



CALGARY  
POLICE  
SERVICE

**CALGARY POLICE SERVICE**

5111 - 47 Street N.E., #609

Calgary, AB T3J 3R2

General Inquiries: Tel: 403-428-8336, Monday to Friday, 8:00 am - 3:30 pm (excluding statutory holidays)

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

**ALARM PERMIT APPLICATION**

PD 290 (R2017-09)

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

**INCOMPLETE APPLICATIONS WILL BE RETURNED**

**Permit Applications:** The permit registration fee is the responsibility of the premises owner and Calgary Police Service will NOT accept payments for registration or renewal from alarm agencies.

**ALARM AGENCIES / INSTALLERS & MONITORING STATIONS**

- **ALL alarm companies (including monitoring stations)** 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 registered alarm companies** will be assigned a registration number by the Calgary Police Service. It is to be used when requesting a dispatch. To obtain your number, call 403-428-8336 during regular business hours or email: [alarmbylaw@calgarypolice.ca](mailto:alarmbylaw@calgarypolice.ca)
- **False Alarm Penalty:** 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. As of March 1, 2017 a new false alarm penalty fee schedule became effective as per the revised City of Calgary Alarm bylaw. The fee schedule can be viewed in the bylaw under Schedule "B".

**ALL APPLICANTS**

- **No person** shall operate an alarm system without a valid alarm permit on file with Calgary Police Service.
- **An annual fee** of \$15.00 for residential premises and \$20.00 for commercial/financial premises is due with application. Make cheques payable to 'Calgary Police Service'.
- **Permit numbers are NOT transferable.** If you move residences or businesses or there has been a change in business ownership, you are required to submit a new application with payment to obtain your new permit number.
- **Any changes to information** contained in this application **MUST** be brought to the immediate attention of the Calgary Police Service, Alarm Bylaw office by either submitting an updated application or advising by phone or email.
- **Proof of Occupancy:** ALL residential and commercial premise applications must be accompanied by a proof of occupancy. The document submitted must reflect the occupant's name and address. Photocopies will be accepted. Acceptable documents are: Commercial Business Licence and/or Business Tax Assessment, Residential Property Tax Assessment and/or Property Tax invoice, any other form of Utility invoice or photocopy of driver's licence.
- **Keyholders:** Keyholder information is **MANDATORY** in accordance with The City of Calgary Alarm Bylaw 31M95. A minimum of TWO keyholders are required for residential or commercial premises. Keyholders cannot be residents of the home as they are automatically considered keyholders. If you have a guard service arranged with your alarm agency, this will cover all requirements under the bylaw.

All information contained in this application will be considered confidential and **FOR POLICE USE ONLY.**

**FORWARD THE COMPLETED APPLICATION WITH PAYMENT AS FOLLOWS:**

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

**In Person:** Any Calgary Police Service  
District Office (provide mail code #609)  
OR  
CPS Westwinds Campus - East Building  
5111 - 47 Street N.E.

**Alarm Bylaw 31M95 can be found on the City of Calgary website: [www.calgary.ca](http://www.calgary.ca)**

**KEEP THIS PAGE FOR YOUR REFERENCE**



# ALARM PERMIT APPLICATION

PD 290 (R2017-09)

- NEW RESIDENTIAL \$15.00
- NEW COMMERCIAL/ FINANCIAL \$20.00
- UPDATE ONLY (no fee)

## PREMISES INFORMATION (Please Print Legibly)

<b>RESIDENTIAL OCCUPANT</b> (Surname, First Name)	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
1. MANDATORY			
2.	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
Email			
<b>COMMERCIAL/FINANCIAL PREMISE</b> (Name) COMMERCIAL/FINANCIAL APPLICANT ONLY			<input type="checkbox"/> New Business
Contact Name (Surname, First Name) MANDATORY	Business Phone (Area Code) MANDATORY		<input type="checkbox"/> New Ownership
Business Hours MANDATORY			
SUN:                      MON:                      TUES:                      WED:                      THUR:                      FRI:                      SAT:			
<b>ADDRESS OF PROTECTED PREMISE</b> MANDATORY			Postal Code MANDATORY
Mailing Address (if different than above)			Postal Code

## ALARM INFORMATION

<b>Effective Date</b> YYYY   MM   DD	<b>Premise Type</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Financial	<b>Purpose</b> <input type="checkbox"/> Intrusion <input type="checkbox"/> Distress / Hold Up	
Name of <b>INSTALLING OR MAINTENANCE AGENCY</b> OR <input type="checkbox"/> Self-Installed		Phone (Area Code)	CPS Reg. No.
Name of <b>MONITORING ALARM AGENCY</b> OR <input type="checkbox"/> Self-Monitoring		Phone (Area Code)	CPS Reg. No.

## KEYHOLDER INFORMATION \*MANDATORY

**Keyholders must be able to attend address within 30 minutes.**

Permit will NOT be approved if keyholders not listed. Must be persons NOT living at premise address!

Name	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
1. MANDATORY			
Name	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
2. MANDATORY			
Name	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
3.			

I CERTIFY THAT I HAVE READ THE COVERING PAGE PERTAINING TO PERMIT GUIDELINES AND INFORMATION REGARDING 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	Payment Information	Permit Number
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