



OFFICE OF THE CITY CLERK
ROME CITY HALL, 198 N. WASHINGTON ST.
ROME, NEW YORK 13440-5815
PHONE: (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.

The primary use of this property is a **BUSINESS** **RESIDENCE**

Business or Resident Name _____
Address _____
Telephone _____ Email _____
Hours of Operation (if business) _____

OWNER OF LOCATION

Full Name _____
Address _____
Telephone _____ Email _____

SYSTEM INSTALLATION COMPANY

Company _____
Address _____
NYS Lic. No. _____
Contact Person _____

SYSTEM INFORMATION

Security System

Is there a security system? YES NO
Local alarm or monitored? LOCAL MONITORED
If *monitored*, provide phone number of monitoring company _____

Fire Alarm

Is there a fire alarm system? YES NO
Local alarm or monitored? LOCAL MONITORED
If *monitored*, provide 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 CONTACTS / KEY HOLDERS INFORMATION

Emergency Contacts and/or Key Holders are individuals who will be contacted in the event that the property owner is unreachable, and no one is responding at the location. **A minimum of two (2) individuals must be listed on this application prior to approval.**

Full Name _____
Address _____
Telephone _____ Email _____

Full Name _____
Address _____
Telephone _____ Email _____

Full Name _____
Address _____
Telephone _____ Email _____

Signature of Applicant

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

Notary Public/Commissioner of Deeds

FOR INTERNAL USE ONLY

ROME POLICE DEPARTMENT

APPROVED DISAPPROVED

Signature Title Date

.....

ROME FIRE DEPARTMENT

APPROVED DISAPPROVED

Signature Title Date

.....

CITY CLERK LICENSING INFORMATION

One-time permit fee: **\$25.00** *(fee is exempt if applicant is 62 years of age or older)*

Date Fee Paid: _____

Fee Exempt: _____

Date Issued: _____

License No.: _____

City Clerk Signature

Date