



## ALARM PERMIT APPLICATION

☐ RESIDENTIAL ☐ \*SENIOR -DATE OF BIRTH \_\_\_\_\_

(60 or older) (Seniors only)

☐ PERMANENT DISABILITY \*\*Proof Required

Contact 1-866-950-8187 For requirements

\* Senior Rate/Permanent Disability- Residential Only  
Owner/Lessee of Property -Alarm Agreement  
Must Be In Your Name

\_\_\_\_\_  
Name of responsible party (Please print)

\_\_\_\_\_  
Alarm Location (Include Building/Apt #)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Billing Address (if different)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Home Phone:

\_\_\_\_\_  
Cell Phone:

☐ BUSINESS

\_\_\_\_\_  
Type of Business Conducted

\_\_\_\_\_  
Business Name (Please print)

\_\_\_\_\_  
Name of responsible party (Please print)

\_\_\_\_\_  
Alarm Location (Include Suite or Unit #)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Billing Address (if different)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Office Phone:

\_\_\_\_\_  
Alternate Phone:

### SPECIAL CONDITIONS

In order to ensure the safety of our officers, the public and to enable the police department to better protect your property, please provide information regarding potentially hazardous circumstances (i.e. guard animals, weapons, hazardous substances, etc.)

Comment: \_\_\_\_\_

### ALARM INSTALLATION DETAILS

Alarm Installation Date: TBD - SELF INSTALLED BY CUSTOMER

Alarm Installation Company : PROTECT AMERICA, INC

Monitoring Company: (if different) CMS (CRITICOM MONITORING SERVICES)

Monitoring Company Address & Phone #: 1035 N. THIRD ST. SUITE 101, LAWRENCE, KS 66044

(800) 482-9800

### PLEASE READ THE FOLLOWING AND SIGN

This is to certify that as the applying principal, my immediate family, tenants, or employees who have access to the protected premises have been given training which includes procedures and practices to follow in the event that the alarm system is accidentally activated. I also acknowledge that the installation company left me a set of written instructions for the alarm system, including written guidelines on how to avoid false alarms. The police response may be influenced by factors including, but not limited to, the availability of deputies, priority calls, traffic conditions, emergency conditions and staffing levels.

Signature: (Owner) \_\_\_\_\_

Date: \_\_\_\_\_

In accordance with Lakewood Municipal Code Chapter 9.31.040, if you have an alarm system within the city limits of Lakewood, it must be registered with the city beginning 01/01/09. Registration is \$24.00 annually. Registration is \$12.00 for seniors age 60 or older and for individuals with a permanent disability. Each false burglar alarm is \$100.00. Each false robbery/panic alarm is \$200.00. Police response may be suspended after 3 false burglar alarms within a one year permit period.

### Make Checks Payable To Your Alarm Company

Annual Permit Fee: \$24.00

Seniors (60 or older) Permit Fee: \$12.00

Permanent Disabled Permit Fee: \$12.00

### Return this form and permit fee to your alarm company

(Permit will not be valid  
without this form)

[www.police.cityoflakewood.us](http://www.police.cityoflakewood.us)

(Click on Related Links then Lakewood Municipal Code)

For Customer Service Call: 1-866-950-8187

### For Office Use Only

Permit Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Processed By: \_\_\_\_\_

## CUSTOMER FALSE ALARM PREVENTION CHECKLIST



## INSTALLER FALSE ALARM PREVENTION PROGRAM CHECKLIST

Yes No

- \_\_\_\_ 1. If a duress feature was installed, I thoroughly explained it and I did **not** program the system so that the duress code is only one digit different than the normal code.
- X \_\_\_\_ 2. I checked that the control panel complies with the **SIA Control Panel Standard CP-01** and has been programmed so that:
- X \_\_\_\_ a. it will comply with **Sequential Verification**;
- X \_\_\_\_ b. it will delay at least fifteen seconds before initiating dialing on intrusion alarm signals;
- \_\_\_\_ \_\_\_\_ c. it has adequate delay time on entry/exit doors (delay of 45 seconds or more is recommended); and
- \_\_\_\_ \_\_\_\_ d. a cancel code can be entered by the customer to cancel accidental alarms.
- \_\_\_\_ \_\_\_\_ 3. I checked that police and fire panic buttons cause a siren or speaker to sound and that medical panic buttons cause an audible signal.
- \_\_\_\_ \_\_\_\_ 4. I checked that the Arming Station(s) emit sound to inform occupants when an entry/exit door sensor has been triggered.
- \_\_\_\_ \_\_\_\_ 5. I installed and tested standby/backup power.
- X \_\_\_\_ 6. Reviewed the "Customer False Alarm Checklist" with the customer and explained the requirements of **Enhanced Call Verification** and **Sequential Verification**.
- \_\_\_\_ \_\_\_\_ 7. I determined whether the customer had telephone features, such as call waiting, DSL or VoIP, and took steps to allow proper control panel dialing and monitoring center verification.
- \_\_\_\_ \_\_\_\_ 8. I checked that the control panel was properly grounded to the manufacturer's specifications.
- \_\_\_\_ \_\_\_\_ 9. I checked that all door and window contacts were properly selected, installed and tested. I considered loose fitting doors and windows, whether wide gap contacts were needed, and steel doors and windows. I followed the manufacturer's installation instructions.
- \_\_\_\_ \_\_\_\_ 10. I checked all glass breakage sensors were properly selected, installed and tested. I gave consideration to pets, on-site noises and the general environment. I followed the manufacturer's installation instructions.
- \_\_\_\_ \_\_\_\_ 11. All motion type detectors were properly selected, properly installed and tested. I gave consideration to pets, sunlight, other heat sources, and harsh environments. I followed the manufacturer's installation instructions.

