

# ALARM BUSINESS LICENSE – 2015



SHAKER  
HEIGHTS

To Whom It May Concern:

The City of Shaker Heights Alarm Ordinance, Chapter 503, provides standards and regulations applicable to alarm businesses. Any alarm service provider doing business in the City of Shaker Heights must be licensed, regardless of the size of the company or number of *customers/subscribers it serves*.

I would like to welcome you back to our City! As such, I have enclosed an Application for your 2015 Alarm Business License, which is to be received no later than **February 1, 2015**. The cost of the license is **\$300.00**. If your application and payment are not received by **February 1, 2015**, or otherwise incomplete, you may be subject to a **\$50.00 fine** in addition to the \$300.00 application fee.

The following items must be returned when applying for an alarm business license:

1. A completed alarm business application, accompanied with the \$300.00 licensing fee including:
  - a) *Your initials certifying your agreement* to provide a list of your agent(s), employee(s) or contractor(s) information upon request; AND
  - b) Your initials *certifying your agreement* to provide a complete\* list of names and addresses of all persons to whom you and/or you alarm company has sold or installed alarms, who are currently under contract with the alarm business for service.

\*In addition to any changes of subscribers during this period and the 2015 calendar year, your "new" subscriber list must be sent to the Shaker Heights Police Department, **Auxiliary Services Coordinator**, "quarterly," e.g. March 1, 2015, July 1, 2015, October 1, 2015, December 1, 2015,

You are to send all of this information, with a check or money order for \$300.00 made payable to the **City of Shaker Heights** to the following address:

Shaker Heights Police Department  
Office of the Auxiliary Services Coordinator  
3355 Lee Road  
Shaker Heights, Ohio 44120

Pursuant to the Ordinance, your company is also required to issue a business identification card to your *agent(s), contractor(s), etc.*; **AND, cause them to carry the card on their person when doing business in the City. The business identification card is to clearly identify their name, date of birth, social security number, business address, photograph, one thumb print and issuance date.** This card is to be renewed every three (3) years by your company.

Finally, should your company decide to discontinue any operation in the City Of Shaker Heights, such as an alarm installation, repair, or monitoring service, etc., **written** notification of the cancellation shall be made to our department on your company's letterhead. Enclosed with this cancellation notice shall be a list of your accounts and the name of the new provider for service if known. Failure to comply with the Shaker Heights Codified Ordinance will result in legal action. Failure to comply with all of the above may constitute your alarm permit to be terminated.

Sincerely yours,

Shelly Rhome

Auxiliary Services Coordinator



Enclosures



APPLICATION FOR ALARM BUSINESS LICENSE
SHAKER HEIGHTS POLICE DEPARTMENT
CITY OF SHAKER HEIGHTS, OHIO



City Ordinance 503.11
FEE: \$300.00

\*\*\*DO NOT WRITE IN THIS SPACE\*\*\*

Date Fee Received: \_\_\_\_\_

License Granted: \_\_\_\_\_ Not Granted \_\_\_\_\_

License Number: \_\_\_\_\_

Issued By: \_\_\_\_\_

State of Ohio )
) ss
County of Cuyahoga )

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_
(No P.O. Box will be accepted)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Business Classification: [ ] Proprietorship [ ] Partnership [ ] Corporation

If Proprietorship, Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

If Partnership, names and following of all partners (General, Limited, Silent, etc.).
Use separate sheet of paper if space provided is insufficient.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

If a Corporation, state where incorporated: \_\_\_\_\_

Criminal convictions, except traffic, of applicant, each partner, officer, local office manager, and/or employee acting in the capacity of alarm agent. *Use separate sheet of paper if space provided is insufficient.*

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Charge: \_\_\_\_\_ Court: \_\_\_\_\_

State: \_\_\_\_\_ Case No.: \_\_\_\_\_

I do hereby certify that I will do the following: (Initials below)

1. I shall maintain a description of the alarm systems and devices offered for sale or lease to the public, and a description of any services related to alarm devices offered to the public, and a description of any services related to alarm devices offered to the public.

2. Certification that within ninety (90) days after the effective date of this section or upon receipt of notice of approval of a license application, whichever date occurs later, and each month thereafter, as a condition to the continuing validity of the license, a complete list of names and addresses of all persons in the City to whom or for whom alarm systems have been sold and/or installed and who are currently under contract to the alarm business for services on or after the effective date of this section shall be delivered to the Chief of Police, c/o Crime Prevention unit, Shaker Heights Police Department.

3. That I will inform the Shaker Heights Police Department within ten (10) days after any substantial change in the information required in this application.

If additional space is required, use plain 8 ½ x 11 sheet(s) of paper and attach, which then becomes a part of this application.

Under penalties of perjury, I declare that I have examined this application, including any attachments thereto, and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
Signature of Applicant

Any questions with regard to this matter please call the Auxiliary Services Coordinator at:  
(216) 491-1220 ext. 2519 or FAX us at (216) 491-1224.

## **CITY OF SHAKER HEIGHTS – ORDINANCE 503.05**

### **503.05 REVOCATION OF ALARM BUSINESS LICENSE.**

(a) In addition to any penalties which may be imposed for the violation of certain provisions of this chapter, the City may, pursuant to the provisions of this section, revoke the license of an alarm business upon any of the following grounds:

- (1) Fraud or willful and knowing misrepresentation in the application for a license.
- (2) Fraud or willful and knowing misrepresentation or false statement made in the conduct of an alarm business.
- (3) Failure to correct any deficiencies in equipment or operation within ten (10) days after receipt of notice of same from the Chief of Police or within a reasonable time if such deficiencies cannot be corrected within the ten (10) days.
- (4) Failure to pay any fees as required in this chapter or failure to provide a complete list of names and addresses each month as required by Section 503.03(b)(3).
- (5) Failure to comply within a reasonable time with any order or notice issued by the Chief of Police after the licensee's rights to hearing and appeal have been exhausted or failure after reasonable notice to permit the Chief of Police to inspect any lists which he is authorized to inspect under this chapter, or failure to comply with the standards imposed by this chapter, within a reasonable time, but not less than thirty (30) days after notice or an order from the Chief of Police.

(b) No alarm business license shall be revoked until a hearing is held by the Chief of Police. Written notice of the time and place of the hearing shall be served on the holder of the license at least three (3) days before the date set for the hearing. Such notice shall set forth a summary of the grounds advanced as the basis for the revocation of the license.

(c) At the hearing before the Chief of Police, the holder of the license or his authorized representative, shall be given an opportunity to confront and examine any adverse witness, and to present evidence on his own behalf. After such hearing, the Chief of Police shall either dismiss the complaint or shall forward the complaint to the Mayor with his recommendation that the license be revoked. Within ten (10) days after receiving such recommendation, the Mayor shall approve or disapprove the recommendation. In either event, the Mayor shall cause the holder of the license to be given notice in writing of his decision within ten (10) days after making it.

(d) Within ten (10) days after an alarm business receives notice of revocation of its license, or after it has exhausted all appeals with respect to such revocation, it shall notify by written notice mailed certified return receipt requested, all persons for whom it is required to maintain a list pursuant to Section 503.03 of such revocation, and the notice shall advise such persons that the alarm business must cease providing service for or selling alarm systems to such persons immediately upon receiving notice of revocation. When such required notice has been completed, the alarm business shall submit a sworn certificate to the Chief of Police that it has met the notice requirements of this subsection.

(Ord. 74-128. Enacted 11-25-74; Ord. 93-74. Enacted 6-21-93.)