



# PORTLAND MAINE

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## Portland Police Department

February 4, 2011

On December 20, 2010, the Portland City council ratified changes to Portland City Code Chapter 2.5 which included an increase to false alarm billing fees per incident and established the requirement of yearly burglar alarm registration and associated permit fees. Effective January 19, 2011, all residential and commercial burglar alarm users within the City of Portland will be required to register any alarm systems in use with the Portland Police Department. Alarm users with **more than one alarm system at the same location** are only required to register once for that location.

Enclosed you will find a Burglar Alarm Permit Form. Please complete the form and submit it to the Portland Police Department **no later than March 31, 2011**. **The initial permit fee for both commercial and residential users is \$35**. The annual renewal fee is \$25 per year, plus a \$10 late charge if renewal is received later than January 15. Permits expire each year on December 31.

False alarm calls will be billed on the following schedule with a billing cycle corresponding to the calendar year:

1 <sup>st</sup> alarm	No charge
2 <sup>nd</sup> alarm	No charge
3 <sup>rd</sup> and 4 <sup>th</sup> alarms	\$100 each
5 <sup>th</sup> and 6 <sup>th</sup> alarms	\$150 each
7 <sup>th</sup> and subsequent alarms	\$200 each

Please feel free to contact Emily Cordray, Principal Financial Officer of the Portland Police Department, with any questions.

**Portland Police Department  
Burglar Alarm Permit**

New Permit

Renewal

**Type of User**  
*(Check One)*

Residential

Commercial

**Business or Residential Owner Name** \_\_\_\_\_  
*(Alarm User)*

**Primary Contact Name** \_\_\_\_\_

**Primary Contact Phone Number** \_\_\_\_\_

**Address of Alarm Location** \_\_\_\_\_

**Suite or Apartment Number** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Billing Address if Different from Physical Location** \_\_\_\_\_

**Building Owner** \_\_\_\_\_

**Secondary Contact Name** \_\_\_\_\_

**Secondary Contact Phone Number** \_\_\_\_\_

**Security Company Name** \_\_\_\_\_

**Security Company Phone Number** \_\_\_\_\_

**Additional Information** \_\_\_\_\_

\_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fees: Initial application for Burglar Alarm Permit \$35 (includes \$10 application fee/\$25 yearly fee)  
Yearly Renewal Fee \$25 Late fee \$10 after Jan. 15  
Permits expire each year on December 31**

**Mail completed application with registration fee to:  
Portland Police Department, Burglar Alarm Registrations, 109 Middle Street, Portland, ME 04101  
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**Portland Police Department Use Only: PD Approval** \_\_\_\_\_

**Date Processed** \_\_\_\_\_ **Assigned ID Number** \_\_\_\_\_ **Paid by Check#** \_\_\_\_\_