



HOW TO APPLY FOR A CITY OF HOUSTON ALARM PERMIT

All alarm system users who operate, use, cause or allow the operation or use of a burglar and/or panic alarm system located within the City of Houston are required by City of Houston Code of Ordinances, Chapter 11, Article III to obtain a permit for their alarm system. Please contact your alarm company to verify how your alarm system is designed and configured to perform. Alarm customers are ultimately responsible for knowing whether their alarm system is configured to send a burglar and/or holdup/panic/duress alarm signal.

Alarm system users seeking to apply for and purchase a Residential and/or Non-Residential alarm permit may choose from three available options: online, postal mail, or in-person. The City of Houston Alarm Application may be conveniently downloaded by visiting: **www.houstonburglaralarmpermits.org**

To apply and purchase an alarm permit, please follow these instructions:

1. Online

- a. Visit the Burglar Alarm Administration website at: **www.houstonburglaralarmpermits.org**
- b. Click the light blue "Apply & Pay Online" button located near the bottom of the webpage.
- c. Read the important "**Alarm User Information, Responsibilities and Registration Instructions**" sections related to the alarm ordinance, permit application, alarm user responsibilities, violations and penalty charges, service fees, and payment methods.
- d. Read the compliance statement and check if you are in compliance.
- e. Click the dark green "**Submit**" near the bottom of the page to begin the application process.
- f. Completely fill out the alarm application including all required information.
- g. Read the acknowledgment statement and click the dark green "**Next**" button near the bottom of the page.
- h. Complete the process and print out a copy of the permit for your records or request a copy to be emailed or mailed to you.

2. By Postal Mail

- a. Fill out the convenient, fillable, PDF alarm permit application found on: **www.houstonburglaralarmpermits.org** under the FORMS tab or on the main page at the DOWNLOAD and PRINT box.
- b. Read the important "**Alarm User Information, Responsibilities and Registration Instructions**" sections related to the alarm ordinance, permit application, alarm user responsibilities, violations and penalty charges, service fees, and payment methods.
- c. Mail completed alarm application and full payment to:
City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887
- d. The alarm permit will be mailed to you once application is reviewed, approved and payment is received.

3. In-Person

- a. Fill out the convenient, fillable, PDF alarm permit application found on: **www.houstonburglaralarmpermits.org** under the FORMS tab or on the main page at the DOWNLOAD and PRINT box.
- b. Print and bring the completed alarm application and full payment to:
Houston Permitting Center
1002 Washington Avenue, 1st floor
Houston, Texas 77002
- c. Once application is reviewed, approved and payment is made, you will receive your permit.

Visit: www.Houstonburglaralarmpermits.org for additional information.

Contact: City of Houston - Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887
Telephone: 713-581-7410
Fax: 281-779-4188