CITY OF DANVILLE
17 W. Main St., Danville, IL 61832
City Clerk's Office, (217) 431-2304

(For Office Use Only)

PERMIT NO._____

P=Police F=Fire D=Dual

ALARM PERMIT APPLICATION
CHAPTER 102

"Responsible Party" is defined as "any person, firm, partnership, company, association or corporation or any owner of lessee of premises on which an alarm system is installed or maintained, or the agents or representative of the aforementioned which or who utilizes an alarm system on premises located within the City of Danville".

NAME, ADDRESS, & PHONE NUMBER WHERE ALARM IS LOCATED: Residential_____ **Business**_____

_____

NAME, ADDRESS & PHONE NUMBER OF RESPONSIBLE PARTY (if other than above):

_____

CHECK ALL THAT ARE APPLICABLE:

FIRE ALARM ONLY_____ **BURGLAR** ALARM ONLY_____ **DUAL** (FIRE & BURGLAR) ALARM_____

KNOX BOX____Yes____No (required for some businesses)

OUTSIDE AUDIBLE ONLY____ **DIALER** (RECORDED MESSAGE)____

MONITORED BY CENTRAL STATION____ OR **PUBLIC SAFETY BUILDING**____

NAME OF ALARM COMPANY:_____**PHONE NUMBER**:_____

ILLINOIS STATE LICENSE NUMBER OF ALARM COMPANY:_____ *(Clerk's Office has license numbers on file.)*

In the event of an ALARM ACTIVATION, list NAME, ADDRESS & PHONE NUMBER in the order they are to be called:

1. _____

2. _____

PLEASE NOTE: A FEE OF $25.00 MUST BE SUBMITTED WITH THIS APPLICATION. If mailing, check enclosed:_____

APPLICANT'S SIGNATURE: _____ **DATE**: _____

***IMPORTANT* ALARM PROCEDURES BELOW TO BE FOLLOWED:**

If you have alarm activation and you are contacted by the Communications Center, you must provide the ALARM PERMIT NUMBER at the upper right hand corner of this Permit. This number does not pertain to any number given to you by your Alarm Dealer.

You must notify the Communications Center at 911 of a false alarm activation as soon as you are aware of the false alarm or in advance of any maintenance/testing procedures, giving your Alarm Permit Number and explaining the circumstances. When an officer responds to an alarm call, it is imperative that you (or your employee) meet the officer outside the front door.

If you have any questions, need more information on the procedures, or need to make any changes to the above information, **for a BURGLAR alarm, call the Police Department at 431-2241** during business hours (8:00-4:30) Monday through Friday, or 431-2250 after hours**. For a FIRE alarm, call the Fire Department at 444-3775** during business hours, (8:00-4:30), Monday through Friday, or 431-2348 after hours.

_____ Fire Department
_____ Police Department
_____ Communications

DATE PAID/RECEIVED:_____

_____
CITY CLERK, CITY OF DANVILLE

Created 11/06/84, Effective 01/01/85; Amended 10/05/04, Effective 01/01/05

INSTRUCTIONS FOR ALARM PERMIT APPLICATIONS

- Review Ordinance, Chapter 102.
- Complete Alarm Permit Application.
- Mail completed application with payment to City Clerk at 17 W. Main St., Danville IL 61832 or submit electronically to lmonson@cityofdanville.org with payment made by credit card. Credit card payments can only be taken over the phone by calling (217) 431-2304. Please make checks payable to City of Danville.
- Completed application and payment can also be dropped off in person at the City Clerk's office at the Robert E. Jones Municipal Building, 1st Floor, 17 W. Main St., Danville IL between the hours of 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.
- Upon receipt of payment and application, the City Clerk's office will apply an alarm permit number to the application and mail a copy back to the applicant with instructions or give a copy to applicant if in person.
- Police Department and or Fire Department will receive copy of processed application with alarm permit number.

