



**CITY OF VANCOUVER**  
**Security Alarm System By-Law – Alarm Permit Application**

The City Council of Vancouver has declared "that excessive false alarm incidents originating from home and business security systems constitute a nuisance to the citizens of Vancouver and to the Police Department." The Security Alarm By-law and Vancouver Police Department's False Alarm Reduction Program are intended to promote the responsible use of security alarm systems and to produce benefits for the public, alarm system users, the alarm industry, and for the City of Vancouver.

**ALARM PERMIT APPLICATION INSTRUCTIONS**

**PLEASE REMOVE THIS INSTRUCTION PAGE FROM THE APPLICATION AND RETAIN THIS PAGE UNTIL YOU RECEIVE YOUR ALARM PERMIT. WHEN YOU RECEIVE YOUR ALARM PERMIT CONTACT YOUR ALARM COMPANY AND PROVIDE THEM WITH YOUR PERMIT NUMBER. SEE OVER FOR INFORMATION REGARDING THE SECURITY ALARM BYLAW.**

**APPLICATION NUMBER** – This number is your record of the application for an alarm permit. If you have any inquiries regarding your alarm permit application (prior to receiving your alarm permit) please quote this number.

**NEW SYSTEM – EXISTING SYSTEM** – For new Alarm Systems installed within the last 12 months the section **ALARM INSTALLATION DETAILS** must be completed. An Alarm System Inspection Report may be required for any application where there is a false alarm history for the permit applicant.

**PERMIT APPLICANT** – The permit applicant must be the person or business entity in actual occupation of the premises that the alarm system is protecting. If the permit applicant is a business entity, a contact person is required.

**ADDRESS OF THE PROTECTED PREMISES** – Please be as complete as possible with your address. Indicate: apartment number/basement suite/unit number etc., street number, street direction (West, East, North, etc.), and street name.

**ALARM SYSTEM DETAILS**

**Alarm permit fees.** There are three classifications of alarm permits:

- Residential \$15.00
- Small business/commercial - less than 140 sq. metres of protected area (< 1500 sq.ft.) \$25.00
- Large business/commercial - 140 or more sq. metres of protected area (≥ 1500 sq.ft.) \$50.00

**Alarm Company currently responsible for your alarm system:** Name and details of the alarm company that is by contract associated to your alarm system to provide service, maintenance, etc.

**Alarm type:**

- |                       |   |
|-----------------------|---|
| Silent/Monitored      | No audible sound, monitored by an alarm company       |
| Audible/Monitored     | Audible sound generated, monitored by a alarm company |
| Audible/Non-Monitored | Audible sound generated, no monitoring alarm company  |

**System type:**

- |                               |   |
|-------------------------------|---|
| Wireless                      | A system comprised of transmitters and receivers, power is supplied to the system via a portable plug-in A.C. cord, no fixed wiring |
| Combination Wireless/Hardwire | A system comprised of transmitters and receivers in combination with fixed wired components   |
| Hardwire                      | A system comprised of components that are connected by fixed wire   |

**Alarm purpose:**

- |           |   |
|-----------|---|
| Intrusion | Detection of unlawful entry or damage                     |
| Holdup    | Commercial use, robbery in progress                       |
| Emergency | Manually activated - emergency police assistance required |

**Monitored by:** Name and details of the company responsible to monitor your alarm system.

**ALARM INSTALLATION DETAILS: MANDATORY FOR NEW SYSTEMS** – Your installing alarm company will be required to purchase a City of Vancouver Electrical Permit if the system contains fixed wiring. A single family dwelling homeowner wishing to install their own alarm system may qualify to obtain the required electrical permit. Your alarm installer will be required to provide the following information:

**Company:** Name of the alarm company who installed the security alarm system.

**City of Vancouver Electrical Permit:** This permit is required for combination wireless/hardwire and hardwire alarm systems. Electrical permits may be obtained at the Permits and Licenses Department, Electrical Inspection Branch, East Wing, 2nd floor, at City Hall, 453 West 12th Avenue.

**City of Vancouver Business License No.:** Provided by installing alarm company.

**Installer:** Name of the alarm company employee installing the alarm.

**Security Employee Licence File No.:** All alarm installers must possess a Security Employee License and a Security Employee Identification Card issued by the Ministry of Attorney General. Ask the installer to produce their security identification. The Security Employee Licence File No. of the installer is required to be recorded on the form.

