



# COMMERCIAL/BUSINESS ALARM USER PERMIT APPLICATION

Portland Police Alarm Administration  
PO Box 1867  
Portland, OR 97207  
Phone: (503) 823-0031  
Alarms@PortlandOregon.gov

## OFFICIAL USE ONLY

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

Amount Received: \_\_\_\_\_

Alarm Permit# \_\_\_\_\_

Date Issued: \_\_\_\_\_

## ALARM USER INFORMATION

Name of Company: \_\_\_\_\_

Contact Name : \_\_\_\_\_

Street Address \_\_\_\_\_

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

Location Phone # \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

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

**EMAIL REQUIRED FOR ONLINE**

COMMERCIAL ALARM PERMIT FEE: \$125 ANNUALLY

Please email or mail your completed alarm permit application to the alarms office. Once it's processed, we will send you an invoice number and permit number so you may pay your permit fee online. Checks and money orders are also accepted.

Email: [alarms@portlandoregon.gov](mailto:alarms@portlandoregon.gov) Mail: Portland Police Alarms, P.O. Box 1867, Portland, OR 97207-1867.

Note: If our office mailed you this application with an invoice and permit number on the other side, please pay your permit fee online at [www.portlandoregon.gov/police/alarmpayments](http://www.portlandoregon.gov/police/alarmpayments), then email or mail the completed application to our office.

## ALARM COMPANY / MONITORING INFORMATION

Alarm Company: \_\_\_\_\_

Monitoring Company: \_\_\_\_\_ 24-Hours Phone#: \_\_\_\_\_

## LOCAL EMERGENCY CONTACT INFORMATION:

Name

Primary Phone

Alternate Phone

Contact / Alarm User #1: \_\_\_\_\_

Contact / Alarm User #2: \_\_\_\_\_

Contact / Alarm User #3: \_\_\_\_\_

SPECIAL INSTRUCTION FOR OFFICER RESPONSE: (Special directions, marijuana business, guard dog, security guard, firearms, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_