



Gregory C. Homer  
Chief of Police

# MONROE POLICE DEPARTMENT

233 South Main Street  
P.O. Box 330  
Monroe, Ohio 45050-0330

[www.monroeohio.org](http://www.monroeohio.org)



(513) 539-9234  
FAX (513) 539-6205

Dear Business/Homeowner:

Do you maintain an alarm at your residence or business? If so, pursuant to Monroe City Ordinance 1062.02, you are required to obtain an alarm permit for that location.

### **1062.02 PERMIT REQUIRED**

*(a) No person shall possess or use an alarm system without first applying for and receiving an alarm permit in accordance with the provisions of this chapter.*

A one-time fee of forty eight dollars (\$48.00) for a business alarm, a one-time fee of twenty-four dollars (\$24.00) for a residential alarm or a one-time fee of twelve dollars (\$12.00) for a senior citizen with a residential alarm will be paid at the time of the alarm application submittal.

Please make check or money order payable to the "CITY OF MONROE"

Mail to: City of Monroe  
Attn: Becky Rosenbalm  
233 S. Main St.  
Monroe, Ohio 45050

If you have any questions regarding this permit, the fees, or any other questions, please call Becky Rosenbalm, Monday-Friday 8am-5pm. 513-539-6201. If you have already obtained an alarm permit and paid the fee, or you do not have an alarm system or it is not currently activated, please disregard this letter.

Sincerely,

*Gregory C. Homer*

Gregory C. Homer, Chief of Police  
Monroe Police Department

# CITY OF MONROE APPLICATION FOR ALARM PERMIT

DATE \_\_\_\_\_

Name of **Business** or **Resident** applying for permit \_\_\_\_\_

Address of Alarm \_\_\_\_\_

Business or Home Phone No. \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

To whom and where should correspondence be sent? \_\_\_\_\_

\_\_\_\_\_  
Name, address, & phone no. of company installing alarm system \_\_\_\_\_

\_\_\_\_\_  
Name, address & phone no. of company monitoring alarm system \_\_\_\_\_

In the event of an alarm, you cannot be contacted, who is to be notified?

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #s</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

*“An alarm permittee whose alarm emits five false alarms in a twelve month period shall be issued a letter giving the permit holder a reasonable amount of time to correct the situation. A permit suspension shall be assessed against an alarm permit holder when the problem is not corrected and an additional two false alarms are emitted in the next six month period. A civil penalty shall be assessed against the alarm permit holder in the form of a reinstatement fee.”*

I certify that the above statements are true and correct. I have read and understand the ordinance dealing with alarms and the standards issued by the Chief of Police and agree to abide by them.

Date \_\_\_\_\_ Signature \_\_\_\_\_

If there are any changes in this information (name, address, phone no, contacts, etc.) please notify this office either in writing or by phone (513-539-6201).

Thank you

**Return this form to:** Becky Rosenbalm  
City of Monroe  
233 S. Main St.  
Monroe, Ohio 45050