



CITY OF BAYTOWN

OFFICE OF THE CITY CLERK

P.O. Box 424 • Baytown, Texas 77522-0424
2401 Market Street • Baytown, Texas 77520
(281) 420-6504 • (281) 420-5891 Fax

ALARM PERMIT INFORMATION AND INSTRUCTIONS

Thank you for your interest in filing for an alarm permit with the City of Baytown. All business and residential alarms that can emit a signal intended to summon police or fire services must have a city permit issued. Responsibility for obtaining an alarm permit is upon the alarm system user. Failure to comply, per *Baytown Code of Ordinance, Chapter 30, Article II*, may result in a misdemeanor violation punishable by fines not to exceed FIVE HUNDRED AND NO/100 DOLLARS (\$500.00).

How to Obtain an Application for an Alarm Permit – You may obtain an alarm permit application in two ways: 1) Download an application by following this link: <http://www.baytown.org> and clicking on the Licenses & Permits tab or 2) pick up an application at the City of Baytown, City Clerk's Office, 2401 Market Street, Baytown, TX 77520.

Completing Your Application – Please fill out your application to the fullest extent possible. Incomplete applications will not be accepted and will be returned to the applicant.

Alarm Permit Fees – There is no fee to obtain or renew an alarm permit for both residential and commercial properties. However, excessive false alarms at the alarm site will be assessed fines outlined in the table below:

FALSE ALARM FINES			
Burglary/Robbery		Fire	
Number of False Alarms	Amount	Number of False Alarms	Amount
0-5	\$0	0-4	\$0
6	\$50	5 or more (each)	\$100
7	\$75		
8 or more (each)	\$100		

Submitting Your Application – You may submit your alarm permit application by: 1) Mail to: City of Baytown, City Clerk's Office, P.O. Box 424, Baytown, TX 77522; 2) Fax to: (281) 420-5891; 3) In Person: City Clerk's Office, 2401 Market Street, Baytown, TX 77520; or by 4) Email to: cityclerk@baytown.org.

Receiving Your Permit – Upon receipt of your completed application, an alarm system permit will be issued and mailed within 10 business days from the date of receipt

Displaying Your Permit (Commercial Alarms Only) – Commercial permit holders will also be mailed and are required to display an orange permit sticker at or near the physical entrance of the site.

Alarm Permit Renewal – All alarm permits are issued and valid for one year from the time of issuance and must be renewed at least ten (10) days prior to the permit's expiration date.

Questions? – For alarm permits, applications, or invoice questions, please contact the City Clerk's Office at (281) 420-6504.



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City Clerk's Office
2401 Market Street Baytown, Texas 77520
Phone: (281) 420-6504 Fax: (281) 420-5891
Web: www.baytown.org

FOR OFFICE USE ONLY
Date Received: _____
Date Processed: _____
Permit Number: _____ Expires: _____

ALARM SYSTEM PERMIT APPLICATION

FEE: \$0

Alarm Site Type / Application Type / Alarm Type

- 1) Alarm Site: Residence Business Government Office
- 2) Application Type: New Application Renewal Supplement
- 3) Type of Alarm: Burglary/Robbery Fire

Alarm Site Address / Business Name

Alarm Site Address: _____ Zip: _____
Business Name (if applicable): _____ Phone: (____) _____

Applicant Information

(Owner, Leasee, or Person in control of property and Primary Emergency Contact)

Name: _____ Email: _____
Mailing Address: _____ Zip: _____
Phone: Home: (____) _____ Work: (____) _____ Mobile: (____) _____
Sex: _____ Birth Date: _____ Driver License #: _____ State: _____

Alarm Company

Alarm Monitoring Company: _____ 24 Hour #: (____) _____

Additional Local Emergency Contacts

LOCAL emergency contacts, other than the intended permit holder, who are of the age of 18 or older that, are willing and able to respond WITHIN 30 MINUTES to grant access or secure the property, or deactivate the alarm system in the event the owner/occupant cannot be reached.

