

BURGLAR OR FIRE ALARM INSTALLATION PERMIT

In accordance with Chapter 90 of the Kenilworth Municipal Code, an **installation permit and fee of \$50.00** is required for all alarm systems. A permit application form is available for all persons having an alarm system as described below.

TYPES OF ALARMS:

- PRIVATE CENTRAL STATION ALARMS - Alarms that cause a signal, when activated, in a private central location, resulting in the central station operator telephoning and advising the Police or Fire Departments of the alarm activation.
- LOCAL ALARMS (OUTSIDE RINGERS) - Alarms that sound audibly outside the premises of the subscriber and are not connected to any central location. (10 minute limit)

Automatic Telephone Dialing Systems (ATDS) are prohibited. An ATDS is any device that automatically selects a public telephone trunk line at the Police or Fire Departments and then reproduces a pre-recorded message to report an emergency.

FALSE ALARM FEES:

As outlined in the Kenilworth Municipal Code Chapter 90, for each false alarm responded to by the Kenilworth Police Department or Winnetka Fire Department the owner will be assessed a fee as follows:

FALSE ALARM FEES PER CALENDAR YEAR	POLICE	FIRE
First False Alarm	No charge	No charge
Second False Alarm	\$20.00	\$50.00
Third False Alarm	\$50.00	\$65.00
Fourth False Alarm	\$60.00	\$75.00
Each False Alarm Beyond the Fourth	\$70.00	\$100.00

Please complete the attached permit application form and return it along with the applicable permit fee, payable to the Village of Kenilworth, to the Kenilworth Police Department, 419 Richmond Road, Kenilworth, IL 60043. As an added convenience, visit <https://www.vok.org/2224/Online-Payments> and click on the “Online Bill Pay – Police” to pay the alarm permit fee by MasterCard, American Express, Discover or E-Check.

OTHER IMPORTANT INFORMATION:

The Kenilworth Police Department strives to provide the highest quality of service by consistently updating our database of information. We need your help in keeping your alarm permit information accurate and current by fully completing the alarm permit application form. It is vitally important that this information is accurate when we respond to your activated alarm. Accurate information will help police personnel distinguish between welcome and unwelcome occupants at your home or business, so please remember to include the names and contact information of your key holders.

Burglar and Fire alarm installation permits expire annually on December 31st. Each year a renewal alarm permit form will be sent prior to the expiration of current alarm permit. We request that the renewal alarm permit application be completed and returned within 10 days. The alarm permit renewal fee for permits submitted in a timely fashion is \$25.00.

Permit holders must agree:

- ✓ To provide police personnel with access to the premises at all times to investigate emergency calls
- ✓ That the necessary maintenance for the alarm system will be provided 24 hours a day, 7 days a week.

FALSE ALARM PASS CODES (OPTIONAL)

An unnecessary emergency response to false alarms by police or fire personnel is a costly, wasteful and potentially dangerous misuse of public resources. With over 850 homes and 100+ businesses, an over abundance of false alarms unnecessarily occupies a significant amount of staff time. To reduce the number of emergency responses to false alarms and to help permit holders avoid false alarm fees, we have instituted a pass code system for false alarms.

To opt for this system a permit holder need only establish a pass code that will be maintained at the Police Department in your alarm account file. If you or anyone granted permission enters your home/business and inadvertently activates your alarm in error, a phone call should be immediately placed to the Kenilworth Police Department on the non-emergency line at 847-251-2141. By advising the dispatcher of your name and correct pass code, we may be able to cancel the alarm and emergency response. **This type of false alarm is not charged to your account if contact is made before officers arrive at the address.** If any of the information given is incorrect, we will respond to your home/business to verify who is at the premises. It is imperative that the correct information is given to the police when the call is placed in order to avoid a response and a false alarm fee.

Please remember, when choosing your pass code do not make it the same as your keypad code, nor something that an intruder can easily figure out, like your last name or address. Keep in mind that a pass code can only be created or changed with us in writing, not over the telephone or by email.

Thank you for helping us to better serve you!

Sincerely,
Bryan Carlson
Chief of Police

Village of Kenilworth

INITIAL PERMIT FOR BURGLAR OR FIRE ALARM

IN ACCORDANCE WITH CHAPTER 90 OF THE KENILWORTH VILLAGE CODE, NO PERSON SHALL MAINTAIN OR OPERATE AN ALARM SYSTEM AT ANY RESIDENCE, BUILDING, OR OTHER STRUCTURE OR PREMISES WITH A FIXED LOCATION WITHIN THE VILLAGE WITHOUT OBTAINING AN ANNUAL RENEWAL PERMIT ON OR BEFORE JANUARY 1ST OF EACH YEAR.

In accordance with Chapter 90 of the Kenilworth Village Code, I, the undersigned, hereby apply for an ANNUAL ALARM PERMIT.

NAME: _____

ADDRESS: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____

The following statement is made by me for the purpose of obtaining this renewal and I certify to its truth. I agree to conform with Chapter 90 of the Kenilworth Village Code and all ordinances and regulations of the Village of Kenilworth governing Burglar and Fire Alarms.

I agree that necessary maintenance for the Alarm system will be provided 24 hours each day, 7 days a week.

I agree to pay all charges and fees payable under Chapter 90 by reason of the operation of the Alarm and all costs and expenses of the Village in collecting such charges and fees, including court costs and attorney's fees.

I agree to provide the Police Department with access to the premises protected by the Alarm at all times to investigate emergency calls. Current Keyholders are:

KEYHOLDER 1: _____

ADDRESS: _____ TELEPHONE: _____

KEYHOLDER 2: _____

ADDRESS: _____ TELEPHONE: _____

KEYHOLDER 3: _____

ADDRESS: _____ TELEPHONE: _____

DATE: _____ SIGNED: _____

TYPE OF ALARM - BURGLAR FIRE

Does your home have exterior video surveillance? Yes No Passcode (Optional) _____

ALARM COMPANY: _____ TELEPHONE: _____

VILLAGE USE ONLY

PERMIT APPROVED BY: _____ PERMIT #: _____

PERMIT ISSUED BY: _____ DATE: _____

PERMIT FEE DUE: **\$50.00** AMOUNT PAID: _____