

**CALGARY POLICE SERVICE**

5111 - 47 Street NE, 609

Calgary, AB T3J 3R2

General Inquiries: Mon, Tue, Thu, Fri 8:00 am - 3:30 pm, Wed 10:00 am - 3:30 pm (excluding statutory holidays)

Phone: 403-428-8336

Email: [alarmbylaw@calgarypolice.ca](mailto:alarmbylaw@calgarypolice.ca)

## ALARM PERMIT APPLICATION

PD 290 (R2021-05)

PLEASE READ THIS PAGE BEFORE COMPLETING THE APPLICATION

Visit [www.calgary.ca](http://www.calgary.ca) and search for alarm permits for more information about the Alarm Services Bylaw 31M95 and the Calgary Police Service Alarm Bylaw Team.



### PREMISES OWNERS/PERMIT HOLDERS

- The City of Calgary Alarm Services Bylaw (Section 25) requires a valid **alarm permit** for each alarm system in use at a premises.
- An **annual non-refundable fee** of \$15.00 for residential and \$20.00 for commercial/financial premises is due with application. Make cheques or money orders payable to 'Calgary Police Service' OR pay on-line (as per above URL).
- Alarm **permits are non-transferable** and attached to the location and permit holder. A permit cannot be transferred to a new address or reassigned to a new occupant or business owner.
- Permit holders are responsible for maintaining current information on their permit. Updates can be done by creating an account on the on-line portal through [Calgary.ca/alarmbylaw](http://Calgary.ca/alarmbylaw) OR by submitting an updated application to the Alarm Bylaw Team by mail or email ([alarmbylaw@calgarypolice.ca](mailto:alarmbylaw@calgarypolice.ca)) or by phone (403-428-8336)
- All permit applications are reviewed for occupancy confirmation. If we cannot confirm occupancy of the permit holder listed, the permit will be returned (hardcopy) / rejected (on-line) to submitter, requesting a proof of occupancy document to be included with a hardcopy resubmission.
  - Acceptable documents are: Commercial Business License / Business or Residential Tax Assessment / Property Tax Invoice / Utility Invoice / Photocopy of Driver's License
- **Keyholders/Guard Service: \*\*2 keyholders OR 1 guard service is mandatory, as per City of Calgary Alarm Services Bylaw 31M95 (Section 25.11) \*\***

### ALARM COMPANIES / INSTALLERS & MONITORING STATIONS LICENSING & REGISTRATION

- All alarm companies **MUST** obtain, and maintain, a **City of Calgary Alarm Agency Business Licence** (this includes all employee's listed as alarm agents).
- All alarm companies **MUST** also be registered with Calgary Police Service. Registration can be completed through [Calgary.ca/alarmbylaw](http://Calgary.ca/alarmbylaw) and selecting 'Alarm Company Online Portal' or by calling the Alarm Bylaw team at 403-428-8336..
- Applicable **false alarm penalties** are charged to the dispatching alarm company in accordance with Alarm Services Bylaw 31M95 (Section 26.1).
- The permit registration fee is the responsibility of the premises owner and Calgary Police Service will not accept payments from alarm agencies unless signed authorization from the permit holder is provided. A template **authorization form** is available on our website: [www.calgary.ca](http://www.calgary.ca)

### SUBMITTING THE COMPLETED APPLICATION

**Mail:** Calgary Police Service  
Alarm Bylaw Unit #609  
5111 - 47 Street NE  
Calgary, AB T3J 3R2

**In Person:** Any Calgary Police District Office  
OR  
CPS Westwinds Campus - East Building  
5111 - 47 Street NE

**On-Line:** [Calgary.ca/Alarmbylaw](http://Calgary.ca/Alarmbylaw)

INCOMPLETE APPLICATIONS WILL BE RETURNED

KEEP THIS PAGE FOR YOUR REFERENCE



# ALARM PERMIT APPLICATION

PD 290 (R2021-05)

- New Residential \$15.00
- New Commercial/Financial \$20.00
- Update Only (no fee)

ISC: PROTECTED B

1. PROTECTED PREMISES ADDRESS	Postal Code
CALGARY, AB	

2. MAILING ADDRESS (if different from premises)	City	Province	Postal Code
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**3. RESIDENTIAL INFORMATION**     Owner     Tenant    If tenant, include property owner's name: \_\_\_\_\_

RESIDENTIAL OCCUPANT (Last Name, First Name)	Phone 1	Phone 2	Phone 3
1	(    )	(    )	(    )
2	(    )	(    )	(    )
Email of primary resident			

**3. COMMERCIAL / FINANCIAL / SCHOOL INFORMATION**

Name	Business Hours <input type="checkbox"/> 24/7 or	(split shift service hours)
Company Email	Sunday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____
Contact Name (Last Name, First Name)	Monday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____
Business Phone	Tuesday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____
(    )	Wednesday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____
	Thursday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____
	Friday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____
	Saturday    from _____ to _____ <input type="checkbox"/> closed	from _____ to _____

**4. ALARM INFORMATION**

Effective Date (YYYY/MM/DD)	Premise Type <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Financial	Purpose <input type="checkbox"/> Intrusion <input type="checkbox"/> Hold Up/Panic <input type="checkbox"/> Intrusion/Hold Up/Panic	
Maintenance or Installers	Phone (    )	CPS Reg. No.	or <input type="checkbox"/> Self-Installed
Monitoring Agency	Phone (    )	CPS Reg. No.	or <input type="checkbox"/> Self-Monitored

**5.  KEYHOLDER OR  GUARD SERVICE INFORMATION**  
**\*\*MANDATORY\*\*** Permit will not be approved without a minimum of 2 non resident keyholders unless you use a guard service.

Name (keyholder or guard service)	Phone 1	Phone 2	Phone 3
1.	(    )	(    )	(    )
Name (keyholder)	(    )	(    )	(    )
2.	(    )	(    )	(    )
Name (keyholder)	(    )	(    )	(    )
3.	(    )	(    )	(    )

**6. I certify that I have read the covering page pertaining to permit guidelines and information regarding The City of Calgary Alarm Bylaw 31M95. I certify that all information contained in this application is correct, to the best of my knowledge.**

_____ <b>SIGNATURE</b> (Applicant)	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Day</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">Date</td> </tr> </table>	Year	Month	Day				Date		
Year	Month	Day								
Date										

Personal information on the Alarm Permit Application form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used to process and administer your alarm permit. Questions about the use or collection of this information should be directed to the Calgary Police Service Alarm Coordinator at 403-428-4559.

FOR OFFICE USE ONLY			
In accordance with The City of Calgary Bylaw 31M95 and subject to all provisions and regulations stated therein, including suspension or termination, this permit authorizes the use of the alarm system as described in the application above.			
_____ Chief Constable Calgary Police Service	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 50%; padding: 5px;">Payment Information</td> <td style="border: 1px solid black; width: 50%; padding: 5px;">Permit Number</td> </tr> </table>	Payment Information	Permit Number
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