Name of Contact #1: _____ Sex: _____ Birth Date: _____
Address: _____ Zip: _____
Phone: Home: (____) _____ Work: (____) _____ Mobile: (____) _____

Name of Contact #2: _____ Sex: _____ Birth Date: _____
Address: _____ Zip: _____
Phone: Home: (____) _____ Work: (____) _____ Mobile: (____) _____

Acknowledgement

I affirm that I am 18 years of age or older and to the best of my knowledge the above information is true and correct. If a permit is issued, I will comply with all provisions of City of Baytown ordinance Chapter 30, Articles I and II. I accept responsibility for payment of all fees and fines that may result from the operation of the alarm system servicing the above premises. I agree to supplement this information within ten (10) days of any changes. I have been informed of my responsibility to renew my application yearly and will submit an application for renewal at least ten (10) days prior to the permit expiration date.

Applicant Signature: _____ Date: _____

ARTICLE I. IN GENERAL**Secs. 30-1—30-24. Reserved.****ARTICLE II. ALARM SYSTEMS*****DIVISION 1. IN GENERAL****Sec. 30-25. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alarm site means a single premises or location served by an alarm system.

Alarm system means a device or assembly of equipment that emits, transmits or relays a signal intended to summon or that would reasonably be expected to summon police or fire services of the city, including an alarm that emits an audible signal on the exterior of a structure. An alarm system does not include:

- (1) An alarm system installed on a motor vehicle unless the vehicle is used for a habitation at a permanent site;
- (2) An alarm system installed upon the premises occupied by the United States government, the state, the city or any county government or school district situated within the corporate limits;
- (3) An alarm designed to alert only the inhabitants of a premises which does not emit a signal audible or visible from the exterior of a structure; or
- (4) A Varda alarm.

Alarm system permit or *permit* means a certificate of authorization issued by the city to the

***Editor's note**—Ordinance No. 11,749, §§ 1, 2, adopted Sept. 22, 2011, repealed the former Art. II, §§ 30-26—30-28, 30-56—30-60, and enacted a new Art. II as set out herein. The former Art. II pertained to similar subject matter and derived from the Code of 1967, §§ 3½-1—3½-8; Ord. No. 7700, § 1, adopted May 23, 1996; and Ord. No. 7809, § 1, adopted Sept. 26, 1996.

State law reference—Alarm systems, V.T.C.A., Local Government Code § 218.001 et seq.

owner, agent or person in control of the property which authorizes the operation of an alarm system at an alarm site.

Burglar alarm notification means a notification which summons the police, which is initiated or triggered by an alarm system designed to respond to a stimulus characteristic of unauthorized intrusion.

False burglar alarm notification means a burglar alarm notification to the police, when the police personnel respond within 30 minutes of the notification and find no evidence of unauthorized intrusion or attempted unauthorized intrusion. The term does not include any activation of an alarm system:

- (1) Caused by hurricanes, tornadoes, lightning, earthquakes or gale force winds or higher;
- (2) Caused by a natural or manmade catastrophe; or
- (3) To which the response by the police department is canceled by either the alarm system user or his authorized agent prior to the arrival of responding police personnel at the alarm site.

False fire alarm notification means a fire alarm notification to the fire department, when the responding fire department personnel respond within 30 minutes of the notification and find no evidence of a fire having occurred. The term does not include any activation of an alarm system:

- (1) Caused by hurricanes, tornadoes, lightning, earthquakes or gale force winds or higher; or
- (2) Caused by a natural or manmade catastrophe; or
- (3) To which the response by the fire department is canceled by either the alarm system user or his authorized agent and no response is made by the fire department at the alarm site.

Fire alarm notification means a notification which is initiated or triggered by an alarm system designed to react to any of the visual or physical characteristics of fire.

