



**City of Highland Park Department of  
Community Development  
Fire Prevention Division  
1150 Half Day Rd  
Highland Park, IL 60035-3299  
847-432-0808  
E-MAIL: fireprevention@cityhpil.com**

APPLICATION FOR ALARM USER PERMIT

Application is hereby made for an Alarm User Permit for the following type(s) of alarm(s).  
**Please check all that apply:**

**Burglar/Panic/Holdup Alarm:**

Radio Signal       Listed Central Station       Private Monitoring Company

**Fire/Medical/Environmental Alarm:**

Radio Signal       Listed Central Station       Private Monitoring Company

**Note –If you have another alarm (private burglar or additional fire alarm to a private company) – it also needs to be indicated above. There is no additional permit fee.**

New permit \_\_\_\_\_ Replacement permit \_\_\_\_\_

**1. Is Application for a BUSINESS \_\_\_ RESIDENCE \_\_\_ MULTI-USE \_\_\_?**

Applicant: \_\_\_\_\_  
Name of Applicant- Business or Resident(s)

Location of System: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State, Zip

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**For Business – please state the business name as it appears on the building or the sign at the location.**

Billing Address: \_\_\_\_\_  
(If different from above) Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip

## 2. KEYHOLDER INFORMATION:

Provide the requested information for three (3) people who have keys to your residence/business and are knowledgeable about your alarm functions. **List the priority order of the emergency contacts.**

### Contact 1:

\_\_\_\_\_  
Name (\_\_\_\_\_) \_\_\_\_\_  
Phone

### Contact 2:

\_\_\_\_\_  
Name (\_\_\_\_\_) \_\_\_\_\_  
Phone

### Contact 3:

\_\_\_\_\_  
Name (\_\_\_\_\_) \_\_\_\_\_  
Phone

## 3. ALARM COMPANY INFORMATION:

List the following information regarding the alarm company that installed, maintains, and/or monitors your alarm system:

\_\_\_\_\_  
Name of Alarm Company (\_\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Monitoring Company \_\_\_\_\_

## 4. ALARM USER PERMIT FEES:

**Alarm User Permits may not be transferred.**

### **Listed Central Station/ Private Monitoring Company:**

A Listed Central Station is a location not affiliated with the Police or Fire Departments to which a monitored alarm system is connected. The initial permit fee for central station service is **\$35**. The renewal fee is **\$25**.

There is only one permit fee per Alarm User, even if multiple signals are monitored by different agencies (direct connect burglar and fire, private-monitored burglar and fire, or privately-monitored burglar and direct connect fire).

**5. FALSE ALARM RATES:**

False alarm penalties shall be assessed for three or more false alarms in any calendar year from any alarm system for which an alarm permit has been, or should have been, obtained. Such penalty shall be assessed after each such false alarm occurrence, and in an amount as set forth in the Annual Fee Resolution:

Current False Alarm Penalties

1 <sup>st</sup> and 2 <sup>nd</sup> false alarm in a calendar year.....	<b>No charge</b>
3 <sup>rd</sup> false alarm in a calendar year.....	<b>\$50</b>
4 <sup>th</sup> & 5 <sup>th</sup> false alarms in a calendar year.....	<b>\$100</b>
6 <sup>th</sup> & 7 <sup>th</sup> false alarms in a calendar year.....	<b>\$150</b>
8 <sup>th</sup> & 9 <sup>th</sup> false alarms in a calendar year.....	<b>\$200</b>
10 <sup>th</sup> & 11 <sup>th</sup> false alarms in a calendar year....	<b>\$250</b>
12 <sup>th</sup> or higher false alarm in a calendar year...	<b>\$300 plus \$50 over the previous alarm's penalty for each additional false alarm.</b>

Fine in Lieu of forced disconnection of a required Alarm System **\$650**

Fine in Lieu of revocation of Alarm System Permit or Forced Disconnection of a Monitored Alarm System **\$650**

**6. REPRESENTATIONS AND WARRANTIES:**

- a. The undersigned hereby agree(s) that, upon issuance of the permit, the City of Highland Park shall not be liable for any failure of service or any consequential damages claimed to result from the installation or operation of the undersigned's alarm system(s).
- b. The undersigned hereby agree(s) that any and all fees, costs, or charges for maintenance, alteration, upkeep, or repair of his/her alarm system, equipment or premises shall be the sole responsibility of the undersigned and that the undersigned shall pay any charges assessed by AT&T, ADT, or any other vendor for their services in providing the transmission of the alarm signal to the monitoring agency. As a user of an alarm system, the undersigned warrant(s) that said system meets the requirements of all state and local building codes.

- c. As a user of an alarm system within the City of Highland Park, the undersigned agree(s) to abide by all alarm regulations in Chapter 129 of the City Code.
- d. The applicant shall pay the annual maintenance fee as invoiced by the City. In making this Alarm User Permit Application, and in consideration of its issuance by the City of Highland Park, the undersigned hereby acknowledge(s) and agree(s) that, if any alarm user permit fee, connection fee, or additional charge for false alarms heretofore or hereafter incurred is not paid when due, the City shall have the right to collect such amount, including the cost of collection.
- e. The undersigned understand(s) that service provided pursuant to this Alarm User Permit may not be transferred. Further, the undersigned shall remain liable for any costs incurred hereunder until the City of Highland Park has received proper written notice regarding the transfer of ownership of property and/or termination of service.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Property Owner

Please make check payable to the City of Highland Park. Forward application and the appropriate fees to:

City of Highland Park  
Department of Community Development  
ATTN: Fire Prevention Division-Permits  
1150 Half Day Rd  
Highland Park, IL. 60035

For questions regarding **Fire, Medical or Environmental Alarms**, please contact the Fire Prevention Bureau at (847) 926-1075.

If you have any questions regarding **Burglar Alarms**, please contact the Alarm Coordinator at the Police Department at (847) 926-1087.