfunction, misuse, or the neglect of either the owner or lessee of the alarm system or any of his employees or agents." In the absence of any evidence of an unlawful intrusion constituting a crime or attempted crime, a conclusive presumption of a false alarm will be made.

The first and second false alarm within any consecutive 12 month period is not assessed a fine. The third police false alarm within any consecutive 12 month period is assessed a \$50.00 fine. The fourth police false alarm within any consecutive 12 month period is assessed a \$100.00 fine. The fifth police false alarm within any consecutive 12 month period is assessed a \$125.00 fine. Each subsequent false alarm within a consecutive 12 month period will increase by an additional \$25.00.

## **Permit Revocation**

The alarm permit may be revoked upon failure to pay any false alarm fines.

The alarm permit may be revoked after the sixth false alarm in a consecutive 12 month period.

Operation of an alarm system while the permit is revoked is an infraction and may result in a citation.

## **Questions**

Please contact the Alarm Office at (949) 644-3666