



VILLAGE OF GLEN ELLYN POLICE DEPARTMENT
65 S PARK BOULEVARD, GLEN ELLYN, ILLINOIS 60137
COMMERCIAL ALARM USERS PERMIT APPLICATION



Type of Alarm: Burglar Panic/Hold-Up Fire (check all that apply)

BUSINESS NAME:			
ADDRESS:			
PHONE:		FAX:	
OTHER #:			
NORMAL BUSINESS DAYS/HOURS:			
LOCATION OF ALARM PANEL:			
OWNER INFORMATION			
OWNER #1: Name			Email:
Phone(s) Home:	Work:	Cell:	Other:
OWNER #2/MANAGER: Name <small>(Please circle correct title)</small>			Email:
Phone(s) Home:	Work:	Cell:	Other:
CORPORATE INFORMATION (IF APPLICABLE):			
ALARM SYSTEM INFORMATION			
Alarm Service Company:			Telephone:
State License Number:			
Mailing Address:		City, State, Zip	
Alarm Monitoring Company:			Telephone:
Mailing Address:		City, State, Zip	
Type of Alarm System Burglar: Audible/Silent Panic: Audible/Silent Fire: Audible			
Date of Alarm Installation:		Does burglar alarm have an automatic reset? Yes () No ()	
Hazards: Please list any hazardous materials, animals, or any other items kept on the premises that may be encountered by police/fire responders. Use reverse side if necessary.			
KEYHOLDER INFORMATION			
<small>Please list, <u>in order of contact preference</u>, all persons who can manage the alarm or who can reach an owner immediately. Keyholders must be able to arrive at location within 45 minutes activation/notification.</small>			
Keyholder Name	Home Phone	Cell Phone	Work/other phone
1.			
2.			
3.			
4.			
There is an annual application fee of \$25.00 per business. The fee must be paid upon submission of this application. Please make checks payable to the Village of Glen Ellyn. Mail to the Glen Ellyn Police Department, Attn: Alarm Permits, 65 S. Park Blvd. Glen Ellyn, IL 60137. If you have any questions, please contact the Police Department at 630-469-1187.			
Applicant Signature _____			Date: _____
FOR POLICE USE ONLY	NEW _____ RENEWAL _____ CHANGE _____ PERMIT # _____		DATE ISSUED _____ PAID \$ _____

ANNUAL PERMIT REGISTRATIONS 6-6-6

The Village Code of Glen Ellyn, Chapter 6, Section 6-6 requires all persons operating alarms intended to summon the Police or Fire Departments have a permit. Permit registrations, including a \$25 registration fee, are due by September 1st of each year. Thereafter, if the alarm user permit is not renewed, and the annual fee not paid on or prior to September 1 each year, the applicant shall be charged double the applicable user permit fee.

PERMIT NOT WARRANTY 6-6-10

A permit issued by the Village does not constitute a warranty of the alarm system involved, and issuance of the permit is subject to the Village's disclaimer of liability.

SERVICE CHARGES FOR FALSE ALARMS 6-6-12

The alarm ordinance includes a provision for a service charge for certain false alarm activations. Alarm activations are not deemed to be 'false alarms' if activated due to violent weather conditions, telephone line service interruptions, acts of God or other extraordinary circumstances not reasonably subject to the control of the alarm user. A fee of fifty dollars (\$50.00) will be charged for each false alarm in excess of three (3) but less than nine (9) in any one calendar year. False alarms in excess of eight (8) in any calendar year are subject to higher fines. The Village will send a monthly account statement to any residences that incurred an alarm activation.

CONTESTED SERVICE CHARGE 6-6-13

Permit holders who wish to contest a service charge on their invoice are entitled to an administrative hearing. Failure to request a hearing *within ten (10) days* of receipt of the statement of the false alarm charge shall constitute an admission that the service charge is justified and due to the Village. To request a hearing, contact the Glen Ellyn Police Department at 630-469-1187. Administrative Hearings are held on the third Wednesday of each month at 7:00 pm at the Civic Center, 535 Duane Street, Glen Ellyn.

VILLAGE MUNICIPAL CODE

You can read more about the Village Alarm Ordinance on line at www.glenellyn.org. Select "**Doing Business**" and **Municipal Code. Title 6: Police Regulations – Chapter 6: Police/Fire Alarm Systems** to review the provisions, rights and restrictions of alarm users.

The undersigned acknowledges that the issuance of an alarm permit and a police response to any alarm initiated by an alarm system is a privilege not required by law, and is an extra service being provided at the discretion of the Police Department to alarm permit holders.

If you have additional questions, you may contact the Police Department at 630-469-1187.

Applicant Signature _____ **Date:** _____