



**City of Missoula  
Alarm System User Permit Application**

**PERMIT #** \_\_\_\_\_  
(Office Use Only)

1. Check the space that applies: New Permit \_\_\_\_\_ Renewal Permit \_\_\_\_\_ Updating Information \_\_\_\_\_
2. Is this alarm for a: Business \_\_\_\_\_ Residence \_\_\_\_\_ Gov't Agency \_\_\_\_\_
3. Name of Business or Residence Using the Alarm System:  
\_\_\_\_\_
4. Physical Address/Location of Alarm System:  
\_\_\_\_\_
5. Mailing Address (if different from above):  
\_\_\_\_\_
6. Responsible Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
7. Responsible Person's Role: Contact Person \_\_\_\_\_ Resident \_\_\_\_\_ Key Holder \_\_\_\_\_ Other: \_\_\_\_\_
8. Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_
9. Responsible Person's Email: \_\_\_\_\_
10. Responsible Person's Signature: \_\_\_\_\_
11. Additional Contact Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
12. Additional Person's Role: Contact Person \_\_\_\_\_ Resident \_\_\_\_\_ Key Holder \_\_\_\_\_ Other: \_\_\_\_\_
13. Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_
14. Additional Person's Email: \_\_\_\_\_
15. Alarm Service Company: \_\_\_\_\_ Phone #: \_\_\_\_\_
16. Installation Date of Alarm: \_\_\_\_\_ Date of Application: \_\_\_\_\_
17. Type of Alarm: **SECURITY** \_\_\_\_\_ **FIRE** \_\_\_\_\_
18. Do you have functioning surveillance cameras? YES \_\_\_\_\_ NO \_\_\_\_\_
19. Type of surveillance cameras : Interior \_\_\_\_\_ Exterior \_\_\_\_\_ Both \_\_\_\_\_
20. If this is for a business, what are your normal business hour? \_\_\_\_\_ to \_\_\_\_\_
21. Days of the week open for business? \_\_\_\_\_

*(If Applicant is other than the Responsible Party – Please Complete)*

22. Printed Name of Applicant: \_\_\_\_\_ Applicant DOB: \_\_\_\_\_
23. Signature of Applicant: \_\_\_\_\_

*(Please familiarize yourself with 15.48.070 of the Ordinance on Response to an Alarm)*

**PLEASE COMPLETE THIS APPLICATION AND RETURN IT WITH A TWENTY-SIX DOLLAR (\$26.00) PERMIT FEE TO:**

**Missoula Police Department  
Alarm Permits  
435 Ryman  
Missoula, MT 59802-4297  
Federal Tax ID#: 81-6001293**

**Sign up for this free service available to Residents & Businesses in Missoula County**



Your permit will be sent to you by return mail upon receipt of the **fully** completed (questions 1-23) application and fee

**QUESTIONS** - Call 406-552-6303 or send an email to [pdalarms@ci.missoula.mt.us](mailto:pdalarms@ci.missoula.mt.us)

----- see reverse -----

**REMINDER: Please keep your alarm service company updated with names and telephone numbers of persons authorized to respond to alarms at these premises. Your alarm service company is where 911 receives their contact/responder information, which is then dispatched to responding police officers. It is crucial that your alarm provider have the most current and up-to-date responder list.**

**Pursuant to Missoula Municipal Ordinance, Chapter 15.48, any “person, firm, partnership, association, corporation, company or organization of any kind in control of any building, structure or facility or portion thereof wherein an alarm system is maintained: must have a valid alarm user permit.**

An alarm system is defined as, “any assembly of equipment, mechanical or electrical, arranged to signal the occurrence of an illegal entry or other activity requiring urgent attention and to which the police or fire department is expected to respond.” (Individual smoke detectors are not considered alarm systems and no permit is required if only individual smoke detectors are being used.)

If an alarm system is being used within the City of Missoula and requires Police or Fire Department response, a permit is necessary. This would include any audible signal or silent signal monitored elsewhere for intrusion, robbery, fire or other trouble. The use of automatic telephone dialers, which directly request emergency service from the Missoula Police Department, is prohibited. This includes any recorded message or code signal which uses public telephone lines to call 9-1-1, the Police Department, or answering service directly requesting such emergency service.

If, in the course of a permit year (July 1<sup>st</sup> to June 30<sup>th</sup>), no false alarms are reported, the City of Missoula will renew the Alarm User Permit without charge. However, the occurrence of more than two (2) false alarms in a permit year constitutes a nuisance and subsequent alarms require a service charge or other penalty.

**PLEASE NOTE:** The 6<sup>th</sup> false alarm requiring Police or Fire Department response is a \$416.00 service charge, with an automatic suspension of Police response for the remainder of the fiscal year.

Further information can be found in Missoula Municipal Code, Chapter 15.48, Section 010 to 150; or on the City of Missoula's web page at <http://www.ci.missoula.mt.us>