



**FINANCE AND ADMINISTRATIVE SERVICES**  
**P O BOX 34214**  
**Seattle, WA 98124-4214**  
**(206) 684-8484**

Michael McGinn, Mayor

**FOR DEPT USE ONLY**

Customer # \_\_\_\_\_

UIN # \_\_\_\_\_

**APPLICATION FOR: Alarm System Monitoring License**

Alarm Monitoring Center       Alarm Dealer/Installer/Repair/Maintenance (check all that apply)

**COMPLETE THIS BOX ONLY IF COMPANY IS A MONITORING CENTER.**

**Number of Monitored Alarm Systems within Seattle limits:** (please check one)

If # is:	_____ 1 - 100	_____ 101 - 200	_____ 201 - 500	_____ over 500
Fee is:	<b>\$100.00</b>	<b>\$200.00</b>	<b>\$400.00</b>	<b>\$500.00</b> \$ _____

**IF AN ALARM DEALER, PLEASE LIST MONITORING CENTER(S):** \_\_\_\_\_

**Dealers: complete all that apply**

Burglary, Panic, Property, Robbery \_\_\_\_\_ x \$10.00 per system = \$ \_\_\_\_\_  
 Fire Alarm System ( 5+ stories or > 200,000 sq ft ) \_\_\_\_\_ x \$693.00 per system = \$ \_\_\_\_\_  
 Fire Alarm System ( 3-4 stories and < 200,000 sq ft ) \_\_\_\_\_ x \$223.00 per system = \$ \_\_\_\_\_  
 Fire Alarm System ( < 3 stories and < 200,000 sq ft ) \_\_\_\_\_ x \$76.00 per system = \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

- Spreadsheet of Seattle accounts has been sent electronically to: terry.boyle@seattle.gov
- I have attached a spreadsheet of Seattle accounts.

**1. START DATE IN SEATTLE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**2. LEGAL NAME:** \_\_\_\_\_  
 ( ) Individual ( ) Partnership ( ) Corporation ( ) LLC ( ) Other

**3. TRADENAME:** \_\_\_\_\_

**4. PHYSICAL ADDRESS:** \_\_\_\_\_

**4a. MAILING ADDRESS:** \_\_\_\_\_

**5. TELEPHONE #:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

6. List the true name(s), title, residence address, telephone number, and date of birth of applicant, partners, officers or directors: (attach additional pages if needed).

NAME	TITLE	ADDRESS	TELEPHONE	DOB

NAME (print) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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OBL # \_\_\_\_\_ \$ \_\_\_\_\_  
 OBL # \_\_\_\_\_ \$ \_\_\_\_\_ ISSUED BY \_\_\_\_\_  
 OBL # \_\_\_\_\_ \$ \_\_\_\_\_  
 OBL # \_\_\_\_\_ \$ \_\_\_\_\_ DATE \_\_\_\_\_

## ALARM SYSTEM MONITORING LICENSE INFORMATION SHEET

Seattle Municipal Code (SMC) Chapter 6.10 Alarm System Monitoring Companies\* – Fire Alarm Monitoring Companies\*: this SMC chapter requires any business monitoring burglary, panic, property, or robbery alarms located within the City of Seattle to do the following:

1. Obtain an annual Alarm System Monitoring license (Fee is made up of two parts: first part is a flat fee based on the total number of systems monitored; the second part is a fee of \$10 per alarm system monitored.)
2. Submit to the City a list of monitored alarm systems in a format prescribed by the Director of Department of Executive Administration (list to be provided annually upon renewal of license with updates provided quarterly).
3. Inform affected subscribers of the ordinance and its requirements.
4. Remit any false alarm fees generated by all subscribers' false alarms.

This chapter requires businesses monitoring fire alarms located within the City of Seattle to do the following:

1. Obtain an annual Fire Alarm Monitoring license (fee is made up of two parts: the first part is a flat fee based on the number of systems monitored; the second is a fee of **a.** \$693 per fire alarm system serving structures five or more stories or exceeding 200,000 square feet in building floor area; or **b.** \$223 per fire alarm system serving structures that are 3 or 4 stories and less than 200,000 square feet in building floor area; or **c.** \$76 per fire alarm system serving structures less than three stories and less than 200,000 square feet in building floor area).  
NOTE: A smoke detector that is connected to a burglary, panic, property or robbery alarm is not considered a fire alarm system and will be considered part of the burglary, panic, property, or robbery alarm subject to the \$10 per system fee.
2. Submit to the City a list of monitored alarm systems in a format prescribed by the Director of Department of Executive Administration (list to be provided annually upon renewal of license and updates to be provided quarterly).
3. Inform affected subscribers of the ordinance and its requirements.

Alarm companies applying for an Alarm System Monitoring license or Fire Alarm Monitoring license will be issued a permit number. The permit number is a unique identifying number (UIN) assigned to each alarm company by the Department of Executive Administration and should be provided to the police operator by the monitoring company when reporting an alarm. All annual fees are payable in advance by the alarm company on a calendar year basis. Licenses expire on December 31 in the calendar year of issuance and must be renewed by January 31 in order to avoid penalty. The per-system fee will be prorated in equal amounts on a quarterly basis for alarm systems that begin to be monitored after the first quarter (as reported in the quarterly updates).

*Failure to obtain the required alarm system monitoring license will result in penalties as provided by law. A copy of Ordinance #121932 is available on the internet at [www.seattle.gov/council/legdb.htm](http://www.seattle.gov/council/legdb.htm)*

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\* Monitoring companies include those dealers and installers who contract with a property owner, subscriber, or customer, to perform monitoring services and then subcontract with another monitoring company to provide the actual monitoring service.

Companies who monitor alarms or subcontract to monitor alarms for others are required to have an alarm system monitoring license and pay the fee based on the number of alarm systems located within the City, whether or not a police response will be requested or a private security company makes the response.

Alarm monitoring companies must also obtain an annual City of Seattle business license if they are engaging in business activities within Seattle. Companies located outside of Seattle whose sales persons, employees, or agents enter the city to conduct any type of business activity **or** have equipment located within the City that enables them to conduct their business are required to obtain and maintain a Seattle business license.

#### FALSE ALARMS SMC 6.10.100

In addition to the above licenses, tax and fees, there will be fees assessed for police response to false burglary, panic, property, or robbery alarms. If officers are dispatched and arrive at the alarm site, and there is no evidence of a crime or other activity that would warrant a call for police assistance or investigation at the premises, the City will bill a \$115 false alarm service fee to the Alarm Monitoring Company identifying the alarm date, event number and alarm address, and any other pertinent information. False panic/robbery alarms will be billed at \$230. If officers are dispatched and subsequently cancelled prior to arrival at the alarm site, the Alarm Monitoring Company shall be subject to a \$30 false alarm fee. A false alarm fee may be waived once within an eighty-four month period per alarm site if the alarm subscriber requests and attends an Alarm User Class within 120 days of the date of the false alarm occurrence. **There is no false alarm fee for fire alarms.** Any appeal regarding a false alarm determination must be filed in writing within 30 days after the date of the notice.

If you have questions relating to this ordinance, please contact Inspector Terry Boyle at (206) 684-8406 or [terry.boyle@seattle.gov](mailto:terry.boyle@seattle.gov) .

City of Seattle  
Finance and Administrative Services  
Revenue & Consumer Protection Division