



CHECKLIST FOR ALARM REGISTRATION

ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING

- Completed application for Alarm Registration.
- Payment for the appropriate fee. See schedule and fees listed below.
Fees are reduced by 50% for applications submitted after July 1st each year.

- Receiving Station Alarm (monitored by the City of Des Plaines designated dispatch center)	\$ 125.00
- Local Siren Fire and/or Burglar Alarm	\$ 15.00
- Central Station Fire and/or Burglar Alarm (monitored by a private alarm company)	\$ 15.00

FALSE ALARM INFORMATION

Pursuant to City Code 5-7-7, the City of Des Plaines will charge a fee for each false alarm occurrence over a calendar year. It is the responsibility of the registrant to remit payment for such fees. False alarm charges, per occurrence, per calendar year, are as follows:

<u>FIRE OR BURGLAR ALARM SYSTEMS</u>	
0 – 2	no charge
3 – 4	\$100.00
5 – 6	\$250.00
7 – 8	\$500.00
9 +	\$750.00

The City will send a notification/invoice for any false alarm occurrence. If payment is not received within 30 days from the billing date, a 25% penalty will be assessed. Should the fees remain unpaid after 60 days, the registrant will be in violation of the municipal code in which a citation will be issued in the maximum amount allowable by 1-4-1 of the municipal code.

DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS

- **Fire Prevention Bureau / 847.391.5340**
For information pertaining to fire safety requirements
- **Police Department / 847.391.5456**
For information pertaining to police safety requirements
- **Licensing Division / 847.391.5366**
For information on registration requirements, license requirements and status of an application



COMMUNITY AND ECONOMIC DEVELOPMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5366
desplaines.org

APPLICATION FOR THE ALARM REGISTRATION

PROPERTY INFORMATION

Name of Applicant: Phone #:

Service Address: Zip Code:

Billing Address: Dept. or C/o:

City: State: Zip Code:

- Are you the legal owner of the property? YES NO
If you are the legal owner of the property, is this your primary residence? YES NO
If you answered NO to either question, please provide the following information:

Name of Owner: Phone #:

Home Address: Unit #:

City: State: Zip Code:

TYPE OF ALARM AND FEES

- Receiving Station Alarm (monitored by the City of Des Plaines designated dispatch center) Fee: \$ 125.00
Local Siren Fire and/or Burglar Alarm Fee: \$ 15.00
Central Station Fire and/or Burglar Alarm (monitored by a private company) Fee: \$ 15.00

Central Station Alarm Applicants must complete the following:

- Fire Alarm Only Burglar Alarm Only Both Fire and Burglar Alarm

Company Name: Phone #:

Address:

City: State: Zip Code:

EMERGENCY CONTACT INFORMATION

1st Contact: Phone #:

2nd Contact: Phone #:

ATTESTATION

I understand that all fees of registration and false alarm occurrences referenced in 5-7 of the Municipal Code and are the responsibility of the applicant and/or property owner listed on this application. I understand that any notice the applicant and/or owner is to receive from the City of Des Plaines shall be deemed served, if mailed by regular postal mail or posted at the address listed above as property address. I understand that the certificate will expire on December 31st of each year.

Owner
Signature: Date: