



City of Rochester

FAX (585) 428-6347
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City Clerk's Office

City Hall Room 300-A
30 Church Street
Rochester, New York 14614-1285
(585) 428-7421

Dear City of Rochester Business License Applicant:

Please be aware that Section 68-5 of the City Code includes the following language: "No license or permit shall be issued for a business unless all renewal fees for any alarm system owned, used, leased or operated by the business have been satisfied."

This code language was adopted to help support the City's overall public safety efforts. The \$20 base alarm permit enables emergency personnel to better respond to emergencies by reducing the number of avoidable alarms and more effectively utilizing uniformed personnel and equipment. Decreasing the number of avoidable alarm responses can improve responses to genuine emergencies.

Your cooperation is greatly appreciated.

Sincerely,

Hazel L. Washington
City Clerk



City of Rochester Alarm Permit Application

Type or print. All copies must be legible.
INCOMPLETE FORMS WILL NOT BE PROCESSED.

Alarm Location _____
Street No. Street Name Room/Apt. No.

This address is located between _____ and _____
Street Name Street Name

Occupant Name _____
e.g. Individual, Business, Government Bldg. Name, Name Commonly Used, etc.

Initial Application Renewal Application, Current Permit No. _____

Applicant _____
Name (Last, First) Address Phone

Office Use Only Permit Period 20 ____ TO ____ Permit Expires April 30, 20 ____	Permit No. _____ Clerk _____ Amount _____ Date _____
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Type of Alarm: ___ Burglary ___ Robbery ___ Panic ___ Fire ___ Water Flow ___ Emer. Med.
Type of User: ___ Residence ___ Business ___ Government ___ Non-Profit ___ Financial

Type of Business or Activity _____

Hours of Operation _____

Mailing Address _____
Street No. Street Name City/State Zip Code

Type of Alarm System: ___ Central Station ___ Bank Alarm ___ Local ___ Other _____

System Monitored By _____
Name Address Phone

System Make _____ Model _____ Installed By _____

Individuals With Alarm Location Keys to Respond in Case of Emergency (Provide two [2] names)

1. _____
Name (Last, First) Address Phone

2. _____
Name (Last, First) Address Phone

Instructions to Help Public Safety Personnel Respond to/Search Your Premises

Applicant Signature _____ Date _____

Make checks payable to: **City Clerk, Rochester, New York**

INITIAL APPLICATION FEE:
\$20.00

PLEASE COMPLETE ENTIRE FORM

Mail or deliver your completed application to:
Alarm Permit
c/o City Clerk's Office, Licensing Unit
30 Church Street, Room 100-A
Rochester, New York 14614

Selected general provisions of the ordinance

False alarm – The activation of an alarm system by mechanical failure, malfunction, improper installation, negligence, accident, intention or any other cause which results in an emergency response when, in fact, an emergency situation does not exist. In the event that an alarm is activated by someone who genuinely believes there is the possibility of a burglary, robbery or fire, it will not be considered a false alarm.

An alarm user with more than three (3) avoidable alarms during a permit year may present evidence as to why any such alarm should not be classified as an avoidable alarm. Arrangements for such a review must be made with the Chief of Police or Fire Chief, in writing, within ten (10) days of the date of notification of the false alarms incurred in the current period.

Operation of an alarm system without a permit shall subject the violator to a civil penalty of \$100.

All local alarms shall become deactivated and silenced automatically after a period of time not to exceed fifteen (15) minutes. Violators shall be subject to the penalties set forth in Section 13A-11 of the Municipal Code.

How automated alarms are to be used

Robbery alarm - to report the forcible stealing of or attempt to steal property from another person, e.g., hold-up.

Burglary alarm - to report the stealing or attempt to steal another's property without the use of force, e.g., stealing from a home or business.

Panic alarm - to report a situation where a robbery or burglary has not taken place but which requires immediate police assistance.

Fire alarm - to report when the detecting element of an automatic alarm is exposed to fire, smoke or abnormal rise in temperature.

Water flow alarm - to report when an audible or electronic alarm detects any flow of water from a sprinkler or stand pipe system.

Emergency medical alarm - to report a serious medical problem which requires an emergency medical response.

Alarm systems which are interconnected or otherwise transmit signals directly to the Emergency Communications Center shall be subject to the laws, rules, regulations and penalties adopted by the County of Monroe relating to such systems.