



# BUSINESS NEW ALARM USER PERMIT APPLICATION

POLICE ALARM UNIT  
P.O. BOX 4755  
BEAVERTON, OR 97076-4755  
503-526-2525

## FOR OFFICIAL USE ONLY

Date Received \_\_\_\_\_  
Amount Received \_\_\_\_\_  
Alarm Permit # \_\_\_\_\_

## \$20 ANNUAL FEE

Checks (payable to the City of Beaverton), credit card payments, and cash (in person) are accepted.

### BUSINESS INFORMATION

Name of Business/Company \_\_\_\_\_ Business/Company Phone No. \_\_\_\_\_  
Primary Contact Name \_\_\_\_\_ Direct Line or Cell Phone No. \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address(es) \_\_\_\_\_

Mailing Address (If different than street address) \_\_\_\_\_

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

### ALARM COMPANY INFORMATION

Alarm Installer/Repair Service Co. \_\_\_\_\_ Company's 24-Hour Telephone No. \_\_\_\_\_  
Alarm Monitoring Co. \_\_\_\_\_ Company's 24-Hour Telephone No. \_\_\_\_\_

### EMERGENCY CONTACTS

(List two (2) individuals who have a key and are authorized to enter the business and deactivate the alarm.)

|         |            |            |            |
|---------|------------|------------|------------|
|         |            |            |            |
| Name #1 | Cell Phone | Home Phone | Work Phone |
|         |            |            |            |
| Name #2 | Cell Phone | Home Phone | Work Phone |

**INSTRUCTIONS FOR RESPONDING OFFICERS** (Special directions, guard dogs, on-site security guard or patrol service, video camera, etc.) \_\_\_\_\_

**Protective Sweep Authorization** (You may change your decision at any time by completing a new form.)

A protective sweep is a visual inspection inside a home or business by law enforcement personnel when an alarm is activated, the building is unsecured or shows signs of forcible entry, and no responsible person is immediately available to give or refuse consent for the officer to enter.

**Please indicate your choice below. (Making a selection is mandatory. Failure to select either one will designate your property as "does not consent" for protective sweeps.)**

I DO give consent for law enforcement to conduct protective sweeps when responding to alarm events at my location.  
 I DO NOT give consent for protective sweeps. I understand that without additional details of a crime in progress, or without a responsible person immediately available to provide consent to enter, law enforcement will not conduct a protective sweep when responding to alarm events at my location.

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

Printed Name \_\_\_\_\_



## CITY OF BEAVERTON'S ALARM ORDINANCE

The purpose of the City of Beaverton's Alarm Ordinance is to reduce the number of false alarms the police department receives. Generally, more than 85 percent of all burglar and robbery alarms are false. Since police personnel respond to each alarm, a great deal of time and money is being spent needlessly. It is important we reduce the number of false alarms so police will have time to perform other necessary services. Your help in reducing the number of false alarms is appreciated.

The Alarm Ordinance is posted on the City of Beaverton's website, BeavertonOregon.Gov./Your Government/City Code. If you have questions concerning the Alarm Ordinance or application, please contact the Alarm Coordinator at (503) 526-2525 or by Email at: [jvaldez@beavertonoregon.gov](mailto:jvaldez@beavertonoregon.gov).

### ALARM PERMIT REQUIREMENT

The Alarm Ordinance requires all residential and commercial users of burglar and robbery alarm systems within the city limits to have a permit (whether or not the system is monitored). The fee for a new business alarm permit is \$20. Government/public agencies are exempt from the permit fees.

### HOW TO FILE YOUR APPLICATION

New applications may be submitted by standard mail, email, or delivered in person. The department accepts checks, credit card payments (by phone or in person), and cash (in person only). Please send your completed application along with the permit fee to:

#### Mail:

City of Beaverton  
Police Alarm Unit  
P.O. Box 4755  
Beaverton, OR 97076-4755

#### In Person:

Beaverton Police Department  
6125 SW Hall Blvd.  
Beaverton, OR 97008

Failure of the alarm user to apply for a permit within 15 days after the alarm system becomes operative will result in a \$100 fee.

**Alarm permits must be renewed each year.** The annual renewal fee for residential alarm permits is \$15. Business alarm permits are \$20. Seniors 65 and over (in a residence), and government/public agencies are exempt from the permit fees. The police department will send a renewal notice one month prior to your due date. The due date is established on the date the application is processed by the Alarm Program.

### FALSE ALARM FEES / FINES DURING A CALENDAR YEAR

*Two false alarms are allowed each calendar year without penalty.*

|                              |            |
|------------------------------|------------|
| First False Alarm            | No Charge  |
| Second False Alarm           | No Charge  |
| Third False Alarm            | \$ 75      |
| Fourth False Alarm           | \$ 75      |
| Fifth thru Tenth False Alarm | \$150 each |
| Each additional alarm        | \$200 each |

**NOTE:** A power outage, low battery signal, or loss of telephone service may activate a false alarm. Make sure your alarm company can reach you or your emergency contact during these types of instances, as they are not a valid reason for an appeal.

Failure to take corrective measure(s) on an alarm system having false alarm issues is subject to a \$100 fee. Failure to pay false alarm fees within 15 days of the notice date may result in action that includes the user's account being turned over to a collections agency and/or issuance of a civil infraction notice.