Section

102.01 Definitions
102.02 Permit required
102.03 Grace period for initial installation
102.04 Alarm system maintenance; duty to minimize false alarms
102.05 Audible alarms
102.06 Activation of alarm for nonemergency
102.07 Failure/refusal to respond to premises
102.08 Notification of false alarms
102.09 Failure to take corrective action
102.10 False alarm service charges
102.11 Disconnection of service; discontinuance of response
102.12 Appeal process
102.13 Affirmative defenses
102.14 Liability

102.99 Penalty

Cross-reference:
Fire alarm systems and false alarms, see §§ 35.21 and 35.22

§ 102.01 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

"ALARM SYSTEM." Any mechanical or electrical device which is designed or used for the detection of an unauthorized entry into a building, structure, or facility, or upon land, or for alerting others of the commission of an unlawful act within a building, structure, or facility, or upon land, or both; and which emits a sound or transmits a signal or message when actuated; or, the detection of smoke and/or fire within a building, structure, or facility, and which emits a sound or transmits a signal or message when actuated. "ALARM SYSTEMS" include, but are not limited to, automatic telephone dialing devices, hard lines, audible alarms, and proprietor alarms. Devices which are not designed or used to register alarms that are audible, visible, or perceptible outside of the protected land, building, structure, or facility are not included within this definition, nor are auxiliary devices installed by the telephone company to protect telephone company systems which might be damaged or disrupted by an alarm system.

"AUDIBLE ALARM." A device designed for the detection of unauthorized entry or for the detection of smoke and/or fire on premises which generates an audible sound on the premises when it is actuated.

"AUTOMATIC TELEPHONE DIALING DEVICE." A device which is interconnected to a telephone line and is programmed to select a predetermined telephone number and transmit by voice message or code signal an emergency message indicating a need for emergency response.

"COMMUNICATION CENTER." The facility at the Public Safety Building used for the receipt and transmission of signals by radio or wire transmissions.

"911 DIRECTOR." The person designated by the Public Building Commission to supervise and direct the Communication Center.

"FALSE ALARM." A report received by the 911 Director from any alarm system resulting in a response by the Police Department, Fire Department, or other emergency personnel to the premises on which the alarm system is located, where an emergency situation does not exist.

"HARD LINE." A telephone or other line leading directly from the premises protected by an alarm system, or from a commercial alarm service to the Communication Center where the line is used solely to report the existence of circumstances necessitating emergency response.

"PERMIT." An authorization issued by the city, to allow a responsible party to install and maintain an alarm system.

"PREMISES." Any private, public, residential, commercial, or industrial land or buildings located within the city.

"PUBLIC SAFETY BUILDING." The building situated at 2 East South Street, Danville, Illinois, which is owned, operated, and maintained by the Public Building Commission, and leased to the county and city.

"RESPONSIBLE PARTY." Any person, firm, partnership, company, association, or corporation, or any owner or lessee of premises on which an alarm system is installed or maintained, or the agents or representatives of the aforementioned which or who utilizes an alarm system on premises located within the city.

"YEAR." A period beginning January 1 and continuing through December 31.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04)

§ 102.02 PERMIT REQUIRED.

(A) An alarm system shall not be installed or operated unless and until the responsible party obtains a permit from the City Clerk which authorizes the installation and operation of such alarm system.

(B) A permit shall be obtained for each alarm system installed, operated and maintained on the premises.

(C) The fee for a permit shall be $25.

(D) The responsible party shall supply the following information when applying for a permit.

(1) Name and address of the responsible party.

(2) Address at which the alarm system(s) is/are located.

(3) Name of the business or person performing the installation and maintenance of the alarm system. A copy of the person's or business' state license shall be attached to the application.

(4) Type of alarm system(s)(dialer, silent).

(5) Manner in which the alarm system(s)is/are monitored (by Central Station or Public Safety Building, or other means).

(6) Names, addresses, and telephone numbers of two people who can be contacted in the event of an alarm activation.

(E) The City Clerk shall send a copy of the permit which will include the information stated in subsection (D) above to the Director of Public Safety.

(F) The Director of Public Safety shall provide the 911 Director with a copy of the permit.

