

**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 (R2019-06)

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 Unit.

- The Alarm Services Bylaw 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'.
- 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.
- Any **changes to information** contained in this application **MUST** be brought to the immediate attention of the Calgary Police Service, Alarm Bylaw Unit by either submitting an updated application or advising by phone or email.
- ALL residential and commercial premises applications must be accompanied by a **proof of occupancy**. The document submitted must reflect the occupant's name and address. Photocopies are accepted. Acceptable documents are:
  - Commercial Business Licence
  - Business Tax Assessment
  - Residential Property Tax Assessment
  - Property Tax Invoice
  - Utility Invoice
  - Photocopy of driver's licence
- **Keyholders/Guard Service:** **\*\*2 keyholders are mandatory unless you use a guard service\*\***
- **Keyholder:** an individual who does not reside at the protected premises and may be contacted in the event of an alarm activation. They must be able to receive phone calls regarding the alarm system, attend and access the premises within 30 minutes (weather permitting) of being informed of the activation if requested by Calgary Police.
- **Guard Service:** An alarm agency or business that responds to alarm activation, by attending the premises, prior to contacting police.

### ALARM AGENCIES / INSTALLERS & MONITORING STATIONS

- All alarm companies are required to have a valid **City of Calgary Business Licence** that identifies the company as an Alarm Agency and the employees as Alarm Agents and **MUST** be **registered with the Calgary Police Service**.
- All alarm companies registered with the Calgary Police Service will be assigned a registration number by the Calgary Police Service. It is to be used when requesting dispatch. Contact the Alarm Bylaw Unit for details.
- A **false alarm penalty** will be charged to the alarm agency for dispatch and response to a false alarm in accordance with Alarm Bylaw 31M95. The fee schedule can be viewed under Schedule "B" of the bylaw.
- 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

INCOMPLETE APPLICATIONS WILL BE RETURNED

KEEP THIS PAGE FOR YOUR REFERENCE



# ALARM PERMIT APPLICATION

PD 290 (R2019-06)

- 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 _____
	Monday	from _____ to _____ <input type="checkbox"/> closed    from _____ to _____
Contact Name (Last Name, First Name)	Tuesday	from _____ to _____ <input type="checkbox"/> closed    from _____ to _____
	Wednesday	from _____ to _____ <input type="checkbox"/> closed    from _____ to _____
Business Phone (    )	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**     **Guard Service**

**\*\*MANDATORY\*\*** Permit will not be approved without a **minimum of 2 non resident** keyholders unless you use a guard service.

Name (Last Name, First Name)	Phone 1	Phone 2	Phone 3
1.	(    )	(    )	(    )
2.	(    )	(    )	(    )
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.**

\_\_\_\_\_  
**SIGNATURE** (Applicant)
 
 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 border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Payment Information</td> <td style="width: 50%;">Permit Number</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	Payment Information	Permit Number		
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