

City of Holly Springs Alarm System User Permit Application

Fields marked with asterisk (*) are required fields. Incomplete applications cannot be processed.

	*This application is for a:	business	residence		
1. Alarm User Inf	formation (Alarm Location)				
*Last Name	*First Name			*Middle Initial	
*If business location	on, provide Business Name and Corp	porate Ownership Info	rmation:		
*Street Number	*Street Name	*Apt./Ste. #	*State	*Zip Code	
*Home Phone	*Work Phone	*Cell Ph	*Cell Phone		
2. Mailing Addre	ss (If different from Alarm Location	on)			
*Street Number	*Street Name	*Apt./Ste. #	*State	*Zip Code	
3. List two people	to contact in the event of an alarn	n who can respond w	ithin 30 minutes		
#1					
*Last Name	*First Name	*Home l	*Home Phone		
*Last Name	*First Name	*Home I	Phone	*Cell Phone	
4. Alarm Compar	ny Information				
*Company Name	*Phone Number		*Low Voltage License Number		
5. Monitoring Co	mpany Information (If different fi	om Alarm Company	')		
*Company Name			*Phone Number		
6. Special Conditi	ions at alarm location (watch dog,	disabled persons, haz	zardous material	s, etc.)	

If you have an alarm system in the City of Holly Springs, it must be registered, excluding auto alarms. A fourth false alarm in one year will be fined \$50.00, a fifth will be fined \$75.00, and a sixth and beyond will be fined \$100. Failure to register your alarm will result in a \$100.00 fine. Alarm permits are non-transferable.

- ✓ Complete the application and submit to the Holly Springs Police Department, Attn.: Captain Jeff Lance, 3235 Holly Springs Pkwy. Holly Springs, GA 30115. Applications may also be submitted to Captain Lance electronically at jlance@hollyspringsga.us.
- ✓ Questions should be directed to Captain Lance, 770-721-7525.
- ✓ Changes to permit information must be submitted in writing within 30 days.

Avoiding Fines

Most alarms can be easily prevented by following these guidelines:

- Make sure all alarm users and key holders are trained to use the system, and know the code to arm and disarm the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system. Unsecured doors and windows are easily jarred, resulting in false alarms.
- Be sure motion sensors are adjusted correctly, especially if you have pets.
- Have an arming delay of at least 60 seconds and arrange with your alarm company to NOT call the police if the system goes off immediately after it has been armed. Frequently, people take too long to exit or re-enter the building, causing a false alarm.
- If your alarm system is easily set off by thunderstorms or power outages, have it repaired or adjusted.
- Periodically check batteries and test your alarm system.
- Read and follow the instructions in your Operators' Manual.