



# VILLAGE OF GLENCOE

## ALARM PERMIT REGISTRATION

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4113 | [finance@villageofglencoe.org](mailto:finance@villageofglencoe.org) | Follow Us: @VGlencoe

[www.villageofglencoe.org](http://www.villageofglencoe.org)

Please legibly print in upper case lettering the following information: registration

Service Address \_\_\_\_\_

Mailing Address (if different than service address) \_\_\_\_\_

Primary Contact Person & Phone \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Alarm Monitoring Company & Phone \_\_\_\_\_

*\*\* Please be sure to keep your monitoring company informed of up-to-date contact and key holder information.*

### Select Permit Fee:

Standard Residential: \$50

Senior Residential: \$25

Non-Resident/Business: \$50

- This alarm permit can be registered and paid for in person at Village Hall or mailed to Village of Glencoe Finance Department, 675 Village Court Glencoe, Illinois 60022.
- Senior classification needs to be completed at Village Hall by providing valid id with proof of age.
- Do not combine this payment with other Village debts. Do not send this to the Utility Billing payment center and PO Box, these applications and payments are processed by a separate facility.
- For security reasons, please do not write a credit card number on this form.

### Acknowledgement & 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, 2023 to December 31, 2023 and further agrees to conform to 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: \_\_\_\_\_

Refer to the back of this form for information pertaining to alarm permit renewals, fees, inactive alarms & village code.

Internal use: Receive Date \_\_\_\_\_ Alarm Permit # \_\_\_\_\_

## Permit Fee

**Standard Residential:** \$50

**Senior Residential:** \$25 (*primary resident of the property is 65 years or older*) \*Proof of age will be required for new residences and current residence moving from the standard classification to senior.

**Non-Residential/Business:** \$50

## False Alarm Fees

The 2023 Alarm Permit Application and annual fee payment is due by January 15, 2023. If a false alarm occurs at a location without a valid alarm permit, a citation will be issued. In addition to an annual alarm permit fee, the Village imposes service fees to be charged to the resident or business that maintains mechanically or electronically activated alarm systems which generate false alarm service calls.

The Public Safety Department responds to all alarms. There are inherent difficulties and malfunctions associated with any alarm system, which often results in false alarms. The Public Safety Department has no way of knowing which alarm calls are bona-fide calls and which are not at the time of the service call. To encourage responsible use of alarms and to incentivize prompt action to resolve any issues, there is a service charge for false alarms. The schedule is based upon the number of false alarms during a calendar year.

<b>Description of Service:</b>	<b>Fee Per Occurrence:</b>
1st & 2nd False Alarms	\$0
3rd, 4th & 5th False Alarms	\$75 per occurrence
6th, 7th & 8th False Alarms	\$150 per occurrence
9th, 10th & 11th False Alarms	\$300 per occurrence
12th, 13th & 14th False Alarms	\$500 per occurrence
15th & Additional False Alarms	\$750 per occurrence

## Payment Methods

Invoices may be paid by mail, in-person at Village Hall (9 a.m. - 12 p.m. and 1 p.m. - 4:00 p.m., Monday through Friday), by placing payment in the white mailbox outside Village Hall or online with a credit card (no convenience fee) at [www.villageofglencoe.org/pay](http://www.villageofglencoe.org/pay).

Payment must be received (not postmarked) by 4:00 p.m. on 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 9 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 invoice does not exempt customer from penalty charges.

**Late Payments will result in a 10% late penalty.  
Nonsufficient funds (NSF) payments will be assessed \$35 fee per transaction.**

## Additional Information & Obligations

**Moving:** Permit fees are not prorated and are not transferable if you move during the calendar year.

**Inactive Alarms:** If you no longer have an active alarm system, please notify the Finance Department in writing at [finance@villageofglencoe.org](mailto:finance@villageofglencoe.org).

**Appeals:** Please contact the Public Safety Department non-emergency number at (847) 835-4112 within 15 days of receiving your quarterly notices to contest any service charges for false alarms.

**Village Code:** For more information, refer to the Village Code Chapter 9A entitled "Burglar and Fire Alarms".