

PERMIT NUMBER \_\_\_\_\_ DATE REC'D \_\_\_\_\_ AMT REC'D \_\_\_\_\_  
..... Above Area For City Use Only.....

**OVERLAND PARK POLICE DEPARTMENT      ALARM USER PERMIT APPLICATION**

**Alarm Ordinance 5.06.030 (a) In accordance with O.P.M.C.5.06.020, every alarm user or operator shall obtain an alarm permit from the Police Department Alarm Coordinator's office prior to operation or activation of an alarm system. Alarm permits are non-transferable. Each separate building, structure, business, premise or facility maintaining one or more alarm systems must obtain an alarm user's permit. Each permit shall bear the signature of the Chief of Police or his or her designee and shall be physically kept upon the premises using the alarm system and shall be available for inspection by the Chief of Police, his or her designee or any police officer upon request.**

Permit Address (Please type or print clearly)		Mailing Address (If different from permit address)	
_____	_____	_____	_____
Name	_____	Name	_____
_____	_____	_____	_____
Address	_____	Address	_____
_____	_____	_____	_____
City, State, Zip	_____	City, State, Zip	_____
_____	_____	_____	_____
Telephone	Work/Cell	Telephone	Work/Cell

Pursuant to Alarm Ordinance 5.06.040(d) Whenever a change occurs relating to written information required by this ordinance, the alarm user shall give notice thereof to the Alarm Coordinator's office within 15 days after such becomes effective.

If alarm system is for a **residence**, provide your Drivers License #: \_\_\_\_\_ and check one of the following:

Apartment/Condominium: Development Name \_\_\_\_\_ Duplex \_\_\_\_\_ Single Residence \_\_\_\_\_

If alarm system is for a **business**, provide your Tax ID #: \_\_\_\_\_ Hours of Operation \_\_\_\_\_  
and circle one of the following:

Financial \_\_\_\_\_ Government \_\_\_\_\_ Health Club \_\_\_\_\_ Medical \_\_\_\_\_ Religious \_\_\_\_\_  
Restaurant/Bar \_\_\_\_\_ Retail \_\_\_\_\_ Warehouse/Storage \_\_\_\_\_ Office \_\_\_\_\_ Other \_\_\_\_\_

Name of Alarm Monitoring Company \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name of Alarm Company \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

For a NEW system, list the date your system was installed \_\_\_\_\_

If you took over an existing system, list the date YOU began using the alarm system \_\_\_\_\_

Please list below the names of responsible persons to be contacted to assist police, if needed, in securing the premises or resetting a malfunctioning alarm. These are people that have a key to your home/business and know how to use your alarm system.

Name	_____	Name	_____
Relationship to business or to you (Manager, friend, etc.)	_____	Relationship to business or to you (Manager, friend, etc.)	_____
_____	_____	_____	_____
Telephone (____)	_____	Telephone (____)	_____
_____	_____	_____	_____
Work/Cell (____)	_____	Work/Cell (____)	_____
_____	_____	_____	_____

**PERMIT FEES: A one-time fee of \$10.00 is assessed for each alarm permit.** City Ordinance requires that you obtain an alarm permit before you begin using your alarm system. Failure to do so may result in a \$25 late fee.

**PLEASE ENCLOSE THE PERMIT FEE WITH YOUR APPLICATION.** MAKE CHECKS PAYABLE TO: CITY OF OVERLAND PARK

**MAIL TO:** City of Overland Park, Alarms, P.O. Box 25707, Dept. 142, Overland Park, KS. 66225-5707

It is very important that you fully understand how to operate your alarm system properly. If you have not received thorough training on the system's operation, please contact a reputable alarm service provider for training. Please read the alarm ordinance summary on the reverse side before signing below. Your signature is required and certifies that you understand the alarm ordinance summary and that you will not use your alarm system until you have received adequate training in the proper use, care and maintenance of your alarm system. Your permit will be mailed to you in a few weeks. Under the current alarm ordinance, your permit will be valid for as long as you operate an alarm system at the same location. If you have any questions, please contact the Alarm Coordinator's office at 913-327-6722.

