



PORTLAND MAINE

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Portland Police Department

Under City of Portland Code of Ordinances, Chapter 2.5, the following policies are in effect with regard to the burglar alarm permit registration process for alarm users:

- Through December 31, 2011, there is a one-time registration fee of \$35 required.
- Beginning January 1, 2012, the one-time registration fee increases to \$45.
- There is no yearly renewal fee required. The alarm permit stays in effect as long as the alarm system is in use at the same address.
- If a change in the permit occurs, the user will be required to pay a \$25 change fee.
- Upon transfer of ownership of the property, a new application is required with a one-time registration fee of \$45.

Portland Police Department Burglar Alarm Permit

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 _____

- Burglar Alarm Permits require a one-time application fee.
- Alarm permits remain in effect as long as the alarm system is in use at the registered address.
- An administrative fee will be charged for any change in permit information.
- Upon transfer of ownership of the property, a new application is required.

Fees:

- Application for Burglar Alarm Permit – one-time filing fee of \$35 through 12/31/2011
- Burglar Alarm Permit Application fee increases to \$45 beginning 1/1/2012
- Change in permit information - \$25

Mail completed application with check payable to City of Portland to:
Portland Police Department, Burglar Alarm Registrations, 109 Middle Street, Portland, ME 04101

Portland Police Department Use Only:

PD Approval _____ Date Processed _____ Assigned ID Number _____

Paid by Check# _____