

Finance Department
655 – 96th Street
Bal Harbour, Florida 33154
(305) 866-4633



ALARM PERMIT USER CERTIFICATE **PROCEDURES**

All companies installing alarms must apply for an electrical permit through the Bal Harbour Village Building Department.

Once a **FINAL** electrical inspection is **APPROVED**, then the Owner must apply with the Bal Harbour Village Finance Department for an Alarm Permit User Certificate. **BAL HARBOUR VILLAGE WILL NOT ISSUE AN ALARM CERTIFICATE UNTIL A FINAL ELECTRICAL INSPECTION IS COMPLETED AND APPROVED BY THE BUILDING DEPARTMENT.**

The application fee for a User Certificate is \$25.00, with an annual renewal fee of \$20.00. The User Certificate is valid from November 1st through October 31st each year.

For additional information, please contact the following:

Building Department: (305) 865-7525

Finance Department: (305) 866-4633



ALARM USER CERTIFICATE APPLICATION			
DATE:			
BUSINESS/NAME OF BUSINESS:			
RESIDENCE/NAME OF OWNER:			
PROPERTY ADDRESS:			
CITY:	STATE:	ZIP CODE:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	
ENTRANCE DOOR TYPE:		APPLICATION IS FOR:	
<input type="checkbox"/>	GLASS	<input type="checkbox"/>	NEW CERTIFICATE
<input type="checkbox"/>	SECURITY SHUTTER	<input type="checkbox"/>	RENEWAL CERTIFICATE EXISTING #:
<input type="checkbox"/>	OTHER		
EMERGENCY NOTIFICATIONS: LIST INDIVIDUALS WITH KEYS TO RESPOND			
NAME:	TITLE:	PHONE:	
NAME:	TITLE:	PHONE:	
NAME:	TITLE:	PHONE:	
ALARM COMPANY SERVICING ALARM SYSTEM:			
PHONE:			
ALARM COMPANY MONITORING ALARM SYSTEM:			
PHONE:			
NAME OF PERSON COMPLETING APPLICATION:			
PHONE:			
OFFICE USE ONLY:			
CERTIFICATE NUMBER:		BUILDING CLERK:	
FINANCE DEPARTMENT:		PERMIT NUMBER:	
CHECK NUMBER:		PERMIT HOLDER:	
AMOUNT:		FINAL ELECTRICAL INSPECTION:	
DATE:		DATE:	

BAL HARBOUR VILLAGE CODE SECTION 3-51 REQUIRES ALL BUSINESS AND RESIDENCES WITH ALARM SYSTEMS TO HAVE A VALID ALARM USER CERTIFICATE. FAILURE TO COMPLETE AND RETURN THIS APPLICATION WITH YOUR \$25 FEE (**PAYABLE TO BAL HARBOUR VILLAGE**) WILL RESULT IN **NO POLICE RESPONSE** TO YOUR ALARM SYSTEM. MAIL ALL COPIES OF YOUR COMPLETED APPLICATION TO: **FINANCE DEPARTMENT, 655-96TH STREET, BAL HARBOUR, FL 33154**. YOUR VALIDATED COPY WILL BE RETURNED WITH THE NEW CERTIFICATE DECAL. FOR FURTHER INFORMATION, CONTACT 305-866-4633.