



CITY OF NEWCASTLE

13020 NEWCASTLE WAY  
NEWCASTLE, WA 98059

T: 425.649.4444  
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## ALARM SYSTEM OPERATORS LICENSE APPLICATION

APPLICATION DATE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ CITY/ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

\*CITY OF NEWCASTLE BUSINESS LICENSE#: \_\_\_\_\_ UBI #: \_\_\_\_\_

*\*if not already obtained, attach business license application & fee*

No longer doing business in Newcastle

### OPERATOR FEES

#### INITIAL REGISTRATION: SYSTEM OPERATOR LICENSE

1-100 devices/address	\$100 per annum
101-200 devices/address	\$200 per annum
201-500 devices/address	\$400 per annum
501+ devices/address	\$500 per annum

\$ \_\_\_\_\_

#### INITIAL REGISTRATION: NUMBER OF MONITORED ALARM DEVICES\*\*

\$40 per annum per device	
# Monitored Alarm Devices:	x \$40 =

Annual Device Fee

\$ \_\_\_\_\_

#### ADDITIONS ONLY: QUARTERLY PRO-RATES\*\*

<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3	
Devices installed 1/1 – 3/31	Q1 = \$30/device
Devices installed 4/1 – 6/30	Q2 = \$20/device
Devices installed 7/1 – 9/30	Q3 = \$10/device
# Monitored Alarm Devices:	x \$ =

Pro-Rated Device Fee

\$ \_\_\_\_\_

*\*\*Provide addresses for each device registered*

Total Fees

\$ \_\_\_\_\_

### AGREEMENT

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT AND ALL APPLICABLE LICENSES HAVE BEEN OBTAINED OR APPLIED FOR.

Applicant Signature

Date

Print Name

Date

*Continued on next page*

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**INSTRUCTIONS FOR ALARM SYSTEM OPERATORS LICENSE APPLICATION**

- Make checks payable to: the City of Newcastle
- On January 1, 2005 the City of Newcastle implemented the false alarm ordinance, #2004-286. In order for Newcastle Police and the King County Sheriff's Office response to alarms in the City of Newcastle, compliance with the following ordinance regulations is required.

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**ORDINANCE REQUIREMENTS #2004-286**

Newcastle Municipal Code 8.05.050 requires an alarm company to have a City Business License and an Alarm System Operator's License to conduct business in Newcastle.

NMC 8.05.060 requires an alarm company to register each system (device) they monitor within the city limits of Newcastle. Newcastle does not have its own zip code, the city uses zip codes 98056 and 98059. Alarm companies must pay an annual fee for each alarm system (device) they monitor.

The City needs a list of all alarm devices your company monitors in Newcastle. The list shall be provided to the City on a quarterly basis along with appropriate fees. The list should be compiled on an Excel spreadsheet and at a minimum have the address and zip code where the alarm is installed. For privacy issues the City Manager made the administrative decision to not require the name of the alarm owner as stated in NMC 8.05.060.

NMC 8.05.120 states the following false alarm fees will be assessed to alarm companies for each police response to and alarm that turns out to be false.

- A \$75.00 fee will be assessed for addresses that are registered with the City.
- A \$250.00 fee will be assessed for addresses that are not registered with the City.
- A \$50.00 fee will be charged when the police are called and cancelled prior to arrival.

The City will submit billings for false alarms to monitoring companies on a monthly basis.

*For questions regarding the City of Newcastle's Alarm System Regulations or to receive a copy of City Ordinance no. 2004-286 contact City Hall at 425-649-4444.*