

Office Use Only

Effective: \_\_\_\_\_

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

Check #: \_\_\_\_\_  Cash



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PERMIT NUMBER

### FIRE ALARM USER PERMIT APPLICATION

#### Alarm Applicant

Name of Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_

Alarm Location - Street Address \_\_\_\_\_ Ste/Apt. \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Alternate number \_\_\_\_\_

Email: \_\_\_\_\_ (Providing your email account authorizes the sending of future emails to you.)

#### Mailing/Billing Address (If different from above)

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Ste/Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Alarm Company Information

Monitored by \_\_\_\_\_ Company Phone Number \_\_\_\_\_  
(Write N/A if not applicable or unknown.)

Type of Property: Residential  Commercial

**Fire Alarm User Permit \$18.00**



**Make checks payable to City Treasurer**

Mail payment and application to:

**San Diego Fire-Rescue  
Fire Alarms Clerk  
525 B St, Suite 300  
San Diego, CA 92101**

**PLEASE NOTE:**

Fire and Police Alarm Permit Fees must be paid with separate checks.

**THIS IS A 2 YEAR PERMIT THAT IS NON REFUNDABLE AND NOT TRANSFERABLE TO ANY NEW LOCATION OR ALARM USER.**

**THIS APPLICATION BECOMES A VALID PERMIT WHEN APPROVED AND RECEIPT OF TOTAL FEES DUE IS VALIDATED.**

I have read the requirements listed on the reverse side of this application and understand the responsibilities under this ordinance. I certify under penalty of perjury that all information and statements made herein are true and correct to the best of my knowledge and belief. I understand and agree to notify the City of San Diego of any changes in the written information in this application within five (5) days from the date such change occurs.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

REQUIREMENTS AND RESPONSIBILITIES - SAN DIEGO MUNICIPAL CODE  
SUMMARY SECTIONS 55.9901 THROUGH 55.9923 (FIRE AND HARMFUL GAS  
ALARMS) SECTIONS 33.3700 THROUGH 33.3713 (ROBBERY/BURGLAR ALARMS)

The majority of alarms that the San Diego Fire-Rescue Department respond to are false, resulting in an enormous waste of resources. False alarms create an unnecessary danger to citizens, police officers, and firefighters. The City of San Diego requires permits for Burglary, Robbery, Fire, and Harmful Gas Alarm Systems for both Residential and Commercial Properties.

**DEFINITIONS:**

Fire-Harmful Gas Alarm System - Any mechanical or electrical monitoring device capable of giving, signaling, or transmitting a fire or harmful gas emergency alarm that when triggered by an emergency situation emits a sound or transmits a signal or message that is intended to evoke a response by the San Diego Fire-Rescue Department. Fire-harmful gas alarm system excludes manually activated residential alarm systems.

False Alarm - An alarm activation causing a response by San Diego Police or Fire-Rescue Departments when an emergency situation does not exist. This includes activations caused by mechanical failure, malfunction, accidental tripping, misuse, or negligent maintenance. It does not include activations caused by weather conditions, telephone line problems or power outages.

**REQUIREMENTS FOR ALARM BUSINESSES:**

- Obtain an alarm user permit on behalf of the alarm user before putting the alarm system into service.
- Collect the alarm user permit application and permit fee from each alarm user and mail or hand deliver the complete alarm permit application to the City of San Diego before putting the alarm into service.

**ALL FEES MUST BE PAID AT THE TIME THE ALARM USER PERMIT IS FILED.**

**ALARM PERMIT REVOCATION AND APPEAL PROCESS:**

For Fire and Harmful Gas Alarm Systems:

Permitted systems are allowed up to two (2) false alarms per calendar year without incurring a penalty. Additional false alarms in a calendar year will incur escalating penalties plus cost recovery for time spent responding to the alarm call.

If the false alarm count exceeds two per calendar year, then a notice of revocation will be sent to the alarm permit user. The notice will request that the false alarm problem be corrected. Additionally, written evidence of correction and the revocation fee is to be submitted within 15 days of the letter being received.

For unpermitted addresses, all false alarm responses by San Diego Fire-Rescue are considered excessive and escalating penalties plus cost recovery for time spent responding to the alarm call will be billed to the owner of the building.

Following is the penalty fee schedule:

1st Excessive Response in a 1 year period:	\$110
2nd Excessive Response in a 1 year period:	\$220
3rd Excessive Response in a 1 year period:	\$440
4 or more Excessive Response in a 1 year period:	\$2,200

Excessive responses by San Diego Fire-Rescue will also incur a fee of \$85 for cost recovery of time spent by the fire crew, in addition to the penalties incurred.

Appeal Process:

In accordance with Chapter 3 Article 3 Division 5 of the San Diego Municipal Code, you have the option to appeal the fines assessed. To appeal, you must send a letter within ten (10) calendar days of receiving an alarm permit revocation letter to: Administrative Hearing Coordinator, San Diego Fire-Rescue Department, 600 B Street Suite 1300 San Diego, CA 92101.

If you have additional questions regarding this matter, please contact the San Diego Fire-Rescue Department at **(619) 533-4371** between 8:00 a.m. and 4:30 p.m., Monday through Friday or email [FireAlarmsClerk@sandiego.gov](mailto:FireAlarmsClerk@sandiego.gov).