Permit holder means any person to whom an alarm system permit is issued.
(Ord. No. 11,749, § 2, 9-22-11)

DIVISION 2. PERMIT

Sec. 30-26. Required.

Unless a valid alarm system permit has been issued by the city, it shall be unlawful for any person to operate, cause to be operated or allow to be operated an alarm system at an alarm site within the city or in area in which the city is required via a contract, other than a mutual aid agreement, to provide fire protection services in the city's extraterritorial jurisdiction. A separate alarm system permit is required for each alarm site.
(Ord. No. 11,749, § 2, 9-22-11)

Sec. 30-27. Application.

Application for an alarm system permit shall be made with the city clerk by the person who is responsible for the proper maintenance and operation of the alarm system. Application shall be made in writing or in an acceptable electronic format by a person at least 18 years of age, on a form designated by the city. The application shall include at least the following information:

- (1) The name, address and telephone number of the person responsible for the proper maintenance and operation of the alarm system and payment of fees or charges levied under this article;
- (2) The address of the alarm site, and whether it is residential or commercial, including the name of all businesses operating at the site;
- (3) The name, address and telephone number of the alarm protective service or person who will install or monitor the alarm system; and
- (4) The business and residence addresses and telephone numbers of the primary person designated to respond to an alarm site

when requested by the city police or fire personnel and at least one other contact person at least 18 years of age.

(Ord. No. 11,749, § 2, 9-22-11)

Sec. 30-28. Term, issuance; transferability; change of information.

(a) *Permit term.*

- (1) *Commercial.* A commercial alarm system permit shall be issued for a period of one year and is renewable annually. It is the responsibility of the commercial permit holder to submit an application for renewal at least ten days prior to the alarm system permit expiration date.

(2) *Residential.*

- a. A residential alarm system permit shall be issued for a period of one year and is renewable annually. It is the responsibility of the residential permit holder to submit an application for renewal at least ten days prior to the alarm system permit expiration date.
- b. All residential alarm system permits issued before October 2, 2011, are declared to be valid until February 28, 2012, after which they will automatically expire unless renewed in accordance with this article.

(b) *Issuance.* Upon receipt of the completed application form, the city clerk shall issue an alarm system permit unless the police chief or fire chief determines that an alarm system permit should not be issued or renewed on the basis of subsection 30-29(a).

(c) *Transferability.* An alarm system permit issued under this division cannot be transferred to another person.

(d) *Change of information.* If the primary or secondary person designated to respond to an alarm site or any other information provided in the application for an alarm system permit changes at any time during the term of the alarm system

permit, the permit holder must notify the city in writing within ten days of the change. No fee will be assessed for any such change.

(Ord. No. 11,749, § 2, 9-22-11)

Sec. 30-29. Revocation or denial; appeal.

(a) *Basis.* The police chief or fire chief may refuse to grant or renew an alarm system permit or may revoke an alarm system permit if he determines that:

- (1) There is false statement of a material matter in the application;
- (2) The permit holder has violated this article or any of its provisions;
- (3) The permit holder has failed to pay a service fee assessed under this article within 30 days of the permit holder's notification of the assessment of the fee;
- (4) The alarm system has had eight or more false burglar alarm notifications during the permit term; or
- (5) The alarm system has had eight or more false fire alarm notifications during the permit term.

Any revocation or nonrenewal shall be for a period of up to one year as determined by the police chief or fire chief.

(b) *Notice of denial or revocation.* If the police chief or fire chief determines that an alarm system permit should not be issued or renewed or that an alarm system permit should be revoked, he shall send to the applicant or permit holder by certified mail, return receipt requested, written notice of his determination setting forth the reason therefor and advising the applicant or permit holder of the right to an appeal.

(c) *Notice of appeal.* The applicant or permit holder may appeal the decision to deny or revoke an alarm system permit by filing with the city clerk a written request for a hearing, setting forth the reasons for the appeal, within ten calendar days after receipt of the notice of the decision to deny or revoke an alarm system permit. If a request for an appeal hearing is not made within the ten-day period, the determination of the police chief or fire chief is final.

