



**VILLAGE OF GLEN ELLYN**  
**POLICE DEPARTMENT**  
**65 S PARK BOULEVARD, GLEN ELLYN, ILLINOIS 60137**  
**RESIDENTIAL ALARM USERS PERMIT APPLICATION**



<b>ADDRESS:</b>	<b>HOME PHONE:</b> (    ) <b>MOBILE PHONE:</b> (    )
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**ALARM LOCATION IS:** House (    )    Townhome (    )    Condo (    )    Apartment (    )  
**LOCATION OF ALARM PANEL within the residence:**

**OWNER INFORMATION**

**OWNER #1: Name**

<b>Work Phone:</b>	<b>Mobile:</b>	<b>Other Phone:</b>	<b>Email:</b>
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**OWNER #2: Name**

<b>Work Phone:</b>	<b>Mobile:</b>	<b>Other Phone:</b>	<b>Email:</b>
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**Is there anyone in the home who has a medical condition that responders should be aware of?**  
(If yes, please explain)

**If yes, is the person ambulatory?**

**ALARM SYSTEM INFORMATION**

<b>Alarm Monitoring Company:</b>	<b>Telephone:</b>
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<b>Mailing Address:</b>	<b>City, State, Zip</b>
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<b>Type of Alarm System:</b> <small>(Check all that apply)</small>	<b>Burglar:</b> Audible Silent	<b>Panic/Hold up:</b> Audible Silent
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<b>Date of Alarm Installation:</b>	<b>Does burglar alarm have an automatic reset?</b> Yes (    ) No (    )
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**Hazards: Please list any hazardous materials, pets, or other items on the premises that may be encountered by police or fire responders.**

**KEYHOLDER INFORMATION**

Please list, in order of contact preference, persons who have access to residence, know alarm code or who can reach an owner promptly. Keyholders must be able to arrive at location within 45 minutes activation/notification.

Keyholder Name	Home Phone	Mobile Phone	Work/Other Phone
1.			
2.			
3.			

**There is an annual application fee of \$25.00 per premise which is to be paid along with submission of this application. If submitting in person/via mail, please make check payable to the Village of Glen Ellyn. Mail to the Glen Ellyn Police Department, Attn: Alarm Permits 65 S. Park Blvd. Glen Ellyn, IL 60137. If you have any questions, please contact the Police Department at 630-469-1187.**

**See Page 2 for Statement of Understanding and Signature**

<b>FOR POLICE USE ONLY</b>	NEW _____ RENEWAL _____ CHANGE _____ PERMIT # _____ DATE ISSUED _____ PAID \$ _____
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## STATEMENT OF UNDERSTANDING

### ANNUAL PERMIT REGISTRATIONS 6-6-6

The Village Code of Glen Ellyn, Chapter 6, Section 6-6 requires all persons operating alarms intended to summon the Police or Fire Departments have a permit. Permit registrations, including a \$25 registration fee, are due by September 1<sup>st</sup> of each year. Thereafter, if the alarm user permit is not renewed, and the annual fee not paid on or prior to September 1 each year, the applicant shall be charged double the applicable user permit fee.

### PERMIT NOT WARRANTY 6-6-10

A permit issued by the Village does not constitute a warranty of the alarm system involved, and issuance of the permit is subject to the Village's disclaimer of liability.

### SERVICE CHARGES FOR FALSE ALARMS 6-6-12

The alarm ordinance includes a provision for a service charge for certain false alarm activations. Alarm activations are not deemed to be 'false alarms' if activated due to violent weather conditions, telephone line service interruptions, acts of God or other extraordinary circumstances not reasonably subject to the control of the alarm user. A fee of fifty dollars (\$50.00) will be charged for each false alarm in excess of three (3) but less than nine (9) in any one calendar year. False alarms in excess of eight (8) in any calendar year are subject to higher fines. The Village will send a monthly account statement to any residences that incurred an alarm activation.

### CONTESTED SERVICE CHARGE 6-6-13

Permit holders who wish to contest a service charge on their invoice are entitled to an administrative hearing. Failure to request a hearing *within ten (10) days* of receipt of the statement of the false alarm charge shall constitute an admission that the service charge is justified and due to the Village. To request a hearing, contact the Glen Ellyn Police Department at 630-469-1187. Administrative Hearings are held on the third Wednesday of each month at 7:00 pm at the Civic Center, 535 Duane Street, Glen Ellyn.

### VILLAGE MUNICIPAL CODE

You can read more about the Village Alarm Ordinance on line at [www.glenellyn.org](http://www.glenellyn.org). Select "**Doing Business**" and **Municipal Code** in green on the right. **Title 6: Police Regulations – Chapter 6: Police/Fire Alarm Systems** to review all the provisions, rights and restrictions of alarm users.

The undersigned acknowledges that the issuance of an alarm permit and a police response to any alarm initiated by an alarm system is a privilege not required by law, and is an extra service being provided at the discretion of the Police Department to alarm permit holders.

If you have additional questions, you may contact the Police Department at 630-469-1187.

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_