(G) The 911 Director shall not authorize the monitoring of an alarm system until a permit has been obtained and a copy of the permit has been forwarded to the 911 Director by the Director of Public Safety.

(H) A responsible party shall notify the City Clerk of any change to the information provided in the permit application within three days of any change. Failure to notify the City Clerk of such change of information will be a violation of this chapter.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.03 GRACE PERIOD FOR INITIAL INSTALLATION.

Upon installation of a new alarm system, the responsible party shall have a 30-day grace period from the date of installation before any alarm activation will be counted toward the four allowable false alarms. In the event the date of installation cannot be determined, the date the alarm permit was issued will be used to determine the expiration of the grace period.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.04 ALARM SYSTEM MAINTENANCE; DUTY TO MINIMIZE FALSE ALARMS.

A responsible party shall:

(A) Maintain the premises and all alarm systems on such premises in a manner that will minimize or eliminate false alarms, especially false alarms which result from equipment malfunctions, improper installations, and/or any form of human error with respect to operation and/or maintenance of such;

(B) Notify the Communications Center of a false alarm activation as soon as the responsible party is aware of the false alarm;

(C) Notify the Communications Center in advance of any maintenance which may require activation of the alarm system for purposes of testing the system; and

(D) Not manually activate an alarm except when needing immediate response from emergency personnel, except as provided in subsection (C) above.
(Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.05 AUDIBLE ALARMS.

(A) Responsible parties who have audible alarms on their premises must have such alarms reset or shut off within 30 minutes after notification that the alarm has been activated.

(B) If the alarm is still activated 30 minutes after the Communications Center has notified the responsible party that an audible alarm needs to be reset or shut off, the alarm can be considered a nuisance and the responsible party may be held in violation of this chapter.

(C) If a responsible party or his designees cannot be contacted by telephone within 30 minutes of activation of an audible alarm, the alarm may be considered a nuisance and the responsible party may be held in violation of this chapter.

(D) If a responsible party has received notice of discontinued response as set forth herein and continues the operation of the alarm system which results in the Communications Center receiving requests for emergency response to the premises, the responsible party may be held in violation of this chapter.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.06 ACTIVATION OF ALARM FOR NONEMERGENCY.

(A) Any person who intentionally activates any alarm when no need for emergency response exists or to test an alarm without first advising the Communications Center shall be deemed to have violated this chapter.

(B) Persons who intentionally activate an alarm under conditions set forth in this section shall not use the defense that the intentional activation was one of the allowable four false alarms as set forth in § 102.10.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.07 FAILURE/REFUSAL TO RESPOND TO PREMISES.

(A) A responsible party or his designee will be allowed 30 minutes to respond to the location of the alarm from the time they receive notification from the Communications Center. Failure to respond within 30 minutes will be regarded as a refusal to respond. Any failure or refusal to respond shall be deemed a violation of this chapter.

(B) If a responsible party or his designee fails or refuses to respond to the location of the alarm within the time allowed by subsection (A) above, the responsible party shall not hold the city, Police Department, the Fire Department, the Public Building Commission, or any of their agents responsible for the security of the premises, and any emergency personnel at the premises will be returned to duty. The premises will not be responded to again until the alarm at the premises has been reset and/or the building has been secured.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.08 NOTIFICATION OF FALSE ALARMS.

(A) The Director of Public Safety shall notify the responsible party, in writing, of each occurrence of a false alarm.

(B) The notice may include, but not necessarily be limited to: the date of the false alarm; the number of the false alarm for the year; the nature of the false alarm if ascertainable, such as human error or system malfunction; a statement that the responsible party must take corrective action to ensure that a false alarm based upon the same circumstances dose not recur; and the amount of the false alarm service charge, if any, incurred by the responsible party for the response to the false alarm.
(Ord. 8389, passed 10-5-04)

§ 02.09 FAILURE TO TAKE CORRECTIVE ACTION.

The failure of the responsible party to take corrective action as directed by the false alarm notice shall be a violation of this chapter.
(Ord. 8389, passed 10-5-04) Penalty, see § 102.99

§ 102.10 FALSE ALARM SERVICE CHARGES.