Please explain if you answered "No" to any of the above items: \_\_\_\_\_

\_\_\_\_\_  
PROTECT AMERICA, INC.  
Alarm Company

\_\_\_\_\_  
Alarm Site Address

\_\_\_\_\_  
SELF INSTALLED WIRELESS  
Installation Technician (Please Print)

\_\_\_\_\_  
Signature Date

Questions 1,2c,2d,3-5,7-12 will be addressed when the alarm user installs the alarm system.

# Lakewood, WA Security Alarm Ordinance and Permit Quick Facts and False Alarm Prevention Information

Your city has an alarm ordinance, Chapter 9.31 Security Alarms. All alarm users are required to have a valid alarm permit. The **alarm permit requires an annual renewal**. The alarm user sends the renewal fees to the alarm company who then remits the fees to the city. The current the annual alarm permit cost is twenty-four dollars (\$24.00). If you are a senior or permanently disabled the annual alarm permit cost is twelve dollars (\$12.00).

Per your city's alarm ordinance there is a **7-day no dispatch period** for intrusion alarms. This ordinance also requires **Enhanced Call Verification**. This means that prior to requesting law enforcement dispatch a second telephone call is made to a different telephone number if the first attempt fails to reach an alarm user who can determine whether an alarm signal is valid. Additional way of verification per your city's ordinance is **Sequential Verification**, which refers to a two-zone/device activation.

**It is your responsibility to prevent false alarms.** Help us reduce false alarms through the proper use and maintenance of your alarm system.

## What is a false alarm?

A false alarm is defined as any signal that elicits a response by the police or fire or emergency medical services for which there is no evidence of criminal activity, fire, or medical need to justify an emergency response. This simply means that if emergency personnel respond to an alarm activation and, after investigation, find no evidence that criminal, fire, or medical activity either had occurred or was occurring, the emergency response personnel will designate the alarm signal as a false alarm.

## False Alarms

- Divert emergency resources away from true emergencies.
- Are a nuisance to you and your neighbors.
- Make your security system less reliable.
- Cost you and your community money.

## Major causes of false alarms are:

- User error.
- Unlocked or loose fitting doors or windows.
- Kids, neighbors, visitors, repairmen, and employees.
- Cleaning crews.
- Pets.
- Equipment malfunction.

## Before you activate your alarm system:

Anyone who uses the security system needs to be fully educated on its proper operation. This may include children, neighbors, domestics, cleaning crews, caretakers, realtors, employees, and temporary staff.

- Make sure you securely close and lock all protected doors and windows.
- If you are leaving your home or business make sure the door you leave by is closed tight.
- Keep pets, balloons, fans, heaters, plants, etc. away from motion sensor areas.
- Know and rehearse the process to cancel an accidental alarm. Anyone with your key should know this process.
- Know how much time you have after you arm your system to leave and to disarm your system when you enter. Set your system up so it has an arming delay of at least 60 seconds on all doors.
- Know how much time you have after you arm your system to leave and to disarm your system when you enter.

I, the alarm user, have read and understand the above information and I know that I will be paying upfront for the alarm permit. I, the alarm user, understand that this permit renews yearly and I shall remit the fees to renew the alarm permit when I'm notified.

Alarm User \_\_\_\_\_

Signature

Date \_\_\_\_\_



## What to do if you set off your alarm by accident:

- First, don't panic. Carefully enter your disarm code to reset your system.
- **Call the central monitoring station, 877-274-0604, immediately.**
- Tell them you had an accidental alarm activation and cancel the alarm dispatch. **Do not leave your home or business until you have talked with your monitoring station.**
- Do not call 911 to cancel an alarm activation. You must call the monitoring station.
- You can arrange to have the monitoring station call you or another designated person BEFORE the police, fire, or medical personnel are called whenever your alarm is activated. Then if you are aware of a problem with the system you can cancel the alarm dispatch.

## False Alarm prevention

### With people:

- Train your emergency contacts with keys on complete system operation.
- Instruct domestics or repair persons on how to fully operate your system.
- Use deadbolt locks.
- Expand your protection with an alert neighborhood watch.

### Avoid conditions that can trigger your alarm

- Tighten loose fitting doors or windows. Loose fitting doors or windows can affect any attached sensors.
- Keep doors and windows locked when the alarm is "ON" to reduce the chance that friends, neighbors or customers can enter and activate the alarm.
- If you have pets purchase an alarm system that is tolerant of pets (pet immune). You may not want to purchase motion detectors if your pets have free run of the house when the alarm is on. Barking dogs can activate glass break detectors under certain conditions.
- Mylar balloons.
- Drafts that move plants and curtains.

### At your business watch for these pitfalls that may activate your alarm:

- Swinging doors or windows.
- Banners or signs.
- Mylar balloons.
- Plants or curtains caught in drafts.
- Seasonal decorations.
- Stacked items such as boxes that may fall setting off motion detectors.
- Unsupervised guests.
- Untrained, unaware, or careless employees.
- Alarm equipment, such as motion sensors or overhead door magnets being hit by forklifts.

### To help prevent false alarms, contact Protect America, Inc @ 800-951-5111:

- To test your system monthly.
- If you plan home improvement or renovation projects, such as the configuration of a room, adding a wall, rearranging cubicles, installing skylights, ceiling fans, changing phone systems or service such as call waiting, VoIP, use of DSL, cable modem or fax line, etc.
- If you plan to fumigate.
- If you plan to change your alarm system batteries causing an interruption in your system's power supply.
- If you get a pet.
- If you hire a private contractor (domestic help, cleaning crew, Realtor, etc.).
- If you change your phone numbers.
- To keep your emergency contact information updated.

I, the alarm user, have read and understand the above information.

Alarm User \_\_\_\_\_

Signature

\_\_\_\_\_

Date