



## **PROCEDURES FOR ALARM USER PERMIT**

1. Complete application (attached).
2. License fee is \$25.00 (checks should be made payable to City Clerk).

*\*\*This is a one-time license. Licenses do not have to be renewed. Information may be updated if necessary. Licenses are not transferable to any other location.*

### **Alarm Systems - Chapter 58 of the City Code**

(To review the City Code on line, enter [www.saratoga-springs.org](http://www.saratoga-springs.org) and click on 'Forms & Permits')

#### **§ 58-1. Purpose**

The purpose of this chapter is to promote the health, safety and welfare of the people of the City of Saratoga Springs by imposing regulations on the sale, installation and maintenance of burglar alarms, fire alarms and other emergency alarms and security systems in said City.

#### **§ 58-2. Definitions**

As used in this chapter, the following terms shall have the meanings indicated:

##### **ALARM SUPPLIER**

Any person or legal entity who installs, maintains or otherwise prepares emergency alarms to be installed anywhere in the City of Saratoga Springs. The term "alarm supplier," as defined above, shall not apply to property owners or lessees within the City of Saratoga Springs who install and maintain their own systems, and such owners and lessees are exempt from the requirements of § 58-3 of this chapter, but are not exempt from any other section of this chapter unless specifically stated herein.

##### **ALARM USER**

Any person or legal entity who installs or seeks to install an emergency alarm upon premises under his or her control and located within the City of Saratoga Springs.

##### **EMERGENCY ALARM**

Any device designed to send a signal in any manner to the Fire Department and/or the Police Department of the City of Saratoga Springs, or to a facility responsible for monitoring such alarm system; any device designed to emit an audible or visual signal from the premises where the device is installed. The term "emergency alarm" shall not include any system used by any government agency or to any device installed in a motor vehicle as defined in the Vehicle and Traffic Law of the State of New York.

## **FALSE ALARM**

The activation of an emergency alarm under circumstances where it cannot be reasonably determined that any emergency or unauthorized entry has occurred or has been attempted. The term does not include:

- A. Activations caused by problems in telephone lines, acts of God, natural disasters or other causes reasonably determined to be beyond the control of the alarm user.
- B. Activations within 45 calendar days of the initial installation of the emergency alarm.
- C. Intentional false alarms that are punishable under the New York State Penal Law.

### § 58-3. Alarm supplier permit; penalty

- A. No alarm supplier shall do business within the City of Saratoga Springs without first filing a copy of his New York State license to engage in the business of installing security or fire alarm systems (as described in Article 6-D of the General Business Law) with the Department of Accounts. The Department of Accounts shall charge no fee for the filing of such license.
- B. Any alarm supplier who does business within this City without filing a copy of his license as in Subsection A above may be subject to a penalty of not more than \$250.

### § 58-4. Alarm user permit; fee; penalty

- A. Coincident with the installation of any emergency alarm in the City of Saratoga Springs, an application for an emergency alarm user permit shall be submitted to and approved by the Commissioner of Accounts or his designee. A one-time fee of \$25 shall accompany the application. Each application shall contain a signed statement by the alarm user that the City shall not be responsible in any way for the operation of the alarm system, or for any failure to respond to a transmitted alarm or for entry upon the premises by City personnel in response to a transmitted alarm.

### § 58-5. Rules and regulations

The City Council, subject to approval, shall have the authority to promulgate rules and regulations governing the operations, testing and maintenance of each alarm system.

### § 58-6. Time-out timer

Each and every emergency alarm system which is audible at the exterior of the premises of the alarm installation shall be installed with a timer which will discontinue the audible signal after a maximum time period of 15 minutes. This section shall not apply to any emergency alarm system which is prohibited by law from employing such a timer.

### § 58-7. Emergency service numbers

No emergency alarm of any type shall terminate, transmit to or call the emergency service number 911 or any emergency service number, except those numbers designated exclusively for the purpose.

