



CITY OF ELYRIA

FRANK WHITFIELD, MAYOR

OFFICE OF SAFETY SERVICES
440.326.1404

February 28, 2020

RE: Alarm System Permits

Please be advised that according to Ordinance Number 87-193 passed by Elyria City Council on June 1, 1987, you are hereby required to obtain a permit for a residential or business alarm system. Per City ordinance, *"No person shall operate, cause to be operated or permit the installation of an alarm system unless a current permit has been issued by the Safety Service Director for such system. The person in control of the property which the alarm system is designed to protect shall be subject to prosecution if he/she permits the operation of such system without a valid permit."* Alarm system permits are non-transferable.

The fee for a permit for an alarm system installed on the premises of a single residence is \$5.00, and all others are \$25.00. Enclosed is an application for your convenience.

This application must be fully completed and returned with your payment (made payable to the City of Elyria), to the Safety Service Directors' Office within fifteen (15) days. Your permit will then be mailed to you.

Please direct any further questions to this office at 440-326-1404.

Best Regards,

Kevin Brubaker

Assistant Safety Service Director – City Transformation & Residential Services
440.326.1417 kbrubaker@cityofelyria.org

Alarm Permit Cover Letter 2'20

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Elyria, OH Code of Ordinances

703.04 AMENDMENTS TO PERMIT APPLICATIONS.

Whenever a person listed on a permit application or listed on an amendment to the application is unable or unwilling to perform the duties set forth in Section 703.03(f), the permit holder shall file an amendment to the permit application, listing a person or company who or which is able and will perform those duties so that at all times the application on file with the Police Division or the Fire Division designates at least two persons who are, or an alarm system business that is, able and willing to perform such duties.

(Ord. 87-193. Passed 6-1-87.)

703.10 RESPONSIBILITIES OF PERSONS IN CONTROL OF PROPERTY.

The person in control of the property on which an alarm system is installed shall:

(a) Ensure that any person listed with the Police Division or the Fire Division, pursuant to Sections 703.03 and 703.04, is able to:

- (1) Receive notification at any time;
- (2) Come to the alarm site within one and one-half hours after receiving a request from a member of the Police Division or the Fire Division to do so; and
- (3) Grant access to the alarm site and deactivate the alarm system if such becomes necessary; and

(b) Train all persons who may activate the alarm system in the proper operation of the alarm system.

(Ord. 87-193. Passed 6-1-87.)

703.19 INTENTIONAL ACTIVATION OF ALARM SYSTEMS.

No person shall intentionally activate an alarm system for any purpose other than an emergency of the kind for which the alarm system was designed to give notice. However, it shall be an affirmative defense to prosecution under this section that the alarm system was sounded solely for the purpose of testing the alarm and the person who tested the alarm took reasonable precautions to avoid any request being made to the Police Division or the Fire Division to respond to such alarm.

(Ord. 87-193. Passed 6-1-87.)

703.20 CHARGES FOR RESPONSE TO ALARM; FALSE ALARMS.

The City will respond to proper notification of the activation of an alarm system without charge for the response to an alarm in which there are reasonable grounds to believe that the cause of the activation of the alarm was an emergency of the type for which the alarm system is designed.

For responses to a false alarm, that is, an alarm for which there is not reasonable cause to believe that the cause of the activation was an emergency for which the alarm system was designed, there shall be no charge for the first incident within a calendar year, twenty-five dollars (\$25.00) each for the second through fifth incidents, fifty dollars (\$50.00) each for the sixth through tenth incidents and one hundred dollars (\$100.00) for the eleventh and each succeeding incident within a calendar year.

For a fire alarm, if the Fire Chief or his or her designated representative determines that there has been a malfunction of the system and that such malfunction is not the fault of the owner or occupant, no service call shall be charged.

For any other alarm, if the Police Chief or his or her designated representative determines that there has been a malfunction of the system and that such malfunction is not the fault of the owner or occupant, no service call shall be charged.

(Ord. 92-159 Passed 8-3-92.)

703.21 REVOCATION OF PERMITS.

A permit for an alarm system may be revoked if the permit holder fails to pay the charges referred to in Section 703.20 within sixty days of receipt of notice to pay for the false alarm.

(Ord. 87-193. Passed 6-1-87.)

703.99 PENALTY.

(a) Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a minor misdemeanor and shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00).

(b) Each permit holder and each person having control over property on which an alarm system is installed has an affirmative duty to comply with all provisions of this chapter, and it shall not be a defense to prosecution of such a person that he or she was acting without a culpable mental state.

(Ord. 87-193. Passed 6-1-87.)

CITY OF ELYRIA ALARM SYSTEM PERMIT APPLICATION

CHECK ALL THAT APPLIES: Burglar Alarm Fire Alarm Hold-Up Alarm Other

FULL NAME OF PERSON IN CONTROL OF PROPERTY: _____

ADDRESS: _____ PHONE: _____

DISREGARD THIS SECTION IF APPLYING FOR A RESIDENTIAL ALARM PERMIT:

NAME OF BUSINESS: _____

ADDRESS: _____ PHONE: _____

Is Alarm System Business to install the alarm local: Yes No

Alarm System Business Name: _____

Address: _____ Phone: _____

*****THE FOLLOWING INFORMATION IS REQUIRED FOR APPROVAL OF THIS APPLICATION*****

The names, address and telephone number of two (2) persons OR alarm system company who will be able to 1) receive notification at anytime 2) come to the alarm site within 1 1/2 hours after receiving a request from the Elyria Police Department or Fire Department to do so; 3) grant access to the alarm site and de-activate the system if necessary.

(Please Print Neatly)

CONTACT #1

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT #2

NAME: _____

ADDRESS: _____

TELEPHONE: _____

THE FOLLOWING SHALL APPLY IF AN ALARM SYSTEM BUSINESS IS LISTED ABOVE:

- 1) The Alarm system business shall have on file the names and telephone numbers of two (2) persons who will comply with the above section AND in the event they are unable or unwilling to perform the duties as outlined, the permit Holder shall give the alarm company another name and telephone number of a person who is willing to comply with the duties as outlined. At least two (2) persons who are able to perform such required duties must be on record with the alarm company at all times.
- 2) The permit holder has authorized the alarm system business to provide said names and telephone numbers listed with that company when requested by the Elyria Police Department or the Elyria Fire Department after an alarm has been activated.

The applicant shall submit a fee of \$25.00 for a commercial alarm system permit or \$5.00 for a residential alarm system permit. **THIS FEE MUST ACCOMPANY YOUR APPLICATION.** Mail application with fee to: **Safety Service Department, 131 Court St., 3rd Floor, Elyria, OH 44035.**

All information contained in this permit is confidential except for legitimate law enforcement or fire protection purposes and for enforcement of this ordinance. This permit shall become void should any statement on this application prove to be incomplete or false.

I, the undersigned, do hereby agree to comply with the provisions as outlined and further agree to notify the Elyria Police Department or the Elyria Fire Department in the event that the information provided changes.

SIGNATURE OF APPLICANT: _____ DATE: _____

APPROVED BY THE SAFETY SERVICE DIRECTOR: _____ DATE: _____

Fee Received By: _____ Amount Paid: _____ DATE: _____

Permit Issue Date: _____ Permit #: _____ Forwarded To: EPD EFD BY: _____ Date: _____