

the copper city

OFFICE OF THE CITY CLERK

Rome City Hall, 198 N. Washington Street
Rome, New York 13440-5815
Tel.: (315) 339-7659 Fax: (315) 838-1160
www.romenewyork.com

ALARM PERMIT APPLICATION

PLEASE PRINT OR TYPE. Answer all questions completely.

If a question is not pertinent, write N/A in the accompanying space. Do not leave any question unanswered. Incomplete or unanswered questions shall result in a denial of the application.

***** PLEASE INCLUDE A PHOTOCOPY OF YOUR DRIVER LICENSE *****

This application for an Alarm user permit is made pursuant to the provisions of the Rome Code of Ordinances, Chapter 22, Emergency Services. <http://www.romenewyork.com/>

APPLICANT INFORMATION

Name of Applicant: _____

Are You the Property Owner? YES NO

IF NO - Has the property owner been notified of the alarm system? YES NO

RESIDENTIAL INFORMATION (Property where alarm system is installed)

Address: _____

Phone: _____ Email: _____

BUSINESS/ORGANIZATION INFORMATION (IF APPLICABLE)

Name of Business: _____

Address: _____

Phone: _____ Hours of Operation: _____

Manager/Owner: _____

Phone: _____ Email: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____ Email: _____

SYSTEM INSTALLATION COMPANY

Name of Company: _____

Address: _____

NYS Lic. No: _____

Contact: _____

SECURITY SYSTEM

Is there a security system? YES NO

Is it a local alarm or monitored? LOCAL MONITORED

If monitored, indicate the phone number of monitoring company: _____

FIRE ALARM

Is there a fire alarm system? YES NO

Local alarm or monitored? LOCAL MONITORED

If monitored, indicate the phone number of monitoring company: _____

Is there a Knox Box on site? YES NO

Please note that if you have a fire alarm system, the City of Rome Fire Department has a Knox Entry System. If you would like the Fire Department to have a key to your building, please call (315) 339-7784 for further information.

HAZARDOUS MATERIAL INFORMATION

1. Are hazardous materials stored or maintained at this location? YES NO

2. Are material safety data sheets (MSDS) on file? YES NO

If Yes, Where? _____

EMERGENCY CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

KEY HOLDERS

Designating key holders for an alarmed building should not be taken lightly. There have been instances where responding key holders have needlessly created potentially dangerous situations. All key holders must follow the below list of instructions when responding:

- Don't park in the driveway -park on the street in front of a neighbor's house.
- Call 911 and tell the dispatcher that you have arrived, and await further instructions.
- Don't enter the residence until asked to do so by the police.
- Don't assume that it is just a routine false alarm. Trained police officers treat it as a real threat, and you should as well.
- Follow the police officers' directions, for everyone's safety.
- Remain in your car until the building has been cleared by the responding officers, and it is determined to be safe to enter.
- Don't assume that the responding officers know you and your personal relationship with the building owner.

Following these simple instructions can help prevent a potentially dangerous situation from needlessly becoming even more dangerous.

Key Holder: _____

Address: _____

Phone: _____ Email: _____

Key Holder: _____

Address: _____

Phone: _____ Email: _____

Signature of Applicant

Sworn to before me this _____ day of _____, 20_____.

Notary Public or Commissioner of Deeds

FOR INTERNAL USE ONLY

ROME POLICE DEPARTMENT

Approved Disapproved

Signature	Title	Date
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ROME FIRE DEPARTMENT

Approved Disapproved

Signature	Title	Date
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CITY CLERK LICENSING INFORMATION

I hereby fix the license fee for the above license at the sum of twenty-five dollars (\$25.00) for the registration of the corresponding alarm system.

Date Fee Paid: _____

Fee Exempt: _____

Date Issued: _____

License No.: _____

City Clerk Signature

Date