



City of Missoula
Alarm System User Permit Application

PERMIT # _____
(Office Use Only)

1. Check the space that applies: New Permit _____ Renewal Permit _____ Updating Information _____
2. Is this alarm for a: Business _____ Residence _____ Gov't Agency _____
3. Name of Business or Residence Using the Alarm System:

4. Physical Address/Location of Alarm System:

5. Mailing Address (if different from above):

6. Responsible Person's Name: _____ Date of Birth: _____
7. Responsible Person's Role: Contact Person _____ Resident _____ Key Holder _____ Other: _____
8. Cell Phone: _____ Home Phone: _____ Business Phone: _____
9. Responsible Person's Email: _____
10. Responsible Person's Signature: _____
11. Additional Contact Person's Name: _____ Date of Birth: _____
12. Additional Person's Role: Contact Person _____ Resident _____ Key Holder _____ Other: _____
13. Cell Phone: _____ Home Phone: _____ Business Phone: _____
14. Additional Person's Email _____
15. Alarm Service Company: _____ Phone #: _____
16. Installation Date of Alarm: _____ Date of Application: _____
17. Type of Alarm: SECURITY _____ FIRE _____
18. Do you have functioning surveillance cameras? YES _____ NO _____
19. Type of surveillance cameras: Interior _____ Exterior _____ Both _____
20. If this is for a business, what are your normal business hour? _____ to _____
21. Days of the week open for business? _____

(If Applicant is other than the Responsible Party – Please Complete)

22. Printed Name of Applicant: _____ Applicant DOB: _____
23. Signature of Applicant: _____

(Please familiarize yourself with 15.48.070 of the Ordinance on Response to an Alarm)

PLEASE COMPLETE THIS APPLICATION AND RETURN IT WITH A TWENTY-SIX DOLLAR (\$26.00) PERMIT FEE TO:

**Missoula Police Department
Alarm Permits
435 Ryman
Missoula, MT 59802-4297
Federal Tax ID#: 81-6001293**

Sign up for this free service available to Residents & Businesses in Missoula County



Your permit will be sent to you by return mail upon receipt of the **fully** completed (questions 1-23) application and fee

QUESTIONS - Call 406-552-6303 or send an email to pdalarms@ci.missoula.mt.us

----- see reverse -----

REMINDER: Please keep your alarm service company updated with names and telephone numbers of persons authorized to respond to alarms at these premises. Your alarm service company is where 911 receives their contact/responder information, which is then dispatched to responding police officers. It is *crucial* that your alarm provider have the most current and up-to-date responder list.

Pursuant to Missoula Municipal Ordinance, Chapter 15.48, any “person, firm, partnership, association, corporation, company or organization of any kind in control of any building, structure or facility or portion thereof wherein an alarm system is maintained: must have a valid alarm user permit.

An alarm system is defined as, “any assembly of equipment, mechanical or electrical, arranged to signal the occurrence of an illegal entry or other activity requiring urgent attention and to which the police or fire department is expected to respond.” (Individual smoke detectors are not considered alarm systems and no permit is required if only individual smoke detectors are being used.)

If an alarm system is being used within the City of Missoula and requires Police or Fire Department response, a permit is necessary. This would include any audible signal or silent signal monitored elsewhere for intrusion, robbery, fire or other trouble. The use of automatic telephone dialers, which directly request emergency service from the Missoula Police Department, is prohibited. This includes any recorded message or code signal which uses public telephone lines to call 9-1-1, the Police Department, or answering service directly requesting such emergency service.

If, in the course of a permit year (July 1st to June 30th), no false alarms are reported, the City of Missoula will renew the Alarm User Permit without charge. However, the occurrence of more than two (2) false alarms in a permit year constitutes a nuisance and subsequent alarms require a service charge or other penalty.

PLEASE NOTE: The 6th false alarm requiring Police or Fire Department response is a \$416.00 service charge, with an automatic suspension of Police response for the remainder of the fiscal year.

Further information can be found in Missoula Municipal Code, Chapter 15.48, Section 010 to 150; or on the City of Missoula’s web page at <http://www.ci.missoula.mt.us>