



**POLICE DEPARTMENT**

Office Hours: 8AM-5PM Mon-Fri  
All checks made payable to City of Burbank.

**ALARM PERMIT NUMBER:** \_\_\_\_\_

**ALARM PERMIT FEE:** \$ \_\_\_\_\_  
**EXPIRATION DATE:** \_\_\_\_\_

**RESIDENT/BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MANAGER OR ON-SITE CONTACT:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**ALARM INFORMATION**

**ALARM COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MONITORING COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Please indicate which alarm types are active at this address.

**RESIDENTIAL:** Burglary    Panic    **COMMERCIAL:** Burglary    Robbery

- Are there surveillance/security camera(s) at this address?    Yes    No
- Would you be willing to participate in the Police Department’s voluntary security camera registration program? (Responses do not affect service.)    Yes    No

**QUANTITY OF PETS:** \_\_\_\_\_ **BREED OF PETS:** \_\_\_\_\_

**CONTACT INFORMATION**

Please provide the contact information for three persons that the Burbank Police Department should notify in the event that the alarm is activated.

**1. CONTACT NAME:** \_\_\_\_\_  
**RELATIONSHIP TO OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**2. CONTACT NAME:** \_\_\_\_\_  
**RELATIONSHIP TO OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**3. CONTACT NAME:** \_\_\_\_\_  
**RELATIONSHIP TO OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## GENERAL INFORMATION

### BURBANK MUNICIPAL CODE 4-1604:

A. Registration Certificate Required: No alarm subscriber shall install, replace, maintain, or operate an alarm system without applying for and receiving an alarm system registration certificate in accordance with the provisions of this section. Any alarm system which has been installed, replaced, maintained, or operated without the benefit of a valid registration certificate may be placed on nonresponse status by the Alarm Officer according to the procedures delineated in Section [4-1-611](#) of this article until a registration certificate has been issued or renewed.

B. Applications: Applications for an alarm system registration certificate shall be filed with the Director on forms provided by the Director. The application shall be signed and verified by the alarm subscriber and shall contain such information as the Director may deem necessary. If the Director finds the application is complete, a registration certificate shall be issued. **Registration certificates for alarm systems shall not be transferable.** Applications for alarm system registration certificates and the information contained thereon shall be confidential and the Alarm Officer and Director shall not release such application or the information contained thereon to any person except as may be necessary in the administration and enforcement of the provisions of this article.

C. Fees: An alarm subscriber applying for or renewing an alarm system registration certificate shall pay the fee designated in the Burbank Fee Resolution. Such fee shall not exceed the cost to the City in processing the application.

FEE DESCRIPTION	FEE AS 7/1/2023
<b>Initial Alarm Permit Registration:</b>	\$100.00 each
Renewal for alarm systems with <u>two or fewer</u> false alarms during preceding 12 months	\$0
Renewal for alarm systems with <u>three or more</u> false alarms during preceding 12 months	\$100.00 annually
Penalty for failure to register after 90 days	\$25.00 each app.

<b>False Alarm Responses</b> (see BMC 4-1-603 for definition):	
Two or less false alarm responses	\$0 each
Three or more false alarm responses	\$175.00 each
Three or more false robbery alarm responses	\$225.00 each
Change in response status	\$25.00 each

### PAYMENT OPTIONS:

1. Credit card, check, cashier's check, or money order accepted in-person at the Burbank Police Department (200 N. Third St., Burbank, CA 91502) Monday through Friday during 8AM to 5PM. Please note that offices are closed on holidays and weekends.

2. Check, cashier's check, or money order made payable to the CITY OF BURBANK accepted by mail. **DO NOT SEND CASH.**

**\*Checks returned by the bank without payment for any reason will incur an additional non-sufficient fund charge.**

D. Alarm Requirement: The alarm subscriber shall supply on the application for registration certificate the names, addresses, and phone numbers of at least three (3) persons to notify in the event of an alarm activation. If the alarm subscriber has arranged for a service contract with an alarm company operator, or any other service company, which operates on a twenty four (24) hour basis, emergency telephone numbers of such company shall be deemed to satisfy this requirement.

### BURBANK MUNICIPAL CODE 4-1-603: DEFINITIONS:

**FALSE ALARM**: An alarm signal activated from any alarm system which is responded to by personnel of the Police Department or Fire Department and for which no emergency situation exists or existed as determined by the responding personnel. The term "false alarm" shall not include alarms caused by hurricanes, tornadoes, earthquakes or other extraordinary circumstances determined by the Alarm Officer to be clearly beyond the control of the alarm subscriber.

### BURBANK MUNICIPAL CODE 4-1-607:

**Whenever any change occurs relating to any information required by this article, the person required to provide such information shall give written notice thereof to the Director within ten (10) days of such change.** [Added by Ord. No. 2979; formerly numbered Section 17-46; renumbered by Ord. No. 3058, eff. 2/21/87.]