

CITY OF PASADENA FIRE MARSHAL'S OFFICE

FIRE ALARM PERMIT APPLICATION



Mail or bring this original. Payment may be made by check or money order payable to the **City of Pasadena** or credit card with 4% service charge.

Mailing Address: Fire Alarm Permit Division
 209 N. Main Telephone 713-475-5556 Fax 713-477-3093
 Pasadena, Texas 77506

Application Type: (please circle one) **New** **Renewal** (Must be not less than 10 business days before expiration date)

Applicant's Name:
 (Type or Print) _____ (Last, First, Mi)

Applicant's Telephone No.: () _____ () _____
 (Area code) (Phone number) (Area code) (Work number)

Applicant's Driver's Lic. No.: _____ **State** _____

Address of Alarm: _____
Business Name: _____ **Telephone Number** _____ - _____

Owner Name (if other than applicant): _____

Owner's Address: _____

Mailing Address (if different): _____

 (City, state, and zip code)

Type of Alarm Site: _____ **Residence** _____ **Business/Non-Residential** _____ **Healthcare** _____ **Other**

Installation of Alarm Date: _____ **Alarm Company:** _____ **Telephone No.** _____

List at least two (2) individuals or alarm /security company that have agreed to respond and grant access to the alarm site within 30 minutes.

Name of Contact #1:	_____	Local Phone No.	_____
Name of Contact #2:	_____	Local Phone No.	_____
Name of Contact #3:	_____	Local Phone No.	_____
Name of Contact #4:	_____	Local Phone No.	_____

X _____ **Date:** _____
Signature of Applicant or Authorized Agent

The Applicant or Authorized Agent affirms that all the information contained herein is true and correct to the best of his/her knowledge. This application may be denied for false statements and/or non payment of all fees owed to the City of Pasadena. The permit may be revoked for disciplinary reasons and/or non payment of fees owed to the City in accordance with "City of Pasadena Code of Ordinances Chapter 13-11". Permits are valid one (1) year from issue date, unless otherwise noted, and must be renewed ten (10) days before expiration.

FOR DEPARTMENT USE ONLY

Date: _____	Payment Type: _____	Check # _____	Permit Fee: \$ _____
Permit #: _____	Expiration Date: _____		

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FREQUENTLY ASKED QUESTIONS

What is a "Fire Alarm System"?

A fire alarm system(s) means any equipment, device or devices arranged to signal the presence of fire, smoke, heat or other hazards requiring urgent attention and to which the fire department is expected to respond.

What is considered as a "False Alarm"?

A false alarm means any fire alarm, which was discharged falsely, accidentally, through mechanical failure, malfunction, improper installation, lack of maintenance, or by negligence of the owner or lessee of the alarm system or of his and/or her employees or agents. False alarms shall not include:

- Alarms that occur during electrical storms, tornadoes, hurricanes, ice storms, earthquakes, or other natural disaster or Acts of God.
- Disruption of the telephone circuits beyond the control of the alarm company and/or the alarm user.
- Electrical power or disruption or failure not caused by the user.
- Alarms which occur as a result of an actual fire or emergency condition.

What is considered as a "Fire Department Response"?

Fire Department Response means the dispatching of a fire unit to investigate a fire alarm.

Do I need a permit?

Yes, all fire alarm systems installed within the city limits of Pasadena require a permit, Except for those fire alarm systems installed upon the premises occupied by the United States Government, the State of Texas, the City of Pasadena, or any county government or school districts.

If I have an existing fire alarm system how long do I have before I need a permit?

Alarm sites in existence before October 18, 2005 have until April 18th, 2006 to obtain a permit.

How much does a permit cost?

- The fee for an initial permit issued to Non-Residential Fire Alarm System users shall be \$100.00 for the first year then \$50.00 annual renewal.
- The fee for an initial permit issued to Residential Fire Alarm System users shall be \$50.00 for the first year then \$25.00 annual renewal.
- The fee for an initial permit issued to Health Care Occupancies shall be \$500.00 for the first year then a \$250.00 annual renewal.

How are service fees determined?

Service fees are based on each fire department response to a false alarm in the calendar year.

What is the service fee for fire department responses to excessive false alarms in the calendar year?

- First and second false alarms No Charge
- Third and fourth false alarms \$100.00
- Fifth through tenth false alarms \$200.00
- Eleventh and subsequent false alarms \$500.00

Is there a break-in period on new fire alarms?

Yes, if the Fire Marshal is notified in writing prior to the day of installation of a new alarm system, the fee imposed by this section shall be waived for a 30-day period beginning with the date of the installation.

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Is there a service fee if my fire alarm activates during an actual emergency?

No, there are no service fees if the fire department response to an emergency. Fees are only impose on false alarms.

Can I test my alarm or conduct a fire drill, without being charged a service fee?

Yes, as long as the person testing the alarm or conducting the drill took reasonable precautions to avoid any request being made to the Pasadena Fire Department to respond to the alarm.

What if I do not have a fire alarm permit?

You may receive a citation for municipal court. Fines violating any provisions of this ordinance range from seventy-five dollars (\$75.00) to two thousand dollars (\$2,000.00).