

Office use only

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

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



THE CITY OF SAN DIEGO

Office use only

PERMIT NUMBER

### FIRE ALARM USER PERMIT APPLICATION

#### Alarm Applicant

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

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

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

Alternate number (if applicable) \_\_\_\_\_

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

Name \_\_\_\_\_

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

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

Type of Property: Residential  Commercial

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

Make checks payable to - **City Treasurers**

**Fire Alarm Fee-\$18.00**

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

Mail payment and application to:

**San Diego Fire & Rescue  
Fire Alarms Clerk  
1010 2<sup>nd</sup> Ave. Ste. 400  
San Diego, CA 92101**



THIS IS A 2 YEAR PERMIT. NON REFUNDABLE, 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/user

\_\_\_\_\_  
Date

REQUIREMENTS AND RESPONSIBILITIES - SAN DIEGO MUNICIPAL CODE SUMMARY  
SECTIONS 55.5101 THROUGH 55.5123 (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 responds 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 or telephone line problems.

**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 the number listed in the schedule above, then you will be sent a letter of revocation. The letter will tell you that the false alarm problem must be corrected and written evidence of correction along with the revocation fee be submitted to the City of San Diego within 15 days of the letter being received. Basically, you must fix whatever caused the false alarms and send the evidence and fine to the City of San Diego. Following is the revocation fee schedule:

1st revocation in a 1 year period.....	\$195	2nd revocation in a 1 year period.....	\$305
3rd revocation in a 1 year period.....	\$525	4th or each additional revocation ...	\$2,285

Appeal Process:

The Municipal Code allows for an independent review through the Administrative Hearing Program at USD. You must send a letter of appeal within ten (10) days of receiving an alarm permit revocation letter to: Administrative Hearing Coordinator, San Diego Fire/Rescue, 1010 Second Ave., Suite 400, San Diego 92101. Telephone 619-533-6593 or email [FireAlarmsclerk@sandiego.gov](mailto:FireAlarmsclerk@sandiego.gov)

If you continue to use your alarm after the revocation date and you have not appealed the revocation decision, you can be issued a misdemeanor citation.