

**Township of Long Hill  
Police Department  
264 Mercer Street, Stirling, NJ 07980**

**IMPORTANT NOTICE:**

It is required by Township Ordinance that any resident whose home or business is equipped with a private alarm system obtain a permit each year.

Enclosed is a blank alarm permit application. Please complete the application and return it to the above address. Your immediate attention to this matter is requested, as you are in violation of a Township Ordinance and a summons will be issued if the alarm permit application and fee are not received.

**The annual permit fee is \$50.00.**

If your alarm system is disconnected, it is required by township ordinance that a written notice be given to the Police Department within seven days.

**RENEWAL OF YOUR PERMIT**

All permits expire on December 31st of the year that they are issued and you will be required to obtain a new permit in January of each year. A summons will be issued to anyone who fails to obtain a renewal permit BEFORE January 31st , and a surcharge of 25%, will be added to the annual permit fee. Blank applications are available at Police Headquarters.

*If you have any questions, please call Police Headquarters, 908-647-6717, and ask for Megan.*

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**APPLICATION FOR PERMIT for PRIVATE ALARM SYSTEM, pursuant to Ordinance #4-1.3** Date of

Application (Circle one) New Permit    Renewal    Date of hookup \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

Name of Premises Served by Alarm \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Company Installing and Maintaining Alarm \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Alarm Type** (Check all that apply)

**Burglar ( ) Fire ( ) Phone ( ) Lease Line ( ) Warning Device ( )**

**NOTE: Every warning device must be equipped with a time relay or battery to limit the sounding of an alarm to 30 minutes or less.**

**IN CASE OF EMERGENCY, LIST IN PRIORITY PERSONS TO CONTACT WITH A KEY.**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**IF THERE IS ANY OTHER INFORMATION, SUCH AS DIRECTIONS TO RESET ALARM, HOW TO SHUT ALARM OFF, OR LOCATION OF THE MAIN PANEL, PLEASE USE REVERSE SIDE.**

**ANNUAL PERMIT FEES:**

Payable by Check or Money Order payable to Long Hill Township. **No Cash. \$ 50.00 Applies** to all private alarm systems including warning/sounding devices.

**IMPORTANT: ALL ALARM PERMITS EXPIRE ON DECEMBER 31ST OF THE YEAR THAT THEY ARE ISSUED. ALARM PERMITS MUST BE RENEWED BEFORE JANUARY 31ST OR A 25% SURCHARGE WILL BE CHARGED, IN ADDITION TO THE PERMIT FEE, AND A SUMMONS WILL BE ISSUED FOR VIOLATION OF ORDINANCE #4-1.3.**

**IF YOUR ALARM IS DISCONNECTED, THE POLICE DEPARTMENT MUST BE NOTIFIED IN WRITING**

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FOR POLICE DEPARTMENT USE ONLY FEE PAID \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_