

Permit Fee \$10 RESIDENTIAL  
Permit Fee \$50 COMMERCIAL/FINANCIAL  
Ordinance Amending Chapter 19-83 adopted 10 January 2012

DISPATCH  
210-653-0033  
911

City Use Only

Permit #: \_\_\_\_\_  
Issued: \_\_\_\_\_  
Expires: \_\_\_\_\_  
Received: \_\_\_\_\_



CITY OF LIVE OAK  
**RESIDENTIAL (\$10) COMMERCIAL/FINANCIAL (\$50)**  
**ALARM PERMIT APPLICATION**  
8022 Shin Oak Drive  
Live Oak, TX 78233  
210-945-1700

Before completing application, read page two for instructions, fees, and violation information.

Incomplete applications will be returned. A complete submission of the Alarm Permit Application consists of a properly completed application signed by the residential applicant or an authorized representative of the nonresidential applicant, the inclusion of any required documentation, and the payment of the permit fee.

**General Information**

Check all that applies: \_\_\_\_\_ NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_ AMENDMENT \_\_\_\_\_ VIDEO RECORDING  **Inside**  **Outside**

**RESIDENTIAL APPLICANT INFORMATION**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address of Alarm

Full Street Address: \_\_\_\_\_ Ste. Apt. or Unit # \_\_\_\_\_

City: Live Oak State: TX Zip Code: 78233

Driver's License State: \_\_\_\_\_ DL# \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Alarm System Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**COMMERCIAL/FINANCIAL INSTITUTIONS**

Name of Business: \_\_\_\_\_ Address of Business: \_\_\_\_\_

Suite No.: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Alarm System Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

*Persons able to respond and grant access to the alarm system within one hour.*

Contact Person #1 \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Person #2 \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Person #3 \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

By signing below, I acknowledge that I have read the application; I affirm the accuracy of the information given on the application, and I authorize the release of information to the City of Live Oak as provided for by this form. I agree to notify the City of a change to any information on this form within 30 days of filing an amendment application.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Permit Fee:</b>	<b>Residential \$10</b>	<b>Commercial/Financial Institution \$50</b>	<b>DISPATCH 210-653-0033</b>
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**Instructions**

**General Information.** Select the type of alarm for which the permit is intended. Select if this application is a New, Renewal, Amendment or if there is Video Recording. You must register your alarm system even if it is not monitored by an alarm company.

**Address of Alarm.** Provide the address of the premises for which the permit is intended. City of Live Oak alarm permits are for addresses located in the city limits of Live Oak.

**Application Information.** All applicants must provide their legal name (no initials or abbreviations), a valid driver’s license, address (or mailing address). Providing false information will be subject to criminal prosecution.

**Installation Company.** Provide the name and phone number of the alarm system company which was responsible for the installation of the alarm for which the application is made.

**Emergency Contact Information.** All applicants must complete the emergency contact information. Please provide the names, address, and phone numbers of persons who can be contacted at any time and can (1) come to the alarm site within one hour after receiving a request from a city official to do so and (2) grant access to the alarm site and to deactivate the alarm system if such becomes necessary. Provide the contact name of the alarm system company who will perform the emergency contact duties described above.

**FEES**

**Permit Fee:** Residential \$10 Commercial/Financial Institutions \$50

**False Alarm Fee:** (Amended 1/10/12) Section 19-60: Penalties for false alarms – An alarm user shall be subject to fines for the signaling of a false alarm by a burglar alarm system during a twelve (12) month period as follows:

- (a) One hundred dollars (\$100) after the third false alarm and for each subsequent false alarm for a private residence.
- (b) Two hundred fifty dollars (\$250) for false alarms received for the 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> false alarm for commercial establishments and financial institutions.
- (c) Three hundred fifty dollars (\$350) for false alarms received for the 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> false alarm for commercial establishments and financial institutions.

**Violations**

In addition to false alarm fees, violation of Chapter 19 of the City Code is subject to criminal prosecution as a Class C Misdemeanor. Code of Ordinances, Chapter 19, Article IV can be found on: [www.liveoaktx.net](http://www.liveoaktx.net)

**Permit Required:** All activated fire or burglar alarms located in the City of Live Oak are required to have a permit

**Duration of Permit:** All permits are valid for a 12-month term. The City reserves the right to shorten or lengthen such term in order to set all permits to the same expiration date. Permits must be renewed within 10 days after the date of expiration.

**Non-transferable:** Permits are non-transferable.

**Displaying Permit or Decal:** A permit or decal will be issued and must be displayed on the main entry door or on the window of the front of the building and must not be visibly restricted.

**Revocation or Refusal to Permit:** The City may refuse to permit or may revoke a permit for (1) failure to make a payment within 60 days of the date the City has mailed a notice that fees are due and owing or (2) the accrual of eight or more false alarms in a 12 month period.

**Form Submission**

An alarm permit will be mailed to the applicant only after that payment is processed and applicant information is verified. Payment for an incomplete or falsely submitted application does not constitute a valid permit, and the applicant is subject to any and all fees associated for not being permitted.

**To submit in person:** Bring the application and payment to the City of Live Oak Police Department at the address below.

**To submit by mail:** Mail the application along with a check or money order payable to “City of Live Oak” to the address below:

Delivery Address: City of Live Oak Police Department  
 ATTN: Alarm Permit  
 8022 Shin Oak Drive  
 Live Oak, TX 78233-2413

**Confidentiality**

To the extent allowed by law, the City shall treat all information on the application for a permit as confidential; provided, however, such information may be used for legitimate purposes relating to the health, safety and well-being of the community and for enforcement of the terms and provisions of the City of Live Oak, Texas, City Code of Ordinances Chapter 19, Article IV.