

# Sebastian Police Department



1201 Main Street  
 Sebastian, FL 32958  
 Email: [spd@cityofsebastian.org](mailto:spd@cityofsebastian.org)  
 Old Permit # \_\_\_\_\_  
 Issue Date: \_\_\_\_\_

Telephone (772) 388-4436  
 Fax (772) 388-4410  
 Web Page: [sebastianpd.org](http://sebastianpd.org)  
 New Permit # \_\_\_\_\_  
 Renewal Date: \_\_\_\_\_

## ALARM SUBSCRIBER PERMIT APPLICATION

**SUBSCRIBER INFORMATION**

PLEASE PRINT CLEARLY

_____ Name of Resident or Name of Business	_____ Telephone Number
_____ Address of Alarmed Location _____ E-MAIL ADDRESS	(Check one)   Residence <input type="checkbox"/> Business <input type="checkbox"/> If Business, normal hrs. _____

**SUBSCRIBER MAILING ADDRESS (If different then above)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

\_\_\_\_\_

Name of Resident or Business
Telephone Number

**ALARM COMPANY AND/OR MONITORING COMPANY:**

Serviced by: \_\_\_\_\_

Name of Alarm Company
Telephone Number

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Monitoring by: \_\_\_\_\_

Name of Monitoring Company
Telephone Number

**TYPE OF ALARM** (check all that apply)

Burglary Alarm    Panic Alarm    Audible    Silent    Date of Installation: \_\_\_\_\_

(minimum of month & year)

**PREMISES INFORMATION** (check all that apply)

Animals    Chemicals/Haz-mat    Who Owns Alarm Equipment:   Resident    Company

Cats \_\_\_\_\_ Dogs \_\_\_\_\_ Birds \_\_\_\_\_ Other \_\_\_\_\_

Sebastian City Ordinance 0-99-15, requires the alarm user to renew this permit every year and to provide any changes to the above information within ten calendar days effective April 03, 2000.

**RESPONSIBLE REPRESENTATIVES:**

List two responsible representatives that will be able to respond to an alarm activation.

PRIMARY: Name	Day Phone	Cell or Night Phone
SECONDARY: Name	Day Phone	Cell or Night Phone

The application fee of \$10.00 **must** be included with the application unless you already have a city decal. If you are paying by check or money order please make payable to the **City of Sebastian.**

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

Accepted by: \_\_\_\_\_ Input by: \_\_\_\_\_ Date: \_\_\_\_\_

**CASH**

**CHECK**

**CHECK #** \_\_\_\_\_



**SEBASTIAN POLICE DEPARTMENT  
FALSE ALARM REDUCTION OFFICE  
INFORMATION**

1201 Main Street Sebastian, FL 32958  
(772) 589-5233 Ext. 8281 or FAX 388-4410

Web Page: [cityofsebastian.org](http://cityofsebastian.org)

Dear Alarm User or Alarm Company Representative,

**FALSE ALARM DISPATCH** means an Alarm Dispatch Request to the police department, when the responding officer finds no evidence of a criminal offense or attempted criminal offense after having completed a timely investigation of the Alarm Site. An Alarm Dispatch Request which is canceled by the alarm business or the alarm user prior to the time the responding officer reaches the alarm site shall not be considered a false alarm dispatch.

SEC. 39-27 In Sebastian you must apply for and display the Alarm Sticker whether your system is monitored or not. Failure by an alarm company to provide information to the user that registration by the user is required, will result in a \$90.00 fine to the alarm company. The Alarm Sticker is to be placed on an unobstructed window which is visible from the street in front of the residence. An initial fee of \$10.00 must be submitted with completion of an application. Failure to complete an application and display the alarm sticker may result in fines. Alarm permits cannot be transferred to another person or residence. Alarm users are responsible for informing the alarm administrator of any changes that alter any information listed on the permit application within 30 days of changes.

- 1.) SEC. 39-28 Individual Apartment alarms if installed by the tenant must also apply for an alarm permit.
- 2.) SEC. 39-29 The owner/manager of an apartment complex must apply for a master alarm permit.
- 3.) SEC. 39-30 **You will be required to renew this permit every 365 days from the date of issue. If there are no false alarms during the previous 12 months there shall be no fee for renewal; otherwise the renewal fee shall be \$10.00.** All fines owed by an applicant must be paid before a permit can be renewed. Failure to renew will be classified as use of a non-permitted alarm system, and citations and penalties shall be assessed and, if notice of renewal was sent, there shall be no waiver of said penalty. Non-permitted alarms will be fined \$50.00 plus other fees.
- 4.) SEC. 39-31 System operation and maintenance are the responsibility of the alarm user.
- 5.) SEC. 39-32 Monitoring of alarms must be in full compliance with Florida Statutes and the alarm user should inquire with their company concerning this requirement.
- 6.) SEC. 39-34 Operating instructions shall be maintained at each alarm location.
- 7.) SEC. 39-37 A user's awareness class will be given on a "requested" basis by the Police Department and Indian River County Sheriffs Office. There is an administrative fee of \$35.00.
- 8.) SEC. 39-38 Fines will assessed for false alarms received as follows;
  - 1) A) 1<sup>st</sup> written notice, B) 2<sup>nd</sup> written notice & warning letter, C) 3<sup>rd</sup> written notice & mailed fine of \$50.00 with option to attend a user class, D) 4<sup>th</sup> written notice, mailed fine of \$100.00 and mandatory attendance of a user class, E) 5<sup>th</sup> written notice of possible revocation of permit, mailed fine of \$250.00
  - 2) Non-permitted alarms - A) 1<sup>st</sup> written notice to register & fine, B) 2<sup>nd</sup> written notice & fine, C) 3<sup>rd</sup> written notice & fine, D) 4<sup>th</sup> written notice & fine, E) 5<sup>th</sup> or more written notice & fine.

Be careful to make sure your alarm is properly permitted because the fines can become very expensive!

- 9.) SEC. 39-39 Appeals of Determinations and Fines will be sent as a written request to the City of Sebastian Code Enforcement Board asking for a hearing within 10 calendar days from the receipt of the fine.
- 10.) SEC. 39-40 Revocation or suspension of a permit will be determined by the Alarm Administrator.
- 11.) SEC.39-41 Appeals of denial, revocation, or suspension must be sent to the Code Enforcement Board within 20 calendar days or the judgment of the Alarm Administrator will become final.
- 12.) SEC. 39-42 A person whose alarm permit has been revoked may be issued a new permit if they submit an updated application, pay any and all citations and fines and submit a notarized certification of inspected and repaired equipment as well as a certification that the alarm user has been retrained.
- 13.) SEC. 39-43 A person commits an offense if he violates by commission or omission any provision of this article that imposes upon him a duty or responsibility and is subject to a fine of not more than \$500.00 for each offense.

**(NOTE TO ALL USERS)** It is important that you have your system checked on a regular basis because backup batteries and sensors can fail. Have your alarm company check your system at least once a year.

If you have any questions concerning the application or your eligibility, please contact the False Alarm Reduction Office at 589-5233 Ext.8281