



CALGARY
POLICE
SERVICE

CALGARY POLICE SERVICE

5111 - 47 Street N.E., #609
Calgary, AB T3J 3R2

General Inquiries: Tel: 403-428-8336, Monday to Friday, 8:00 a.m. - 4:30 p.m. (excluding Statutory holidays)
Email: alarmbylaw@calgarypolice.ca

ALARM PERMIT APPLICATION

PD 290 (R2015-10)

PLEASE READ BEFORE COMPLETING THIS APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT OR ALARM AGENCY

ALL APPLICANTS

- **No person** shall operate an alarm system without a valid alarm permit on file with Calgary Police Service in accordance with the City of Calgary Alarm Bylaw 31M95.
- **Permit numbers are NOT transferable.** If you move residences or businesses or there has been a change in business ownership, you are required to submit a new application to obtain your new permit number.
- **Any changes to information** contained in this application **MUST** be brought to the immediate attention of the Calgary Police Service, Alarm Bylaw office by either submitting an updated application or advising by phone, email or fax (see below).
- **Proof of Occupancy:** ALL residential and commercial premise applications must be accompanied by a proof of occupancy. The document submitted must reflect the occupant's name and address. Photocopies will be accepted. Acceptable documents are: Commercial Business Licence and/or Business Tax Assessment, Residential Property Tax Assessment and/or Property Tax invoice, any other form of Utility invoice or photocopy of driver's licence.
- **Keyholders:** Keyholder information is **MANDATORY** in accordance with The City of Calgary Alarm Bylaw 31M95. Minimum of **TWO** keyholders are required for residential or commercial premises. **Keyholders cannot be residents of the home.** If you have a guard service arranged with your alarm agency, this will cover all requirements under the bylaw.

ALARM AGENCIES / INSTALLERS

- **ALL alarm companies (including Monitoring Stations)** are required to have a valid City of Calgary Business Licence that identifies the Company as an Alarm Agency and the employees as Alarm Agents and **MUST** register with the Calgary Police Service.
- **Permit Applications** will only be given to Licensed and Registered alarm agencies. Requests for 100 or less applications will be mailed. Quantities of 100 or more requires pick-up in person or by your courier. **Please contact our office prior to pick up.**
- **ALL registered alarm companies** will be assigned a registration number by the Calgary Police Service. It is to be used when requesting a dispatch. To obtain your number, call 403-428-8336 during regular business hours or email: alarmbylaw@calgarypolice.ca
- **False Alarm Penalty:** \$75.00 will be charged to the alarm agency for dispatch and response to a false alarm.

All information contained in this application will be considered confidential and **FOR POLICE USE ONLY.**

YOUR COMPLETED APPLICATION MAY BE SUBMITTED AS FOLLOWS:

Mail: Calgary Police Service
Alarm Bylaw Unit #609
5111 - 47 Street N.E.
Calgary, AB T3J 3R2

In Person: Any Calgary Police Service
District Office (provide mail code #609)
OR
CPS Westwinds Campus - East Building
5111 - 47 Street N.E.
Fax: 403-216-5380

E-mail: alarmbylaw@calgarypolice.ca

Alarm Bylaw 31M95 can be found on the City of Calgary website: www.calgary.ca

KEEP THIS PAGE FOR YOUR REFERENCE



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PREMISES INFORMATION (Please Print Legibly)

RESIDENTIAL OCCUPANT (Surname, First Name)	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
1. MANDATORY			
2.	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
Email			
COMMERCIAL PREMISE (Name) COMMERCIAL APPLICANT ONLY			<input type="checkbox"/> New Business <input type="checkbox"/> New Ownership <input type="checkbox"/> Update Only
Contact Name MANDATORY	Business Phone (Area Code) MANDATORY		
Business Hours SUN: MON: TUES: WED: THUR: FRI: SAT:			
ADDRESS OF PROTECTED PREMISE MANDATORY			Postal Code MANDATORY
Mailing Address (if different than above)			Postal Code

ALARM INFORMATION

Effective Date YYYY MM DD	Premise Type <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Financial	Purpose <input type="checkbox"/> Intrusion <input type="checkbox"/> Distress / Hold Up	
Name of INSTALLING OR MAINTENANCE AGENCY OR <input type="checkbox"/> Self-Installed		Phone (Area Code)	CPS Reg. No.
Name of MONITORING ALARM AGENCY OR <input type="checkbox"/> Self-Monitoring		Phone (Area Code)	CPS Reg. No.

KEYHOLDER INFORMATION *MANDATORY

Keyholders must be able to attend address within 30 minutes.

Permit will NOT be approved if keyholders not listed. Must be persons **NOT** living in premise address!

Name	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
1. MANDATORY			
Name	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
2. MANDATORY			
Name	Home Phone (Area Code)	Work (Area Code)	Cell (Area Code)
3. MANDATORY			

I CERTIFY THAT I HAVE READ THE COVERING PAGE PERTAINING TO PERMIT GUIDELINES AND INFORMATION REGARDING CITY OF CALGARY ALARM BYLAW 31M95. I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT, TO THE BEST OF MY KNOWLEDGE.

Year Month Day

SIGNATURE (Applicant)

Date

Personal Information on the Alarm Permit Application form is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. It will be used to process and administer your alarm permit. Questions about the use or collection of this information should be directed to the Calgary Police Service Alarm Coordinator at 403-428-4559.

FOR OFFICE USE ONLY

In accordance with The City of Calgary Bylaw 31M95 and subject to all provisions and regulations stated therein, including suspension or termination, this permit authorizes the installation and use of the alarm system as described in the application above.

Permit Number

Chief Constable Calgary Police Service

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