



COTATI POLICE DEPARTMENT

CHRIS SIMMONS, CHIEF OF POLICE

203 WEST SIERRA AVENUE • COTATI, CA 94931 • PHONE: (707) 792-4611 • FAX: (707) 795-0168

ALARM REGISTRATION APPLICATION

Please Print in Ink or Type

PERMIT # _____

Name of Business or Resident if Residential Alarm		Phone Number at Alarm Location	
Address of Alarm (Please include Suite # and Zip Code)		Resident Only - Work phone if you wish to be called first	
Mailing Address (if different from above)			
Name or Person Responsible for Payment of Fees		Responsible Phone Number	
Business Only - Owner's Name & Address		Owner's Home and Cellular Telephone Numbers	
List three (3) LOCAL persons who can be contacted if owner or subscriber is unavailable and alarm activates			
(1) Name		Home and Cellular Telephone Number	
(2) Name		Home and Cellular Telephone Number	
(3) Name		Home and Cellular Telephone Number	
Type of Alarm: <input type="radio"/> Commercial <input type="radio"/> Residential <input type="radio"/> Hold-Up Alarm/Panic <input type="radio"/> Audible <input type="radio"/> Silent			
List Alarm and Monitoring Companies responsible for your alarm:			
Alarm Company Name		Monitoring Company Name (if different)	
Alarm Company Phone #		Monitoring Company Phone #	
List presence of ammunition – explosives – flammable liquids – poisonous or other hazardous materials on the property protected by the alarm: _____ _____ _____			
List any animals left building protected by the alarm: _____ _____			
List directions to the location of the alarm panel: _____ _____			

BUSINESS OWNER / RESIDENT

Print Name _____

Signature _____

The following is a summary of the major points of Alarm Ordinance # 707

1. All alarm systems shall be installed in accordance with all applicable standards and requirements of the building code and applicable established standards as required by City Code.
2. All audible alarm systems, when activated, shall automatically cease transmitting within 20 minutes.
3. Upon request of the police department, a user or designated representative shall respond within one hour.
4. It is unlawful to use any taped or otherwise recorded message to report a police or fire emergency to the City of Cotati Police Department Communications Center.
5. It is a Misdemeanor for any person to install, possess, operate, use, service, or maintain any alarm system without a valid permit. In addition, permits are non-transferable.
6. Permits may be denied on the following grounds:
 - a. The alarm system is deficient.
 - b. The applicant or applicant's agent has knowingly made any false, misleading, or fraudulent statements of material fact.
 - c. Applicant has had a similar type of permit previously revoked.
 - d. Violation of any of the provisions of this chapter.
7. Permits issued pursuant to this division shall be renewed **annually**.
8. Any change in ownership in a business **shall** require a new permit.
9. Permits **shall** be posted on the premises in a conspicuous location.
10. The permittee shall be responsible for any service, test, repair, maintenance, adjustment, or installation which might actuate a false alarm on a particular alarm system.
11. Newly installed alarms shall be granted a **15-day** grace period in which to rectify system problems.
12. Grounds for revocation are:
 - a. Violation of any of the provisions of this chapter.
 - b. Excessive false alarms as defined by established regulations.
 - c. Any false, misleading, or fraudulent statement of material fact.
 - d. Failure of the permittee or their representative to respond within one hour when requested by the police department.
13. If a permit is revoked, the permittee has 10 days following such notice to offer evidence to the Chief of Police as to why it should not be revoked.
14. Any person whose application for a permit is denied, or whose permit is revoked, may appeal to the City Manager within 10 days from the date of the mailing of the notice.

RULES & REGULATIONS

Ten or more false alarms in any 12-month period is an excessive number, a public nuisance, and shall be grounds for the revocation of the permit.

The extra charge fee for each and every false alarm in excess of four (4) received by the City in any 12-month period shall be:

5 and 6 alarms	\$ 50.00
7 and 8 Alarms	\$ 75.00
9 or more Alarms	\$100.00