

CITY OF WEST PALM BEACH DEPARTMENT

**ALARM DIVISION**

600 Banyan Blvd  
West Palm Beach, FL 33401-4514  
(561) 822-1940

Alarm Permit Valid Thru  
FY 2023 – 2024

RAPID RESPONSE

Dear Alarm Monitoring Business,

Enclosed please find a copy of the City of West Palm Beach registration. This registration is for businesses that monitor alarms within the corporate city limits of the City of West Palm Beach.

Pursuant to City Code of Ordinances for the City of West Palm Beach. 3609 – 02, Article II Section 46-35.

- a) All businesses that monitor alarms upon properties within the boundaries of the City are required to register annually. The registration shall be effective for a term of 1 year, which shall begin October 1 and will be valid through the following September 30.
  - To register please submit the attached alarm registration, along with the non-refundable, non-transferable \$100.00 registration fee. Payment can be made by check, or money order, NO cash will be accepted.
- b) Any change(s) in the information supplied in the registration form shall be reported to the Police Department by the alarm monitoring business with 10 days of such change(s).
- c) Failure or refusal to register can result in a civil penalty for \$500.00 as established by resolution of the City Commission.

**Please submit the \$100.00 annual fee with completed application to:**

Mail to: City of West Palm Beach  
Police Department  
Alarm Division  
PO Box 3366  
West Palm Beach, FL 33401

In person: City of West Palm Beach  
Police Department  
Alarm Division  
600 Banyan Boulevard  
West Palm Beach, FL 33401

If you have any questions, please contact our Alarms Division at (561) 822-1940 from 8:30am to 4:30pm Monday thru Friday or visit our Website <https://www.wpb.org/alarms>.

“An Affirmative Action / Equal Opportunity Employer”



# City of West Palm Beach Alarm Monitoring Business Registration

### FOR OFFICIAL USE ONLY

Account #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Date Recd: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Instructions:** Print legibly or type. Complete all applicable items. Attach your check, payable to the City of West Palm Beach, for **\$100.00** registration fee and mail or deliver to: City of West Palm Beach, Police Dept, Alarm Division, 600 Banyan Blvd, P.O. Box 1390, West Palm Beach, FL 33402-1390. **Questions ?** Please call (561) 822-1940 for assistance. Visit our website [www.wpb.org/alarms](http://www.wpb.org/alarms)

#### Alarm Monitoring Company Information:

Name of Company: \_\_\_\_\_

Business Tax ID: \_\_\_\_\_

Contractor/Business License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ Other#: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Mailing Address: (if different from above)

Address: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Due to changes in the Ordinance, please read and sign below.

Pursuant to the City Code of Ordinances for the City of West Palm Beach, 3609-02, Section 24-56.1;

- a) All businesses that monitor alarms upon properties within the boundaries of the City are required to register annually with the city. The registration shall be effective for a term of 1 year, which shall begin October 1 and will be valid through the following September 30.
  - To register please submit the attached alarm registration, along with the non-refundable, non-transferable \$100.00 registration fee. Payment can be made by check, or money order. No cash will be accepted.
- b) Any change(s) in the information supplied in the registration form shall be reported to the city by the alarm monitoring business within 10 days of such change(s).
- c) Failure or refusal to register can result in a civil penalty for \$500.00 as established by resolution of the City Commission.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Sec. 46-35. - Alarm monitoring businesses; registration; duties.

- (a) All businesses that monitor alarms upon properties within the boundaries of the city shall be required to register annually with the city. The registration shall be effective for a term of one year from date of issuance, which term shall begin October 1 and end September 30 of the following year. Any registration issued after October 1 will be valid through the following September 30. The initial registration fee shall be established by resolution of the city commission. The annual registration renewal fee thereafter shall be established by resolution of the city commission. The registration form shall be available at the police department and shall contain the following:
- (1) The name, address and telephone number of the alarm monitoring business.
  - (2) The corporate officers or owners of the alarm monitoring business and their title or relationship to the business.
  - (3) The types of alarm systems it monitors.
  - (4) The system or process to be used by the business to verify that alarm activations are legitimate and not activated by the alarm system user, owner, or his agent.
- (b) Any changes in the information supplied in the registration form shall be reported to the city by the alarm monitoring business within ten days of such changes.
- (c) Failure or refusal to register shall result in a civil penalty as established by resolution of the city commission per nonmonitored alarm or alarm monitoring company and discontinued police department response to accounts registered with the company.

(Code 1979, § 24-56.1)