**KEY HOLDERS** – You are required to supply the name of a guard service and/or three individuals who are able to meet the conditions of Section 9 of the Security Alarm By-law. In the event of an alarm incident your alarm key holders must be able to: receive telephone calls from the police department or alarm company, attend the address of the alarm within 60 minutes of being requested, provide the police access to the premises, operate the alarm system and safeguard the premises if required. You are required by law to update information to the police department and/or alarm company regarding your key holders.

Notify your alarm company of instructions and/or changes regarding your guard service and/or key holders. The alarm company is responsible to contact your key holders upon police request. For non-monitored systems, you must notify the police department in writing of the changes to your guard service/key holders. **QUOTING YOUR ALARM PERMIT NUMBER** – mail or deliver the information to the:

Alarm Coordinator, Vancouver Police Department, False Alarm Reduction Program  
 Unit 165 - 555 West 12th Avenue, Vancouver, B.C. V5Z 3X7

**SIGNATURE OF PERMIT APPLICANT: MANDATORY** – Signed by the Permit Applicant or Contact Person (if the permit applicant is a business/commercial entity) that acknowledges and accepts that the cancellation of an alarm permit by the Chief Constable may mean the cancellation of police attendance to reports of alarm incidents originating from the alarm system associated to the permit applicant's address.

**TO RECEIVE YOUR ALARM PERMIT, PLEASE MAIL OR DELIVER THE PERMIT APPLICATION FORMS TO:  
 FALSE ALARM REDUCTION PROGRAM, UNIT 165 - 555 WEST 12TH AVENUE, VANCOUVER, B.C. V5Z  
 AFTER PROCESSING AND VALIDATION THE PERMIT WILL BE MAILED TO YOU.**

*Please make cheques payable to the City of Vancouver*

**CITY OF VANCOUVER**  
**Security Alarm System By-Law #7111**

The City Council of Vancouver passed the Security Alarm System By-Law on May 18, 1993. The by-law requires that security alarm system users within the City of Vancouver purchase a Security Alarm System Permit. There are 3 classifications of Alarm Permits:

- a) Residential           \$15.00
- b) Commercial - small   \$25.00  
(less than 140 sq. metres of protected area < 1500 sq.ft.)
- c) Commercial - large   \$50.00  
(140 or more sq. metres of protected area ≥ 1500 sq.ft.)

Permits must be renewed annually.

Security Alarm system users are required to operate their alarm systems without causing excessive false alarms. Please note the following definitions and conditions of the by-law.

**EXCESSIVE FALSE ALARMS** means the reporting to the Police Department of 4 or more false alarms within a 12 month period.

**"ALARM INCIDENT"** means the activation of a security alarm system and the direct or indirect reporting of the activation to the Police Department.

**"FALSE ALARM"** means an alarm incident where there is no evidence that an unauthorized entry or unlawful act has been attempted or made into, on or respecting a building, structure or premises and includes, but is not limited to:

- (a) the activation of a security alarm system during its testing;
- (b) a security alarm system activated by mechanical failure, malfunction, or faulty equipment;
- (c) a security alarm system activated by atmospheric conditions, vibrations or power failure;
- (d) a security alarm system activated by user error.

If you discover evidence of a crime that was not detected at the time of the alarm you must contact the police and report the incident. Under this definition whenever an alarm incident is reported to the police and no crime or unlawful act has taken place, the alarm incident is considered false even if the incident is cancelled prior to the arrival of the police. Contact your alarm company to ensure that you have provided them with current instructions when an alarm occurs at your premises.

If an alarm system generates 4 or more false alarms, or if the alarm user contravenes a provision of the by-law, the Chief Constable may cancel the alarm permit associated to the alarm system. The fees for the reinstatement of a cancelled alarm permit are as follows:

**REINSTATEMENT FEE**

	<u>1st</u>	<u>2nd and subsequent</u>
a. Residential	\$ 75.00	\$150.00
b. Small Business or Commercial	\$125.00	\$250.00
c. Large Business or Commercial	\$250.00	\$500.00

**IF AN ALARM PERMIT IS CANCELLED** the Chief Constable may refuse to provide police service to the address of a cancelled alarm permit for alarm related incidents. This will be done only after written notification is received by the alarm user.

It is an offence under the by-law to:

- 1) install, possess or use an alarm system without a valid alarm permit;
- 2) use an alarm system that sounds for more than 5 minutes after each activation;
- 3) use an alarm system that activates 4 or more false alarms in a 24 hour period;
- 4) use an alarm system that automatically calls the police.

