



**TOWN OF DUCK ALARM PERMIT APPLICATION**

Mail to:  
**Town of Duck**  
**Dept. of Public Safety**  
**Alarm Permit**  
**1259 Duck Road**  
**Duck, NC 27949**  
 Phone: (252) 261-1112

List any known hazards police officers or firefighters may encounter at alarm site. (dogs, barbed wire, chemicals, etc.)
_____
_____
_____

**Please Read Instructions on Reverse Before Filling Out Application**, then complete and send to the address above. **Please type or print clearly.**

Permit Number  
 Issued by  
 Expiration Date  
 Date Issued

Address where alarm will be located (include apt., bldg. or unit number if applicable)		<b>Property Owner Signature</b> (see Hold Harmless statement on reverse)	
		Name: _____	Date _____
Type of alarm (check all that apply)			
<input type="checkbox"/> Phone line		<input type="checkbox"/> Audible	
<input type="checkbox"/> Burglar		<input type="checkbox"/> Fire	
<input type="checkbox"/> Other: _____			
Type of location where system is used (check one only)			
<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial	
<input type="checkbox"/> Institutional		If Residential, is property in a rental program?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the property is in a Rental Program, who is the Property Management Company and please provide their contact information as well as their "house identifier" (usually a number or code):			
Alarm Company/Contact Name/Address/Phone		North Carolina Private Protection Services License Number	
Permit Holder's name (Last, First, Middle Initial)		Company/Organization Name (If Applicable)	
Driver's license (State and number)		Day phone number	Night phone number
Home address (include apt., bldg. Or unit number)		City, State, ZIP	
Address where permit is to be mailed		City, State, ZIP	
If you would like to be contacted regarding your permit to include renewal reminders via email, please provide your email address.		Email address:	
Permit Status: <input type="checkbox"/> New Permit <input type="checkbox"/> Renewal <input type="checkbox"/> Renewal (No Changes) <input type="checkbox"/> Information Change			
Is alarm location in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No Gate Code: _____			
Names and phone numbers of two persons the Town can contact in case of an emergency, if we are unable to contact the permit holder. Please do not provide "Office" numbers for nighttime contact. <b>(This information is essential)</b>			
Name		Day Phone Number	Night Phone Number
Name		Day Phone Number	Night Phone Number

**Permit is valid for one year from date issued and you will receive correspondence from this office annually prior to the expiration date.**

**I have carefully read the instructions on the reverse of this form and certify the completed application to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.**

**Signature of Applicant/Permit Holder (Required)**

Date

## POLICE/FIRE DEPARTMENT HOLD HARMLESS

The **owner of the premises** for which this permit is issued, by his acceptance thereof, agrees for himself, his lessees, agents, heirs, successors and assigns that for so long as an automatic protection system is installed on the premises he shall hold the Town of Duck harmless and the Town of Duck, its agents and employees shall not be liable for any damage to the premises caused by the entry of any member of the Duck Police Department or the Duck Volunteer Fire Department or its members in response to an alarm initiated by the automatic protection system.

### **PERMIT FEES AND SERVICE FEES EFFECTIVE April 10, 2013**

#### **PERMIT FEES**

The adopted fee schedule for the Town of Duck establishes the following fees for permits:

<u>INITIAL APPLICATION FEE</u>	\$50.00
<u>ANNUAL RENEWAL FEE</u>	\$ 0.00
<u>REINSTATEMENT FEE</u>	\$50.00
<u>APS that does not transmit a signal offsite</u>	No Charge (but permit is required)

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders prior to the permit expiration date.

#### **EXCESSIVE FALSE ALARM FEES**

The adopted fee schedule for the Town of Duck establishes the following fees for excessive false alarms:

##### False Alarm Fees (In any 30-day period)

*First, Second, Third* No charge

*Fourth* \$150.00

*Fifth* Permit Revoked, all fees to date and reinstatement fee of \$200.00 are to be submitted to the Town of Duck.

#### **ADDITIONAL INFORMATION**

**Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.**

It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company. If you have any questions, please call Town of Duck Department of Public Safety at 252-261-1112. Business hours are from 9:00 a.m. – 5:00 p.m., Monday through Friday. We are closed on official holidays. If you prefer, you can email the correspondence regarding alarm permits to [policeinfo@townofduck.com](mailto:policeinfo@townofduck.com). If you would like to fax your completed permit to our office the fax number is (252) 261-2108.

The Mailing address for correspondence is:

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