(A) A responsible party shall not be assessed a false alarm service charge for the occurrence of four false alarms resulting from the same alarm system at a premises during a year.

(B) A responsible party shall be assessed a false alarm service charge for more than four false alarms resulting from the same alarm system at a premises within a year as follows:

(1) Five false alarms $50

(2) Six false alarms $100

(3) Seven false alarms $150

(4) Eight to ten false alarms . . . $200 per false alarm

(5) Eleven or more false alarms . . . $300 per false alarm

(C) A refusal to pay any false alarm service charge imposed pursuant to this chapter within 14 days of notification shall be a violation of this chapter.

(D) If the false alarm was created by an alarm system malfunction and the responsible party provides proof of repairs to the Director of Public Safety, the false alarm service charge may be waived.
(Ord. 8389, passed 10-5-04)

§ 102.11 DISCONNECTION OF SERVICE; DISCONTINUANCE OF RESPONSE.

(A) The Director of Public Safety may seek disconnection of the alarm system from the communications center, or discontinuance of emergency response to the premises based upon an alarm activation.

(B) No action described in subsection (A) above shall be taken except after a hearing held by the Director of Public Safety. The responsible party shall be given a three-day written notice of such hearing affording the responsible party an opportunity to appear and respond.

(C) After a hearing conducted pursuant to this section, the Director of Public Safety shall make a final determination on disconnection of the alarm system from the Communications Center or discontinuance of response to the premises based upon an alarm activation. Upon making such a determination, the Director of Public Safety shall prepare a written order stating the reasons for the determination. A copy of the written order shall be served upon the responsible party, either in person or by first class mail. If the order is to disconnect the alarm system from the Communications Center, a copy of the order shall also be served upon the 911 Director.

(D) If the alarm system is disconnected from the Communications Center or if emergency response to the premises is discontinued, the alarm system may be reconnected or emergency response based upon an alarm activation reinstituted only upon the responsible party presenting adequate proof of the following to the Director of Public Safety: payment of all fines, costs and service charges imposed pursuant to this chapter; corrective action taken to eliminate the circumstances under which the false alarms were made.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04)

§ 102.12 APPEAL PROCESS.

(A) Any responsible party cited for a false alarm has the right to appeal to the Director of Public Safety as to the validity of the determination that the alarm was false. An appeal must be in writing and must be made within seven business days of the date of the notice pursuant to § 102.07 that the alarm was determined to be false.

(B) The burden of proof shall be with the responsible party to prove the alarm activation which was classified as false was caused due to a condition totally beyond the responsible party's control.

(C) The Director of Public Safety shall have the sole authority to deny or grant any appeal. If the appeal is granted, the record of the false alarm shall be expunged from the records of the responsible party. If the appeal is denied the responsible party shall be given written notice of the reason for the denial.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04)

§ 102.13 AFFIRMATIVE DEFENSES.

(A) It is an affirmative defense that a false alarm was caused by climatic conditions over which the responsible party had no control.

(B) It is an affirmative defense that immediately prior to the false alarm, the responsible party notified the Communications Center that maintenance, repairs adjustments, or testing was being performed on the alarm system.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04)

§ 102.14 LIABILITY.

(A) The city, the Police Department, the Fire Department, the Public Building Commission, or their agents shall not be held responsible for the installation, maintenance, or malfunction of any alarm system.

(B) The city, the Police Department, the Fire Department, the Public Building Commission, and their agents shall not be held responsible for the failure to respond to a premises where the alarm has been ordered to be disconnected or to which service has been ordered discontinued in accordance with this chapter.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04)

§ 102.99 PENALTY.

Violation of any section of this chapter is punishable by a fine of not less than $150 nor more than $2,500. In addition to any fine imposed hereunder, the offender shall be ordered to pay the costs of any administrative adjudication or court proceeding and reasonable attorney fees.
(Ord. 7094, passed 11-6-84; amend. Ord. 8389, passed 10-5-04)