



Collin County  
Sheriff's Office

# Alarm Permit Information and Application Packet

4300 Community Avenue, McKinney, TX 75071  
Sheriff's Office (972) 547-5100 | Detention (972) 547-5200  
[www.collincountytexas.gov/sheriff/services/public-resources](http://www.collincountytexas.gov/sheriff/services/public-resources)

# Alarm Permits General Information

## Alarm Permits

The Collin County Sheriff's Office requires that homeowners who have a monitored residential alarm system obtain a permit for that alarm system.

The permit is required for all residences where the Collin County Sheriff's Office is the primary law enforcement provider. Only monitored alarm systems are included in the Collin County Alarm Permit Ordinance.

If your city has a Police Department, you must obtain a permit from your local agency if required. To determine whether you reside within city limits, you can check your address using the Collin County Interactive Map found here:

<https://collin.maps.arcgis.com/apps/webappviewer/index.html?id=28b784073c47453895a6f69a22bd76e1&er=-96.6317737311,33.2418980936&level=16>

## Responsibilities of the Permit Holder

The permit holder is responsible for complying with all operation and maintenance requirements outlined in the county ordinance.

### Obtaining & Renewing a Permit

- A permit must be obtained within 60 days of alarm system installation and before activation if it transmits a signal to summon emergency services.
- Permits are valid for 12 months from the date of issuance.
- Renewals must be completed before the last day of the month in which the permit expires to avoid penalties.
- A renewal notice will be sent before the permit expiration date.

### Updating Permit Information

- Any changes to the permit application (such as contact details or alarm status) must be submitted in writing to the Sheriff's Office within 10 working days.
- No fees are charged for updating permit information.

## **Notifying the Sheriff's Office**

- Permit holders must notify the Collin County Sheriff's Office in the following cases:
- Change of residence – If you move to a new address.
- Disconnection or discontinued use – If the alarm system is no longer in service.
- Termination of monitoring service – If the alarm is no longer monitored by an alarm company.

## **False Alarm Allowances & Service Fees**

### **Permit holders are allowed:**

- Five (5) free false burglary alarms per site in any twelve (12) month period.
- Two (2) free false robbery alarms per site in any twelve (12) month period.

### **Fees for Additional False Alarms:**

- False burglary/panic alarms: \$50.00 per occurrence.
- False robbery alarms: \$75.00 per occurrence.

The permit holder has thirty (30) days after notice to pay assessed false alarm fees.

False alarms will not be charged if later determined to be caused by:

- Natural or manmade catastrophes
- Vandalism or telephone outages
- Attempted unlawful entry
- Severe weather

## **Violations & Fines**

- Operating an alarm system without a valid permit is a violation of county ordinance and may result in fines up to \$500 per day.
- Failure to renew a permit before expiration may also result in penalties.

## **Permit Suspension or Refusal**

- A permit may be suspended or renewal denied if an alarm system generates an excessive number of false alarms.
- Any false statement of material fact on a permit application is grounds for suspension, non-renewal, or refusal.

# Alarm Permit Application Instructions

## Permit Holder

The permit holder should be the individual responsible for maintaining the premises and operating the alarm system. This person will also be held financially responsible for any service fees or fines assessed.

## Contact Persons

### Primary Contact Person:

- This should be the individual most readily available to respond to the alarm site if required by the Collin County Sheriff's Office.
- This person must have access to the building or residence and be capable of deactivating the alarm.
- Possible contacts include a close neighbor, friend, relative, or an alarm company representative if such a service is provided.
- The designated individual must be able to reach the alarm site within thirty (30) minutes if required.

### Second / Third Contact Persons:

- These individuals should meet the same requirements as the primary contact.
- They will be contacted if the primary contact is unavailable.
- At least three (3) contact persons must be listed before an application will be accepted and a permit issued.

## Updating Permit Information

- The permit holder must inform the Sheriff's Office in writing of any changes to the application within ten (10) working days.
- There are no fees charged for application updates.

## Permit Fees & Payment Information

- **Permit Fee:** \$25.00 per year, per alarm site (commercial or residential).
- **Payment Methods:**
  - Cash, Check, or Money Order payable to Collin County Sheriff's Office.
  - Credit and debit card payments are NOT accepted.
- **Fee Exemptions:**
  - Schools, churches, government buildings, and law enforcement officers are exempt from permit and renewal fees.

## Alarm Permit Renewal Process

- A renewal application will be mailed annually to the address provided in the original application.
- Renewal fees are due and payable before the last day of the month in which the permit expires.
- Permits are valid for twelve (12) months from the date of issuance.

## Submitting Your Application or Renewal

### By Mail:

Send the completed application along with the required payment to:

Collin County Sheriff's Office  
Attention: Records Section  
4300 Community Avenue  
McKinney, Texas 75071

### In Person:

You may also pay and submit your application at the above address during the following office hours:

Monday - Friday (excluding holidays)  
8:00 a.m. - 5:00 p.m.

## Processing & Confirmation

After processing, you will receive your receipt and permit within one week via email or the mailing address provided in your application.

## Contact Information

For questions or assistance:

- Email: [jdolly@collincountytx.gov](mailto:jdolly@collincountytx.gov)
- Phone: (972) 547-5126

# ALARM PERMIT APPLICATION

Collin County, Texas

## Permit Holder / Responsible Person Information

Name					
Alarm Site Address		City		Zip	
Phone (Day)		(Evening)			
Name of Business/Resident					
Mailing Address					
Email					

## Alarm Monitoring Company

Notification Type (Check One)	<input type="checkbox"/> Alarm Company	<input type="checkbox"/> Panel	<input type="checkbox"/> Other (Specify)				
Alarm Company Name			Phone				
Address		City		State		Zip	
Date Alarm Installed			Date Service Began				

## Contact Persons

(Must have access to premises and alarm. 30-minute maximum response time. List at least three (3) contacts.)

Name		Phone (Day)		(Evening)	
Name		Phone (Day)		(Evening)	
Name		Phone (Day)		(Evening)	

## Signature & Date

Date		Signature of Permit Holder	
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For Office Use only

☐ New ☐ Renewal

Date Application Received		Received By		<input type="checkbox"/> Received In-Person
				<input type="checkbox"/> Received By Mail

Payment Method: ☐ Cash ☐ Check (#)

Approved/Denied/Suspended On		By	
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Permit No.		Issue Date		Expiration Date	
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CAD Entry Date		Entered By		Verified By	
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