



OFFICE OF SAFETY SERVICES  
MATT LUNDY, DIRECTOR  
(440) 326-1404

April 12, 2023

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 Director's 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 or email [dwalther@cityofelyria.org](mailto:dwalther@cityofelyria.org).

Continued Success,

Matt Lundy  
Safety-Service Director

## **CITY OF ELYRIA ALARM SYSTEM OPERATING PERMIT APPLICATION**

Check all that apply: \_\_\_Burglar \_\_\_**Fire Alarm\*** \_\_\_Hold-up \_\_\_other **\*all fire alarm systems require an installation permit prior to installing alarm. These permits are available in the Building Department.**

PROPERTY OWNER'S NAME: \_\_\_\_\_

ALARM ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

IF THE APPLICATION IS FOR A BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CONTACT NAME FOR BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALARM SYSTEM COMPANY: \_\_\_\_\_

LIST BELOW The names, address, and telephone number of two people or **alarm system company** who will be able to 1) receive notification at any time; 2) come to the alarm site within 1.5 hours after receiving request from EPD or EFD to do so; 3) grant access to the alarm site and deactivate the system if necessary.

(please print legibly the names and phone numbers of above referenced individuals)

CONTACT #1: \_\_\_\_\_

CONTACT #2: \_\_\_\_\_

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 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. Current names and phone numbers must be on file 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 EPD or EFD after an alarm has been activated.

The applicant shall **submit a fee of \$25 for a permit to operate a commercial alarm, or \$5 for a permit to operate a residential alarm.** THE FEE MUST ACCOMPANY THE APPLICATION. Mail the application to the attention of the Office of Safety Service, 131 Court Street #301, Elyria, Oh 44035.

All information contained in the permit is confidential. The exception is to give access to legitimate law enforcement/fire protection services and for enforcement of the ordinance #87-193. This permit shall become void should any information provided proves 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 (EPD) or the Elyria Fire Department (EFD) in the event that the information provided changes.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Approved by the Safety Service Director: \_\_\_\_\_ date: \_\_\_\_\_  
fee received by: \_\_\_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_ PERMIT #: \_\_\_\_\_