



PERMIT APPLICATION FOR GATED COMMUNITIES WITH RESTRICTED ACCESS ENTRY

Mail: San Antonio Police Department Alarms Investigations Office 315 S. Santa Rosa St. San Antonio, TX 78207

List any known hazards police officers or firefighters may encounter at location, such as dangerous chemicals, razor or barbed wire etc...

Phone (210) 207-8282 Fax: 210-207-4349 TTY: (210) 207-4889 (4TTY)

Web Site: http://www.sanantonio.gov/sapd/alarmpermits.aspx Email: alarmsoffice@sanantonio.gov

- Please Read all Instructions and fill out form completely.
Print clearly or type. Permit is valid for one year from date issued.
Applicant - The San Antonio Police Department requires the name, driver's license, home address and telephone number of the person who will be responsible for the alarm system and listed as the Permit Holder.
**Driver's License number is for identifying Applicants / Permit Holder with similar names.
A company name is not acceptable - please list an individual.
Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
Please include ZIP CODE plus extended zip code and telephone area codes.
Application MUST include a check or money order payable to The City of San Antonio. Credit Card payments are also accepted by calling 210-207-8282.
Payment is expected within 30 days. After this time, false alarms at locations with expired permits will be processed as alarm code violations.

Form with fields: Type of location where system is used (\$50 fee), Property or Subdivision Name, Office Name, Permit Holder's Name, Job Title, Driver's License, Day phone number, Night phone number, Home Address, Gate location, Billing/Mailing Address, Permit Type, Public Safety Emergency Access Code, and contact information for two persons.

Submit a separate application and fee for each access controlled system. I have carefully read the completed application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the restricted access entry system described above Gate permit must be kept at site.

Signature of Applicant/Permit Holder (Required)

Date

FOR OFFICE USE ONLY Date Issued Permit Number Issued by Expiration Date



CONFIDENTIALITY

Section 25-57(i) of the City Code states: "The police and fire departments shall protect all information on an application as confidential information..." We do not sell or give out any personal information.

PERMIT FEES

Section 25-57(b) of the City Code of the City of San Antonio establishes the following fees for permits: All fees and fines are non refundable.

<u>TYPE OF PERMIT</u>	<u>NEW</u>	<u>RENEWAL</u>	<u>Alarm Ordinance Site</u> : www.municode.com/Library/tx/San_Antonio
GATED COMMUNITY	\$50	No Fee	(This pertains to gate operators only and not to residents)

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date. It is the Access Controllers responsibility to renew their Gate Permit yearly.

Sec. 25-82. - Permit requirement.

The access controller may not restrict entry access to any residential development without first having submitted a completed application for a restricted entry access permit. (Ord. No. 84636, § 1, 8-29-96)

Sec. 25-83. - Electronically controlled key pad system requirement.

Where entry access to residential developments is restricted by the use of a restricted entry access system, access must be available through an electronically controlled key pad system or staffed twenty-four (24) hours a day through at least one (1) entrance to the residential development. Other entry access systems functioning simultaneously with an electronically controlled key pad system are permitted. Each entrance served by an electronically controlled key pad system must allow access through entry of the same emergency access code. (Ord. No. 84636, § 1, 8-29-96)

Sec. 25-84. - Compliance term.

Access controllers who, on the effective date of this article, restrict entry access to a residential development under their control by a means of either an electronically controlled key pad system or other restricted entry access system must bring such residential developments into compliance with this ordinance no later than one (1) year from the effective date of this article. An access controller installing a restricted entry access system after the effective date of this article shall submit an application to the police department alarm unit at least fourteen (14) days before entry access is restricted by such system. In addition, the access controller must specify the date on which the new emergency access code will become effective; such date shall not be less than fourteen (14) days after the date on which notice is provided. Fifteen (15) days after submission of a permit application, the access controller may restrict access to the residential development unless it receives notice under section 25-88(d) that its application has been denied. (Ord. No. 84636, § 1, 8-29-96)

Sec. 25-85. - Reporting code.

The access controller who controls restricted entry access to residential developments by means of any electronically controlled key pad system shall report the emergency access code to such system to the police department alarm unit prior to the granting of a permit for such system. In addition, access controllers must provide written operating instructions for each electronically controlled key pad system. (Ord. No. 84636, § 1, 8-29-96)

Sec. 25-86. - Emergency access code changes.

(a) Access controllers who restrict entry access to residential developments by means of any electronically controlled key pad system shall not change the emergency access code reported to the police department alarm unit without first giving at least two (2) working days' written notice of the new emergency access code to the police department alarm unit. In addition, the access controller must specify the date on which the new emergency access code will become effective; such date shall not be less than two (2) days after the date on which notice is provided.

(b) An access controller may change the emergency access code without prior notice to the police department alarm unit in the event there is an emergency arising from a threat to the health or safety of individuals in or near the residential development or to the personal or real property of individuals in or near the residential development. An access controller who does so must provide written notice to the police department alarm unit not later than the next business day following the code change. (Ord. No. 84636, § 1, 8-29-96)

Sec. 25-87. - Maintenance of restricted entry access system.

An access controller restricting access to a residential development by means of an electronically controlled key pad system shall utilize its best efforts to keep the restricted entry access system in good working order. During any period in which such system is malfunctioning, entry access may not be restricted unless there is an alternate entrance to the residential development which is controlled by an electronically controlled key pad system and the emergency access code to the alternative restricted entry access system has been provided to the police department alarm unit. (Ord. No. 84636, § 1, 8-29-96)