### § 58-8. False alarms; additional fees

- A. The following fees in addition to the fees specified in § 58-4 shall be due from any emergency alarm user who transmits more than two false alarms within any twelve-month period, whether caused by human error or malfunction of equipment:

- (1) For each of the third and fourth false alarms transmitted: \$50.
- (2) For the fifth and each additional false alarm transmitted: \$250.
- B. If any alarm user shall transmit more than 10 false alarms within a twelve-month period, the Commissioner of Public Safety may, in his or her discretion, either revoke that alarm user's permit or require that the alarm, if it has been thereto maintained by a property owner or lessee, be thereafter maintained by personnel of an alarm supplier licensed by the City pursuant to § 58-3.
- C. Notice of additional fees due shall be sent to each alarm user by regular mail at the address specified in the permit application. The notice shall state the dates of each false alarm and the amount of additional fees due. It shall also state that payment of the additional fees shall be due 30 days from the date of the notice.
- D. If any additional fees duly noticed shall remain unpaid for longer than 30 days from the date of the notice, the Code Administrator shall have authority to commence an action in small claims court in the name of the City to recover the additional fees due.

#### § 58-9. Enforcement

Both the Police Department of the City of Saratoga Springs and the City Fire Inspector shall have the authority to enforce the provisions of this chapter and to issue appearance tickets for violations thereof. Such authority shall be in addition to and not in limitation of any other authority or power conferred by law.

#### § 58-10. Liability

The City of Saratoga Springs shall not be liable for any defects in operation of emergency alarm systems, nor any failure to respond appropriately, nor for any erroneous response, nor for the failure or defect of any licensee pursuant to the provisions of this chapter with respect to the installation, operation or maintenance of equipment, the transmission of alarm signals or messages or the relaying of such signals or messages.



**CITY OF SARATOGA SPRINGS  
APPLICATION FOR ALARM USER PERMIT**

1. Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Type of alarm system(s) installed (check all that apply):

Burglar system       Fire alarm       Both

Digital dialer       Audible "at scene" alarm (No termination point)

Alarm to be terminated at the Police Department?     YES     NO

Alarm to be terminated at the Fire Department?     YES     NO

Alarm to be terminated at a central station or answering service?    YES     NO

If yes, please answer the following:

Name of central station or answering service: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

4. Who will maintain alarm system?

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

5. Alarm system installed by:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Date installed: \_\_\_\_\_

6. List three people to contact in case of emergency (must give three):

a. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

b. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

c. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

It is the responsibility of the alarm user to update information on this application as necessary.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name (please print)

**FEE: \$25.00 (One time fee)**

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

## BUSINESS INFORMATION REQUEST FORM



In order to serve you better, the Saratoga Springs Police Department requests that you please provide some information about your business below. The purpose for this is to regularly update our computerized database for emergency response and contacts of business owners and employees. In the event an emergency arises we will make every attempt to contact someone affiliated with your business.

Please list the names of persons available in the order that you wish us to call them in should there be an emergency at your business when it is closed. Please consider each persons response time to the business as you list them. We would appreciate as rapid a response as possible so that the officer can resume patrol upon turning the scene over to the responder. If there is more than one business in your building, please provide specific directions to your business (i.e., enter front door, third door on left.) this will enable officers to quickly locate your business should we receive an alarm. Thank you for taking the time to complete this form.

Business Name:		Business Address:	
Business Telephone #	Business Hours:	Location in Building:	
Alarm System? <input type="checkbox"/> Yes <input type="checkbox"/> No	Alarm Type (check all that Apply) <input type="checkbox"/> Audible <input type="checkbox"/> Silent	<input type="checkbox"/> Auto dialer to Alarm Co. <input type="checkbox"/> Auto dialer to Police <input type="checkbox"/> Other (specify below)	<input type="checkbox"/> Burglar Alarm <input type="checkbox"/> Robbery Alarm <input type="checkbox"/> Fire Alarm
Alarm Company Name:		Alarm Company Phone #	
<b>IN CASE OF EMERGENCY, CONTACT THE FOLLOWING PERSONS IN THIS ORDER</b>			
<u>Name</u>	<u>Address</u>	<u>Home/Cell Numbers</u>	
Please return to:	Saratoga Springs Police Department 5 Lake Avenue, Saratoga Springs, NY		Tel: 518-584-1800 Fax: 518-584-1744

**Building Owner:**