(d) *Appeal.* The appeal shall be heard by the city manager, who shall consider evidence offered by any interested person. The formal rules of evidence shall not apply at such hearing. The city manager shall make a decision on the basis of a fair preponderance of the evidence presented and matters officially noticed at the hearing. The city manager shall render a decision within 30 days after the appeal hearing. Such decision shall affirm, reverse, or modify the determination of the police chief or the fire chief and the city manager's decision is final.

(Ord. No. 11,749, § 2, 9-22-11)

Sec. 30-30. Penalties.

Any person violating any provision of this article shall upon conviction be punished by a fine as provided in section 1-14.

(Ord. No. 11,749, § 2, 9-22-11)

Secs. 30-31—30-35. Reserved.

DIVISION 3. REGULATIONS

Sec. 30-36. Inspection of alarm site and system; display of permit.

(a) Upon reasonable notification, the police chief or fire chief may inspect a commercial alarm site and alarm system of a permit holder during regular business hours.

(b) The permit required in section 30-26 of this article for a commercial alarm site shall be displayed at all times at or near the physical entrance to the alarm site in such a manner that it will be conspicuous to persons who enter the premises.

(Ord. No. 11,749, § 2, 9-22-11)

Sec. 30-37. Operation and maintenance.

(a) A permit holder must adjust or modify the sensory mechanism of his alarm system to suppress false indications of force so that the alarm system will not be activated by impulses due to:

- (1) Transient pressure changes in water pipes;
- (2) Flashes of light;

- (3) Wind noise caused by the rattling or vibrating of doors or windows;
- (4) Vehicular noise adjacent to the installation; or
- (5) Other forces unrelated to actual emergencies.

(b) A permit holder must maintain the alarm site containing an alarm system in a manner that ensures proper operation of the alarm system. It is the responsibility of the alarm permit holder to properly maintain the alarm system to prevent false activations. Should a permit holder have more than four false activations within 30 days, an inspection of the alarm system will be required by a licensed repairman. Notice must be made in writing to the city clerk from the repairman of findings of the inspection within 30 days. Failure to do so will result in cancellation of the alarm system permit.

(c) A permit holder or person in control of an alarm system shall respond or cause a representative to respond within a reasonable period of time, not to exceed 30 minutes, when requested by the city police or fire personnel to repair or inactivate a malfunctioning alarm system, to provide access to the premises or to provide security for the premises.

(d) A permit holder or person in control of an alarm system shall adjust the mechanism or cause the mechanism to be adjusted so that an alarm signal will sound for no longer than 30 minutes after being activated. If an alarm system sounds a broadcast signal for longer than 30 minutes after being activated, police or fire personnel may disable the alarm, and costs to the city associated with disabling the alarm system shall be assessed to the person required to have an alarm system permit and shall be paid to the city within 30 days after notification that costs have been assessed. Application for an alarm system permit constitutes a grant of approval to the city to disable the alarm as provided in this subsection.

(e) A permit holder or person in control of an alarm system that causes an alarm notification to be sent to the city public safety communications center shall adjust the mechanism or cause the

mechanism to be adjusted so that upon activation the system will transmit only one alarm signal and will not transmit another alarm signal without first being manually reset at the alarm site. (Ord. No. 11,749, § 2, 9-22-11)

Sec. 30-38. Service fee for false alarm.

(a) A permit holder must pay any service fees as assessed under the provisions of this section within 30 days after receipt of notice that the director has assessed it. If the assessed fees become 90 days delinquent, a ten-percent late charge will be added.

(1) *Burglar alarms.* A permit holder will be assessed a fee for the signaling of a false alarm by a burglar alarm system in excess of five false alarms which have occurred during the previous 12-month period. Fees assessed will be:

- a. Fifty dollars, if the location has had more than five but fewer than seven other false alarms which have occurred during the term of the permit.
- b. Seventy-five dollars, if the location has had more than six but fewer than eight other false alarms which have occurred during the term of the permit.
- c. One hundred dollars, if the location has had eight or more other false alarms which have occurred during the term of the permit.

