

# IRVINE POLICE DEPARTMENT

IRVINE POLICE DEPARTMENT • ONE CIVIC CENTER PLAZA  
P.O. BOX 19575, IRVINE, CALIFORNIA 92623 - 9575 • (949) 724-7000

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DAVID L. MAGGARD, JR.  
Chief of Police

## ALARM PERMIT APPLICATION

**Subject: City Council Ordinance 98-15 requires all Alarm Users to file for an Alarm Permit with the Irvine Police department**

Dear Alarm User:

The City of Irvine False Alarm program's goals are to protect our police resources by reducing the number of false alarm responses and to educate the community on how to avoid false alarms. The following information is provided to assist you in understanding your responsibilities as an Alarm User and to be aware of the fines and penalties for excessive false alarms. If you have any questions regarding the alarm program please contact the Alarm Coordinator at (949) 724-6467.

### Alarm Permits are Required

City Council Ordinance 98-15 requires all alarm users to file for an alarm permit with the Irvine Police department. **There is no fee for the permit.** Please note that locations without an alarm permit on file with the Irvine Police department can be fined the maximum penalty for a false alarm. Please see chart below.

**In an effort to reduce the number of false alarms responded to by the Irvine Police Department, a sliding fee scale for false alarms was enacted in October 1999. The schedule is as follows:**

Item Number	Description	Fees
1	False Alarm Number 1	0
2	False Alarm Number 2	0
3	False Alarm Number 3	0
4	False Alarm Number 4	\$100.00 Commercial \$50.00 Residential
5	False Alarm Number 5	\$150.00 Commercial \$75.00 Residential
6	False Alarm Number 6	\$200.00 Commercial \$100.00 Residential
7	False Alarm Number 7 (or more)	<b>PUT ON NO RESPONSE</b> and \$300.00 Commercial \$200.00 Residential
8	False Alarm while Permit Revocation on Appeal	\$300.00 Commercial \$200.00 Residential
9	False Alarm without Alarm Permit	\$300.00 Commercial \$200.00 Residential

### False Alarm User Awareness Class

Alarm users are invited to attend a False Alarm User Awareness Class to obtain a credit voucher for the fourth false alarm fee every year. Users must attend the first available class after the false alarm. Users are still responsible for paying all applicable alarm fees incurred after the class and those occurring while waiting for a class. To register for the classes, please call the Alarm Coordinator at (949) 724-6467.

## ***WHAT YOU SHOULD KNOW AS AN ALARM SUBSCRIBER:***

You will incur a fine if your alarm system generates more than three police responses in a consecutive 365-day period. For this reason, the following suggestions will help you to keep false alarms to a minimum and protect police resources:

### **Before you operate your alarm system:**

1. Be sure that each person that has access to your security system (family members, cleaning crew, real estate agents, babysitters, service and delivery personnel etc.) knows how to operate the system. Each alarm user should know how to turn the system on/off, as well as how to cancel accidental activations. Your alarm company should provide you with written instructions, such as a manual.
2. Don't forget to ask your alarm company how to properly maintain your alarm system (i.e. batteries, cleaning motion detectors etc.).
3. Make sure your monitoring station knows how to reach you or someone responsible in case of emergency, **especially if you are out of town.**

### **Before you activate your alarm system:**

1. When operating your system, make sure all doors and windows are secured and pets have been properly contained.
2. Keep balloons, curtains, fans, heaters, plants, decorations etc. away from motion sensor areas.
3. Verify that your system is ready to activate. Most systems have an indicator light.
4. After activating the system, leave within the specified time period.
5. If you must return to the alarmed location, turn the system off immediately– even if you just activated the system.

### **What to do if you accidentally activate the alarm:**

1. Use your abort code if you have one.
2. If your central station verifies alarms, wait for the call. Do not attempt to call them (**unless your alarm company specifically instructs you to do so**).
3. Know your password– the central station will need it to verify the alarm.
4. If the alarm activation is determined to be false, your monitoring company should immediately attempt to cancel the police dispatch. You cannot personally cancel a police dispatch when the call was initiated by the alarm company.
5. Make sure anyone with access to your home or business knows the system code and password, and is instructed in operating the alarm.
6. Have the telephone number of your central station or alarm company handy.

If you have any questions about your alarm system, please contact your alarm company.

Thank you for helping to protect our community's police resources.



David L. Maggard, Jr.  
Chief of Police

**IRVINE POLICE DEPARTMENT**  
**REGULATORY AFFAIRS UNIT**  
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Internet: <http://www.irvinepd.org> • E-Mail: [ipd@irvinepd.org](mailto:ipd@irvinepd.org)

OFFICE USE ONLY

PERMIT NUMBER:

PEID NUMBER:

ANNIVERSARY DATE:

## ALARM SYSTEM PERMIT APPLICATION

### TYPE OR PRINT ALARM USER INFORMATION FOR BUSINESS OR RESIDENTIAL LOCATION

1. Please Check Pertinent Box(s):	<input type="checkbox"/> Commercial Nature of Business:	<input type="checkbox"/> Residence	<input type="checkbox"/> Change of address/phone/emergency contact/alarm company
2. Residence Last Name or Business Name:			
3. Name of Responsible Party for Alarm System:			
	Last	First	Middle
4. Address:	Street (P.O. Box NOT acceptable)		Suite Zip
5. Premises Phone Number:	6. Alternate Number:	7. Alternate Number:	
8. Billing Address: (Complete if different from above)	Street		Suite
	City	State	Zip

### EMERGENCY TELEPHONE NUMBERS

In an emergency response, the Responsible Party listed above will be the first person contacted. If the Responsible Party cannot be reached we will contact the person(s) listed below. You must list two other responsible parties who will respond to the alarm location within 45 minutes of alarm activation, if requested to do so. The two individuals must have the ability to reset or deactivate the alarm system.

(FOR BOTH COMMERCIAL AND RESIDENTIAL APPLICANTS)

Name	Home Phone Number	Business Phone Number	Cell Phone Number
Name	Home Phone Number	Business Phone Number	Cell Phone Number

### ALARM COMPANY INFORMATION

Name of Alarm Company	Street Address	City	State/Zip	Phone Number
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### OFFICER SAFETY INFORMATION

Are there any weapons at the alarm location? If so please describe below.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are there any hazardous materials stored or maintained at this location? If so, what type?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are there any dogs at this location? Are the dogs located inside or outside?	<input type="checkbox"/> YES	<input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE	<input type="checkbox"/> NO

Mail Completed Application to: **OR** Fax Completed Application to:

**Alarm Coordinator**  
**Irvine Police Department**  
**P.O. Box 19575**  
**Irvine, CA 92623-9575**

(949) 250-3090

\*If you have any questions please contact the Alarm Coordinator at (949) 724-6467. Retain a copy of this permit application for your records.  
\* Application must be complete in order to process.

\*There are no fees for completing the Alarm Permit Application. A separate application must be completed for each alarm system at each location and permits cannot be transferred to another person or entity.  
\*The Responsible Party is required to notify Alarm Coordinator of any changes on this application within 10 business days.  
\*Please notify Alarm Coordinator if you move or if your business closes.  
\*All information on this application is confidential.

Print Name (Required for Processing)

Signature (Required for Processing)

Date