

## **MPD Alarm Ordinance Unit Permit Renewal Information**

City of Miami Ordinance 3-23 (c) states:

“All alarm user permits will expire on September 30 of each year and must be renewed not later than October 1 of renewal year. Renewal permits will be issued after completion of an application form and the payment of a \$79.00 renewal fee or a \$26.50 renewal fee provided there have been no false alarms.”

A permit for a registered alarm system is valid from October 1<sup>st</sup> through the following September 30<sup>th</sup>. For this document, this time span will be known as the **permit year**.

An alarm system registered with the Alarm Ordinance Unit must have its permit renewed by the end of the permit year. After successfully renewing your alarm system, a new decal will be issued to you by the Alarm Ordinance Unit.

### ***How Renewals Work***

In late August, all registered alarm system owners will receive an invoice for the next permit year renewal. The invoice is sent through the US Mail.

Full payment for the renewal invoice is expected by September 30<sup>th</sup>

If the renewal invoice is paid by September 30<sup>th</sup>, your alarm system registration will stay valid. You will receive a new decal shortly after payment is submitted. If you pay in person in the Alarm Ordinance Unit office, you will receive your decal at that time.

If this invoice is not paid by September 30<sup>th</sup>, then on October 1<sup>st</sup> your alarm system registration goes into an expired state. The following are possibilities you could be facing because of this:

1. Assessed a late fee of \$26.50 by the city's Finance Department, which becomes part of the renewal fee and must be paid in full before your alarm system is re-activated
2. A false alarm activation will result in an expired fine incident for which you will receive a \$240.00 invoice. This must be paid in full before your alarm system is re-activated

### ***What is the Cost of a Renewal?***

The cost of your renewal depends on the following:

1. No activations in the prior permit year results in a renewal fee of \$30.00 (26.50 renewal fee, \$3.50 administrative fee)
2. 1 or more activations in the prior permit year results in a renewal fee of \$82.50 (\$79.00 renewal fee, \$3.50 administrative fee)

Additionally, non-payment of a renewal invoice after September 30<sup>th</sup> will result in a \$26.50 late fee being added to the invoice.

The initial \$30.00 renewal fee plus \$26.50 late fee equals a new invoice amount of \$56.50

The initial \$82.50 renewal fee plus \$26.50 late fee equals a new invoice amount of \$109.00

***How do I cancel my alarm permit?***

It is necessary for you to notify the Alarm Ordinance Unit and the alarm monitoring company in order to keep correct account records. This will avoid further billing under the account holder. Notification of cancellation must be made in writing and can be made in person, sent by US mail, faxed to our office or in an email.

In Person: Miami Police Department  
400 NW 2<sup>nd</sup> AV  
Office 208  
Miami, FL 33128

US Mail: Department of Police  
Alarm Ordinance Unit  
P.O. Box 016777  
Miami, FL 33101

Fax: (305) 579-6673

Email: [BurglarAlarms@miamigov.com](mailto:BurglarAlarms@miamigov.com)