



**Treasurer & Tax Collector**  
CITY AND COUNTY OF SAN FRANCISCO

FOR OFFICE USE ONLY  
License Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**José Cisneros**  
TREASURER

**ALARM LICENSE APPLICATION & RENEWAL**

Incomplete application or missing payments will result in rejection.

**RESIDENCE ALARM SUBSCRIBER**

Name (Last, First, Middle Initial): \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_ Email: \_\_\_\_\_

Address of Alarm Site (include apt, bldg. or unit number) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

C/O: \_\_\_\_\_ Telephone (Daytime): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (If different from site address): \_\_\_\_\_

\_\_\_\_\_

**BUSINESS ALARM SUBSCRIBER**

Name (Last, First, Middle Initial): \_\_\_\_\_

Federal ID: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_ Email: \_\_\_\_\_

Address of Alarm Site (include apt, bldg. or unit number) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

C/O: \_\_\_\_\_ Telephone (Daytime): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (If different from site address): \_\_\_\_\_

\_\_\_\_\_

**ALARM INFORMATION**

Alarm Installation Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Alarm Monitoring Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Alarm Start Date: \_\_\_\_\_

\_\_\_\_\_

**EMERGENCY INFORMATION**

(Names and phone numbers of two persons for emergency contact)

Contact Person's Name (Last, First, Middle Initial): \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_

Contact Person's Name (Last, First, Middle Initial): \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_

\_\_\_\_\_

THIS FORM CONTINUES ON THE REVERSE SIDE ↩

(If this form is not signed, it will be rejected.)

**ALARM LICENSE APPLICATION & RENEWAL (Continued)****Declaration**

*I have carefully read the completed application and declare under penalty of perjury that the foregoing is true and correct.*

SIGNATURE: \_\_\_\_\_ NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

This completed application along with your check made payable to your Alarm Company should be sent to your Alarm Company.

If your alarm is already installed and is not monitored by a monitoring company, please mail the completed application with payment to: Office of the Treasurer & Tax Collector, Business License Unit PO Box 7427, San Francisco, CA 94120-7427

**Non-Refundable License Fee** (Commercial \$95; Residential \$60) Amount Paid: \_\_\_\_\_

**Additional Information****I. License Required; Application; Fee; Transferability**

- a) No alarm user shall operate or cause to be operated an alarm system at its alarm site without a valid alarm license. A separate alarm license is required for each alarm site.
- b) The initial alarm license fee must be paid to the alarm installation company at the time the alarm system is installed or to the alarm monitoring company at the time the alarm user contracts with the company for monitoring services. If the alarm user does not use an alarm installation or monitoring company, the fee must be submitted to the Tax Collector within five (5) days after the alarm system installation or alarm system take-over.
- c) An alarm license cannot be transferred to another person or alarm site. An alarm user shall inform the Tax Collector of any change that alters any of the information listed on the alarm license application within five (5) business days of such change.

**II. Alarm License Duration and Renewal**

- a) An alarm license shall expire at 12:01am on January 1 of each year and must be renewed every year.
- b) Failure to renew the license will be classified as use of non-licensed alarm system and citations and penalties shall be assessed without waiver.

**III. Penalties**

- a) No penalty shall be assessed for the first false alarm from an alarm system during the calendar year. Thereafter, the alarm user shall pay a penalty for each subsequent false alarm from the same alarm system during the calendar year, based upon the following schedule:

<b>Number of False Alarms</b>	<b>Penalties</b>
1	No penalty
2	\$100
3	\$150 per alarm
4	\$200 per alarm
5 or more	\$250 per alarm

- b) Any person operating a non-licensed alarm system (annual registration not paid) will be subject to a penalty of \$100, as well as a penalty of \$250 for each false alarm, including the first false alarm during the calendar year.