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

**APPLY FOR THIS PERMIT ON-LINE AT [www.opkansas.org](http://www.opkansas.org)**

OVERLAND PARK ALARM ORDINANCE SUMMARY

Ordinance Revision Effective January 1, 1999

We hope you find this information helpful and informative. If you wish to obtain a copy of the complete alarm ordinance or if you have any questions, please contact the Alarm Coordinator's office at 913-327-6722 or visit www.opkansas.org/go/alerts.

The alarm ordinance applies to any user of an alarm system installed in a building, structure or facility within the City of Overland Park, Kansas, whether monitored or not monitored by an alarm company. An Alarm User's Permit application and fee payment must be on file with the Alarm Coordinator's office prior to the system's activation. The activation date is when a new system was installed or a new user begins using an existing system. Permits are not transferable by name or address. Permits remain valid for as long as the same user operates the same alarm system at the same location. Upon request, users must provide proof of alarm system acquisition, installation, and/or activation date. A one-time fee of \$10 will be charged for each permit. Alarm users failing to obtain a valid permit in accordance with O.P.M.C. 5.06.020 may be assessed a late fee of \$25. Any user who fails to respond to a request from the Alarm Coordinator's office for an application will be issued a **Notice to Appear in Municipal Court for violation of the O.P.M.C 5.06.020.**

Each alarm system user with a valid permit will be allowed two false alarms per calendar year before false alarm fee is assessed. Alarm users installing a new system or taking over an existing system will be allowed one additional chargeable false alarm with no fee due if they have a valid permit prior to the alarm activation and the first alarm occurs during the first 45 days of operation.

Each alarm activation resulting in police response is reviewed as to type, cause and known circumstances. The Alarm Coordinator's office will notify the permit holder in writing, of each false alarm response recorded. A non-chargeable false alarm does not count but remains a part of the alarm history. Any alarm system, which records more than the allowed number of false alarms within a period of one calendar year, will be subject to the following fees:

No fees assessed for the first or second chargeable false alarms.....	\$0.00
Third chargeable false alarm .....	\$50.00
Fourth chargeable false alarm .....	\$100.00
Fifth chargeable false alarm.....	\$150.00
Sixth chargeable false alarm .....	\$200.00
Seventh and each subsequent chargeable false alarm .....	\$250.00

***Failure to submit an application or to pay false alarm fees is a violation of this ordinance. Violations may be prosecuted in the municipal court. "Any person convicted of a violation of any of the provisions of or failing to comply with any of the mandatory requirements of this ordinance shall be guilty of a public offense and punished by a fine of not more than \$500 or by imprisonment not to exceed six months or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the City ordinance is committed, continued or permitted by any such person". 5.06.090 Penalty***

**Appealing a False Alarm Notice:** Any alarm user assessed a chargeable false alarm may appeal such assessment to the Chief of Police or his designee. For an appeal to be considered, it must be filed, in writing by the alarm permit holder, within fifteen (15) calendar days of the first false alarm notice. Any supporting information from monitoring, utility, or service companies, etc. pertaining to the appeal must be submitted in writing by the system user. **Faulty equipment, overly sensitive equipment, and user error are not valid as grounds for an appeal.**

**Canceling a False Alarm:** All alarm monitoring companies will allow the cancellation of police response for a known false alarm. Requests for cancellation must be received from the monitoring station prior to the officer's arrival and follow proper procedure. You cannot call the police station to cancel, please call your monitoring station. **"Panic" and "Hold up" alarms cannot be canceled.**

All audible alarm systems must be equipped so as to automatically discontinue the audible sound within fifteen (15) minutes of activation.

The Overland Park Police Department conducts a free monthly False Alarm Prevention Program designed to educate alarm users on how to prevent false alarms. The program is highly recommended for all alarm users and is mandatory for any alarm user having ten (10) or more false alarms during a calendar year. Call 913-327-6722.

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