



Account No. \_\_\_\_\_

Application for Alarm System Permit

Table with applicant information: Applicant, Home Phone No., Cell No., Business Name, Alarm Address, Mailing Address, Driver's License No., Work No., Business Phone No., Alarm Location Phone No.

Emergency Contact Information

List two persons other than subscriber who may secure premises on a 24-hour basis

Table with emergency contact information: Name, Home Phone No., Cell No., Work No. (repeated for two contacts)

Alarm Company Information

Table with alarm company information: Type of Alarm (Robbery, Burglary, Panic), Alarm Company, Address, Area Protected, (Check one): Silent, Audible, Phone No.

Payment Information

Table with payment information: Annual Alarm Permit Fee: \$31.00, Approved By, Date, Payment by: Cash, Check or Money Order, Credit Card

Pay by Credit Card – Convenience Fee Applies

When paying by credit/debit card a convenience fee of 2.4% (min \$1.50) will be added to the transaction amount. This fee is assessed by our third party service provider and the City does not retain any portion of this fee. The fee will appear as a separate transaction on your monthly statement.



**Key Alarm Ordinances**

The City of Gardena Municipal Code (GMC) Section 8.44 contains several statutes that regulate the installation and use of alarms within the City. All alarm owners should become familiar with the statutes. The key statutes are as follows:

1. GMC §8.44.020: “No person shall have installed on any premises under his control an alarm system without first applying for and receiving an alarm system permit.” Failure to comply with this code can result in an administrative fine.
2. GMC §8.44.025: “Subscribers and owners or users of alarm systems shall file an annual alarm application permit with the City through the Business License Department or Police Department.” Failure to comply with this code can result in an administrative fine. Annual permits are due no later than February 28<sup>th</sup>, or no longer than 60 days from the date of installation.
3. GMC §8.44.070: “Any alarm system placed in a residential, commercial, or industrial premises which has four or more false alarms in a calendar year shall be subject to payment of administrative fines.” The fees are as follows:

\$0: 1 <sup>st</sup> – 3 <sup>rd</sup> False Alarm	\$150: 8 <sup>th</sup> False Alarm
\$75: 4 <sup>th</sup> – 5 <sup>th</sup> False Alarm	\$175: 9 <sup>th</sup> False Alarm
\$100: 6 <sup>th</sup> False Alarm	\$200: 10 <sup>th</sup> False Alarm
\$125: 7 <sup>th</sup> False Alarm	\$200: Each Additional False Alarm

If you have not obtained an annual alarm permit, please do so immediately. Alarm permit applications can be obtained at the City of Gardena Business License Department, or from the Police Department’s website at [www.Gardenapd.org](http://www.Gardenapd.org) by clicking “Community Information Center” and then “Permits.” To avoid fines due to false activations, please contact your alarm company to repair any problems with your system or provide you further instructions on its usage.

If you have any questions, you can contact the Community Development Department – Alarm Permits at (310) 217-9525. Mail applications to:

Community Development Department  
Alarm Permits  
1700 W. 162<sup>nd</sup> Street, Room 101  
Gardena, CA 90247