



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
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[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Alarm Permit Application

*This is a fillable PDF form. You may complete the form electronically, print and mail or deliver the form to the department listed at the end of this form.*

#### Section A: General Information

*Primary Resident or Business who resides at the Service Address:*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Mailing Address (if different than service location): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Alternate Contact (Resident, Tenant or Landlord):*

Name: \_\_\_\_\_

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

#### Section B: Key Holders

*(Must not reside at the above address)*

##### Key Holder #1:

Name: \_\_\_\_\_

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

##### Key Holder #2:

Name: \_\_\_\_\_

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

#### Section C: Alarm Monitoring Company

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Section D: Acknowledgement and Signature

In accordance with Section 9A-3 of the Glencoe Village Code, the undersigned hereby applies for an Alarm Permit for the period from January 1 to December 31, and further agrees to conform with Chapter 9A of the Glencoe Village Code and all ordinances and regulations of the Village of Glencoe that governs alarms. I understand that the Village of Glencoe shall not be liable for any failure of service or for any damages that might result from the installation or operation of the alarm system, and that all alarm calls, regardless of the cause, may be counted in determining the service charges as outlined in the Glencoe Village Code, Section 9A-7. I certify that maintenance will be provided by a certified bonded alarm company for my alarm at all times.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Permit Fee

Permit fees are not prorated and are not transferable.

- **Standard Residential:** \$50
- **Senior Residential:** \$25 (primary resident of the property is 65 years or older)  
\*Proof of age required for new residences and current residents moving from the standard classification to senior.
- **Non-Residential/Business:** \$50

### Payment Responsibility

Public Safety responds to all alarms, whether the alarm is for a legitimate emergency or not. As such, in addition to an annual alarm permit fee, the Village charges fees for false alarms. The schedule is based upon the number of false alarms during a calendar year. Contact the Public Safety non-emergency number at (847) 835-4112 within 15 days of receiving your quarterly notices to request a waiver of any service charge.

SERVICE CHARGE DESCRIPTION	RATE
1 <sup>st</sup> & 2 <sup>nd</sup> False Alarms	\$0
3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> False Alarms	\$60/occurrence
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> False Alarms	\$120/occurrence

SERVICE CHARGE DESCRIPTION	RATE
9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> False Alarms	\$240/occurrence
12 <sup>th</sup> , 13 <sup>th</sup> and 14 <sup>th</sup> False Alarms	\$300/occurrence
15 <sup>th</sup> & Additional False Alarms	\$500/occurrence

### Payment Methods and Details

- Bills may be paid online, by mail, via night deposit box at Village Hall or in-person at Village Hall.
- Pay online with Credit Card – Go to [www.villageofglencoe.org](http://www.villageofglencoe.org) and click on Payment Center to pay by Visa or Master Card (no convenience fee).
- Non-sufficient funds (NSF) payments are \$35 per transaction. Late payments result in a 10% late penalty.

Payment must be received (not postmarked) by 4:30 p.m. of the due date to avoid a late payment charge. Postdated checks are not held for deposit. Please allow seven working days for mail delivery. Payments placed in the Village white mailbox are retrieved at 8 a.m., Monday through Friday. Any payment placed in the white mailbox after this time will not be applied until the following business day. Failure to receive bill does not exempt customer from penalty charges.

**Please mail or deliver this form with any supporting material to:**

Public Safety Department  
 Village of Glencoe  
 675 Village Court  
 Glencoe, Illinois 60022

Phone: (847) 835-4112 | Fax: (847) 835-8438 | E-mail: [info@villageofglencoe.org](mailto:info@villageofglencoe.org)