



VILLAGE of LARCHMONT POLICE DEPARTMENT

120 Larchmont Ave Larchmont NY 10538

SECURITY ALARM SYSTEM LICENSE INFORMATION

Dear Resident or Business Owner:

As an owner, lessee or user, or as the prospective owner, lessee or user of a burglar alarm system, you are required to be licensed by the Village of Larchmont and its Licensing Agent, the Larchmont Police Department. A \$75.00 fee is required for each new license application. The permit needs to be renewed annually at a cost of \$35.00 upon your receipt of the renewal form. A new license is required any time a system is modified or changed. Routine maintenance, service and repairs are not considered a change or modification.

Failure to obtain a license within 30 days of this notice could subject you to a fine of not more than \$250.00. We have enclosed for your convenience an application to be completed by you and your alarm company and returned to this office with your fee of \$75.00. Checks should be made payable to the Village of Larchmont.

The law specifies the following charges for False Alarms initiated by an alarm device in any one calendar year as follows:

Intentional False Alarm	\$250.00
First two Unintentional False Alarms	No Charge
Third Unintentional False Alarm	\$ 40.00
Fourth Unintentional False Alarm	\$ 50.00
Fifth Unintentional False Alarm	\$ 75.00
Sixth & Subsequent Unintentional False Alarms	\$150.00 each

Please Note: More than five false alarms in a calendar year could result in revocation of the permit upon notice and after a hearing.

Charges for false alarms will be collected by the Police Clerk. Failure to pay fees shall become a lien upon property the alarm device or system services and will be collected in the same manner as real estate taxes.

Village law authorizes the police department to promulgate reasonable rules and regulations for the purpose of assuring the quality, efficiency and effectiveness of burglar alarm devices.



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Therefore, in an effort to increase the security of your system and to reduce unnecessary and sometimes dangerous emergency responses by your police department, the following regulation was established:

"In the event an alarm is accidentally activated, either by human error or mechanical failure and the police are immediately notified of said false alarm by phone, the alarm will be classified as a Confirmed False Alarm, if the caller provides the correct name, address, and/or phone number. A Confirmed False Alarm shall result in a non-emergency response by a single police officer to the premise and the permit holder shall not be charged with a fineable Unintentional False Alarm under the provision outlined in Section 6, Subdivision A of the law."

Your cooperation in the above matter is greatly appreciated, and we thank you for the opportunity to serve and protect you.



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ALARM USER PERMIT APPLICATION

Instructions for application:

- 1) Please print clearly on all entries of the application form.
- 2) Complete all sections of the form.
- 3) Have an alarm company Section (L) notification form, "Alarm Company Certification," or supply this department with a copy of the certificate issued by the alarm company.
- 4) Enclose a \$75 application fee via a check made payable to the Village of Larchmont.
- 5) Mail or deliver all forms to:
Larchmont Police Department
Attention: Police Clerk/Alarm Permit
120 Larchmont Avenue
Larchmont, NY 10538

Standards for Alarm Equipment:

- 1) Underwriter's Laboratories must deem all alarm equipment installed, sold or leased in the Village of Larchmont acceptable.
- 2) Alarm equipment may be sold, leased or installed in the Village of Larchmont, only by alarm companies licensed by the NYS Department of State.
- 3) Only alarm agents licensed by New York State may install and service alarm equipment.
- 4) Every system must operate on house current and be equipped with a standby battery power supply sufficient for at least 4 hours duration.
- 5) Every system must be equipped with an automatic restore/shut off unit. This unit must have a maximum time cycle of 20 minutes. This device is designed to automatically restore your alarm to the armed condition after activation. If the unit cannot be restored, it must automatically shut down the notification device, bell, dialer, etc., to eliminate false alarm annoyance to neighbors and the police.



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a) Name: _____

b) Address: _____

c) Telephone: _____
(At Premise) (Work) (Cell)

d) Type of Alarm System:

- Silent - no audible signal emitted
- Audible, Interior - sounds device audible from within premises only
- Audible, Exterior - sounds device audible outside premises only
- Audible, Interior & Exterior - sounds device within & outside premises

e) Type of Alarm System:

- Local Alarm - Alarm sounds only within or outside of premises
- Sound System - Microphone system designed to monitor foreign sounds and transmit sounds to a Central Station or agency
- Other- Describe _____

f) Additional Features:

- Panic button or hold-up alarm or other emergency devices
- Smoke or fire detectors
- Connected to alarm systems
- Independent

g) Alarm Service/Agency (Name of company, installing, selling or modifying your device.):

Name: _____ Phone: _____

Address: _____

h) Contracts:

- I have a written maintenance contract with the alarm business listed below.
- My system is monitored by the private central alarm station listed below.

Name: _____ Phone: _____

Address: _____



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i) Emergency Contacts:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

j) Auto Shut-off/Remote Provision: Systems equipped with audible or dialer alarm systems or device perceptible to the outside must be equipped with the capability to silence such audible or dialer signal and attempt to restore the system to the armed condition. If this cannot be accomplished within 20 minutes:

System equipped with silencing device as required

System not so equipped

Not applicable - no audible or dialer alarm

k) Standby Equipment: Every system must operate on house current and be equipped with a standby battery supply sufficient for at least 4 hours. Said system should be capable of "shunting" from house current to standby battery without activating a false alarm.

l) Alarm Company Certification: I have reviewed this application and certify that the information given is accurate. The above described alarm system uses only equipment certified by Underwriter's Laboratories and complies in all respects with Laws of the Village of Larchmont and Westchester County. In addition, qualified personnel of this company have trained the owner, or lessee of the equipment in the use and functions of the alarm system.

Signed: _____ Title: _____

(Alarm company representative)

Company Name: _____

Company Address: _____



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m) **Application:** I hereby apply for an Alarm Users Permit pursuant to the provisions of Section 85-3 of the Larchmont Village Code. I have completed all requirements and forward this application complete with my application fee of \$75. By application hereof, I certify that:

- 1) I am aware of the rules and regulations regarding the use of alarm devices with the Village of Larchmont. The members of my business/household and I are totally familiar with the proper operation of our system. We have been trained by the representative of the company who installed/services our alarm. I am aware that any further modifications to our system, other than routine maintenance and repairs require a new application and a fee to be filed with the Village of Larchmont Police Department.
- 2) Only the alarm business and their agents who have been licensed by New York State may be allowed to install, service, maintain or modify my alarm. My representative or I will ask to see such license before any work begins on my equipment. Any business or agent who does not display said permit will be reported to the Larchmont Police Department or the Westchester County Department of Public Safety.
- 3) I recognize that the Village of Larchmont may suspend or revoke this permit for falsification of information or for noncompliance with Village standards and regulations.

Signed: _____ / _____
 (Name of Permit Holder) (Dated Signed)

Notice: Pursuant to § 210.45, New York State Penal Law, is a crime punishable as a Class "A" Misdemeanor to knowingly make false statements herein.