In addition alarm users must provide the police department or alarm company the name, addresses, and telephone numbers of: 1) a guard service; or 2) at least 3 persons (key holders); who may be contacted at any time in the event of an alarm incident and who will be able to meet a number of requirements set out in the by-law. This person(s) must be able to respond and attend to an alarm incident within 60 minutes of being requested by the police department to attend.

For complete information regarding the Security Alarm System By-law, contact your alarm company or the Vancouver Police Department False Alarm Reduction Program at 871-6150 (871-6152 fax). Copies of the by-law may be obtained on request at the False Alarm Reduction Program office. The False Alarm Reduction Program Office is located at City Square, 12th and Cambie, #165 - 555 W. 12 Ave., Vancouver, B.C. V5Z 3X7.

**HAVE YOU HAD YOUR ALARM SYSTEM SERVICED RECENTLY? BATTERIES SHOULD BE CHECKED FREQUENTLY AND THE POWER SUPPLY BACK-UP BATTERY SHOULD BE REPLACED EVERY 3 YEARS TO ENSURE OPTIMUM PERFORMANCE. IT IS ALSO HIGHLY RECOMMENDED TO MAINTAIN A SERVICE AGREEMENT WITH AN ALARM COMPANY IN CASE OF EQUIPMENT PROBLEMS OR EMERGENCY SERVICE.**

APPLICATION NUMBER

\_\_\_\_\_

PERMIT NUMBER

\_\_\_\_\_



### CITY OF VANCOUVER Security Alarm System By-Law – Alarm Permit Application

**NEW SYSTEM**  
(INSTALLED WITHIN THE LAST 12 MONTHS)

**EXISTING SYSTEM**

APPLICATION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YEAR MONTH DAY

#### PERMIT APPLICANT AND ADDRESS OF PROTECTED PREMISES

PERMIT APPLICANT: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_

VANCOUVER, B.C. POSTAL CODE: \_\_\_\_\_

DOING BUSINESS AS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_

PAGER/CELLULAR: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

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#### ALARM SYSTEM DETAILS

**\$15.00**  RESIDENTIAL      **\$25.00**  SMALL BUSINESS/COMMERCIAL (UNDER 140 SQ. METERS)      **\$50.00**  LARGE BUSINESS/COMMERCIAL (OVER 140 SQ. METERS)      **PAYMENT TYPE:**  CASH  CHEQUE  ALARM CO.

ALARM COMPANY CURRENTLY RESPONSIBLE FOR YOUR ALARM SYSTEM:

COMPANY NAME: \_\_\_\_\_ CITY OF VANCOUVER BUSINESS LICENCE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

ALARM TYPE (CHECK ONE):  SILENT/MONITORED  AUDIBLE/MONITORED  AUDIBLE/NON-MONITORED

SYSTEM TYPE (CHECK ONE):  WIRELESS  COMBINATION WIRELESS/HARDWIRE  HARDWIRE

ALARM SYSTEM MONITORED BY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

ALARM PURPOSE:  INTRUSION  HOLDUP  EMERGENCY

ALARM SYSTEM INSTALLATION DETAILS. MANDATORY FOR NEW SYSTEMS.

INSTALLED ON: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ CITY OF VANCOUVER ELECTRICAL PERMIT NO.: \_\_\_\_\_  
YEAR MONTH DAY

BY:  HOMEOWNER  ALARM COMPANY

COMPANY: \_\_\_\_\_ CITY OF VANCOUVER BUSINESS LICENCE NO.: \_\_\_\_\_

INSTALLER: \_\_\_\_\_ SECURITY EMPLOYEE LICENCE FILE NO.: \_\_\_\_\_

#### KEYHOLDERS

NAME: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

CELLULAR/PAGER: (\_\_\_\_) \_\_\_\_\_

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NAME: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

CELLULAR/PAGER: (\_\_\_\_) \_\_\_\_\_

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NAME: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

CELLULAR/PAGER: (\_\_\_\_) \_\_\_\_\_

I certify that all the information contained in this application is correct. I also understand and accept that the cancellation of the Alarm Permit to the above address may also mean the cancellation of Police attendance to the reports of alarm incidents originating from the alarm system associated with this address.

Alarm Permit Applicant: \_\_\_\_\_