

Permit Fee \$10 RESIDENTIAL
Permit Fee \$50 COMMERCIAL/FINANCIAL
Ordinance Amending Chapter 19-83 adopted 10 January 2012

DISPATCH
210-653-0033
911

City Use Only

Permit #: _____
Issued: _____
Expires: _____
Received: _____



CITY OF LIVE OAK
RESIDENTIAL (\$10) COMMERCIAL/FINANCIAL (\$50)
ALARM PERMIT APPLICATION
8022 Shin Oak Drive
Live Oak, TX 78233
210-945-1700

Before completing application, read page two for instructions, fees, and violation information.

Incomplete applications will be returned. A complete submission of the Alarm Permit Application consists of a properly completed application signed by the residential applicant or an authorized representative of the nonresidential applicant, the inclusion of any required documentation, and the payment of the permit fee.

General Information

Check all that applies: _____ NEW _____ RENEWAL _____ AMENDMENT _____ VIDEO RECORDING **Inside** **Outside**

RESIDENTIAL APPLICANT INFORMATION

First Name: _____ MI: _____ Last Name: _____

Address of Alarm

Full Street Address: _____ Ste. Apt. or Unit # _____

City: Live Oak State: TX Zip Code: 78233

Driver's License State: _____ DL# _____

Home Phone Number: _____ Cell Number: _____ Work Number: _____

Alarm System Company Name: _____ Phone Number: _____

COMMERCIAL/FINANCIAL INSTITUTIONS

Name of Business: _____ Address of Business: _____

Suite No.: _____ City: _____ State: _____ Zip code: _____

Phone Number: _____ Fax Number: _____

Mailing Address: _____

Alarm System Company Name: _____ Phone Number: _____

EMERGENCY CONTACT INFORMATION

Persons able to respond and grant access to the alarm system within one hour.

Contact Person #1 _____ Address _____ Phone No. _____

Contact Person #2 _____ Address _____ Phone No. _____

Contact Person #3 _____ Address _____ Phone No. _____

By signing below, I acknowledge that I have read the application; I affirm the accuracy of the information given on the application, and I authorize the release of information to the City of Live Oak as provided for by this form. I agree to notify the City of a change to any information on this form within 30 days of filing an amendment application.

Signature: _____ Printed Name: _____ Date: _____

Permit Fee:	Residential \$10	Commercial/Financial Institution \$50	DISPATCH 210-653-0033
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Instructions

General Information. Select the type of alarm for which the permit is intended. Select if this application is a New, Renewal, Amendment or if there is Video Recording. You must register your alarm system even if it is not monitored by an alarm company.

Address of Alarm. Provide the address of the premises for which the permit is intended. City of Live Oak alarm permits are for addresses located in the city limits of Live Oak.

Application Information. All applicants must provide their legal name (no initials or abbreviations), a valid driver’s license, address (or mailing address). Providing false information will be subject to criminal prosecution.

Installation Company. Provide the name and phone number of the alarm system company which was responsible for the installation of the alarm for which the application is made.

Emergency Contact Information. All applicants must complete the emergency contact information. Please provide the names, address, and phone numbers of persons who can be contacted at any time and can (1) come to the alarm site within one hour after receiving a request from a city official to do so and (2) grant access to the alarm site and to deactivate the alarm system if such becomes necessary. Provide the contact name of the alarm system company who will perform the emergency contact duties described above.

FEES

Permit Fee: Residential \$10 Commercial/Financial Institutions \$50

False Alarm Fee: (Amended 10/28/20) Section 19-60: Penalties for false alarms – An alarm user shall be subject to fines for the signaling of a false alarm by a burglar alarm system during a twelve (12) month period as follows:

False Alarm (up to two)	no charge
False Alarm (3-4)	\$50.00/incident
False Alarm (5+)	municipal court summons/incident

Violations

In addition to false alarm fees, violation of Chapter 19 of the City Code is subject to criminal prosecution as a Class C Misdemeanor. Code of Ordinances, Chapter 19, Article IV can be found on: www.liveoaktx.net

Permit Required: All activated fire or burglar alarms located in the City of Live Oak are required to have a permit

Duration of Permit: All permits are valid for a 12-month term. The City reserves the right to shorten or lengthen such term in order to set all permits to the same expiration date. Permits must be renewed within 10 days after the date of expiration.

Non-transferable: Permits are non-transferable.

Displaying Permit or Decal: A permit or decal will be issued and must be displayed on the main entry door or on the window of the front of the building and must not be visibly restricted.

Revocation or Refusal to Permit: The City may refuse to permit or may revoke a permit for (1) failure to make a payment within 60 days of the date the City has mailed a notice that fees are due and owing or (2) the accrual of nine or more false alarms in a 12 month period.

Form Submission

An alarm permit will be mailed to the applicant only after that payment is processed and applicant information is verified. Payment for an incomplete or falsely submitted application does not constitute a valid permit, and the applicant is subject to any and all fees associated for not being permitted.

To submit in person: Bring the application and payment to the City of Live Oak Police Department at the address below.

To submit by mail: Mail the application along with a check or money order payable to “City of Live Oak” to the address below:

Delivery Address: City of Live Oak Police Department
 ATTN: Alarm Permit
 8022 Shin Oak Drive
 Live Oak, TX 78233-2413

Confidentiality

To the extent allowed by law, the City shall treat all information on the application for a permit as confidential; provided, however, such information may be used for legitimate purposes relating to the health, safety and well-being of the community and for enforcement of the terms and provisions of the City of Live Oak, Texas, City Code of Ordinances Chapter 19, Article IV.