(2) *Fire alarms.* A permit holder will be assessed a fee for the signaling of a false alarm by a fire alarm system in excess of four false alarms which have occurred at the permitted site during the term of the permit. This fee will be \$100.00 for each such false alarm.

(b) A service fee will not be assessed if the permit holder or person who is required to obtain an alarm system permit shows to the police chief or fire chief, within ten calendar days of the false alarm notification, that the activation was not a false alarm, and the burden is on the permit

holder or person who is required to obtain an alarm system permit that the activation of the alarm system was not a false alarm. (Ord. No. 11,749, § 2, 9-22-11)

Secs. 30-39—30-90. Reserved.

ARTICLE III. EMERGENCY MEDICAL SERVICE*

DIVISION 1. GENERALLY

Sec. 30-91. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Advanced life support, emergency means an emergency circumstance that requires advanced emergency pre-hospital care that uses invasive medical acts to treat a serious medical condition.

Advanced life support, II, emergency means an emergency circumstance that requires advanced emergency pre-hospital care that uses invasive medical acts and administration of three or more medications to treat a life-threatening condition.

Ambulance means any vehicle used, designed or redesigned for the purpose of transporting the sick and injured.

Basic life support, emergency means an emergency circumstance, not requiring advanced life support, but requiring emergency pre-hospital care using noninvasive medical acts for the treat-

***Editor's note**—Ord. No. 8840, § 1, adopted Feb. 24, 2000, amended Art. III in its entirety, in effect repealing and reenacting said article to read as herein set out. The former Art. III, §§ 30-91, 30-92, 30-121—30-123, and 30-151—30-158, pertained to similar subject matter and derived from Code 1967, §§ 10-1—10-6, 10-8—10-11; Ord. No. 4576, § 1, adopted Nov. 13, 1986; Ord. No. 5613, §§ 1, 2, adopted Sept. 13, 1990; Ord. No. 6004, § 1, adopted Sept. 16, 1991; Ord. No. 7073, § 1, adopted Aug. 25, 1994; Ord. No. 7225, §§ 1—3, 5—8, adopted Feb. 9, 1995; Ord. No. 7379, § 1, adopted Aug. 24, 1995; Ord. No. 7745, § 1, adopted July 11, 1996; Ord. No. 8611, § 1, adopted June 24, 1999.

State law reference—Emergency medical services, V.T.C.A., Health and Safety Code § 773.001 et seq.

ment of an individual whose health or condition would be endangered by other means of transport.

City limits means that area in the city within its corporate limits, plus the plant sites of those industries that have an industrial district agreement with the city, whether or not such plant site is within or without the corporate limits of the city.

Committee means the city's emergency medical service advisory committee created in division 2 of this article.

Director means the chief of the fire department.

Emergency circumstances means the existence of circumstances in which the elements of time and expeditious transporting of an injured person for medical or surgical treatment are essential to the health or life of such person, in which rescue operations or competent first aid or both at the place of the emergency may be essential to the health or life of such person.

Emergency medical services means services used to respond to an individual's perceived need for immediate medical care and to prevent death or aggravation of physiological or psychological illness or injury, performance of the necessary rescue operations, rendering of any necessary first aid assistance or a trip to the hospital or other place for medical attention.

Emergency medical services vehicle means:

- (1) A basic life-support emergency medical services vehicle;
- (2) An advanced life-support emergency medical services vehicle;
- (3) A mobile intensive-care unit; or
- (4) A specialized emergency medical services vehicle.

EMS division means the EMS division of the city.

Medical transfer service means a response made by an ambulance for the transportation of individuals to or from a medical facility, a nursing home or residence under circumstances which do not constitute an emergency.