

GREEN BAY POLICE DEPARTMENT AND GREEN BAY METRO FIRE DEPARTMENT
ANNUAL ALARM USER REGISTRATION

Alarm Permit Registration Notice
 City of Green Bay 27.501(4) ALARM USER PERMIT
**Alarm users are required to obtain a permit for burglar and/or fire alarms
 installed on residential and commercial properties**

\$15: Residential homes of one or two family dwellings
\$30: 3 Unit Residential and above, and Commercial properties
Checks made payable to: Green Bay City Clerk, 100 North Jefferson Street, Green Bay, WI 54301

All applications must be completed in full.
Please enter information or make changes to the existing information.

For residential one or two family dwellings that have a hold-up or burglar alarm system installed, please complete the form or make necessary changes and remit the \$15 fee to the Green Bay City Clerk.

(Residential homes of one or two family dwellings do not need to have a permit for a fire alarm system.)
 Residents will not receive an alarm permit certificate from the Green Bay Police Department; however contact information will be added into the system to be available to law enforcement if the need should arise in case of emergency.

For 3 Unit Residential and above, and Commercial properties, please complete the form or make necessary changes and remit the \$30 fee to the Green Bay City Clerk. The alarm permit fee is \$30.00 for each alarm system, per site address.

(Apartment buildings that only contain battery operated smoke detectors that are not interconnected through wiring or wireless technology does not need to register for a fire alarm permit. 3 Unit Residential and above, and Commercial properties will receive a fire alarm permit only issued by the Green Bay Metro Fire Department.

GENERAL INFORMATION

USER	Please check one: <input type="checkbox"/> Residential 1 or 2 family dwelling, <input type="checkbox"/> 3 Unit Residential and above \$30.00 each alarm system, <input type="checkbox"/> Commercial, <input type="checkbox"/> Government		
	Resident/Business Name	Email Address	Attention:
	Address	City, State, Zip	Phone

BILLING	Resident/Business Name (If different from name above)	E-Mail Address	Attention:
	Address (If different from address above)	City, State, Zip	Phone

1. HOLD-UP OR BURGLAR ALARM SYSTEM

ALARM SYSTEM	Alarm System Type: <input type="checkbox"/> Hold-Up/Panic <input type="checkbox"/> Burglary	Date of Activation	ID Number
	Keyholder/Emergency Contact #1	Daytime Phone	Evening Phone
	Keyholder/Emergency Contact #2	Daytime Phone	Evening Phone
	Alarm Company Name	Daytime Phone	Evening Phone
	Seller/Installer	Daytime Phone	Evening Phone

2. FIRE ALARM SYSTEM

ALARM SYSTEM	Alarm System Type	Date of Activation	ID Number
	Keyholder/Emergency Contact #1	Daytime Phone	Evening Phone
	Keyholder/Emergency Contact #2	Daytime Phone	Evening Phone
	Alarm Company Name	Daytime Phone	Evening Phone

3. APPLICANT OR AUTHORIZED AGENT SIGNATURE

The Applicant or Authorized Agent affirms that all the information contained herein is true and correct to the best of his/her knowledge. The application may be denied for false statements and/or non-payment of all fees due to the City of Green Bay.

The Applicant or Authorized Agent agrees to notify the Fire and Police Department on any changes to the alarm system information by resending this form with the updated information to the City Clerk’s Office. This includes, but is not limited to, changes to Keyholder/Emergency Contact information or installing a new or additional alarm system.

Multiple Property Owners:

There must be separate permits on file for each premise that uses an alarm system in the City of Green Bay. All permits are good for the calendar year only. All Alarm Permits are kept on file with the City of Green Bay Police Department and the Green Bay Metro Fire Department.

I have received a copy of the alarm ordinance (Ch. 27.501).

Yes No

I have included the appropriate fee.

Yes No

Applicant or Authorized Agent Signature

Date

Questions regarding alarm permit requirements should be directed to the following:
 Burglar/hold up alarm systems, please call the **Green Bay Police at (920) 448-3260.**
 Fire alarm systems, please call the **Green Bay Metro Fire Department at (920) 448-3280.**
 Payment remittance, please call the **Green Bay City Clerk at (920) 448-3010.**

OFFICE USE ONLY		Copy to Police/Fire
Issued by:	Fee Paid:	