



**Village of New Albany**  
**Application for Business Information / Alarm Permit**  
**(Please Type or Print)**

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

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Person to contact in case of an emergency:**

1). Name: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
(C) \_\_\_\_\_ Email: \_\_\_\_\_

2). Name: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
(C) \_\_\_\_\_ Email: \_\_\_\_\_

3.) Name: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
(C) \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Business (i.e. retail, warehouse, factory):**

\_\_\_\_\_

**Alarm Company Name:** \_\_\_\_\_  
(If no alarm installed, leave blank)

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

I agree to abide by the Alarm Ordinance and Rules and Regulations of the Police Department for the Village of New Albany in the installation, maintenance and operation of said alarm system. A copy of the Village Alarm Ordinance (§705) is available on line at [www.villageofnewalbany.org](http://www.villageofnewalbany.org).

Your permit will be kept on file with the New Albany Police Department. The permit is non-transferable.

I understand I am allowed no more than three (3) false alarms in one (1) calendar year and that if I have more than three, I will be fined by the Village of New Albany Police Department. I agree to pay all future charges within thirty (30) days of the mailing of a notice to me by the Village of New Albany. If I fail to pay, the Police Department may no longer respond to alarm calls at my business and/or may file criminal charges against me.

**Owner/Manager Signature:** \_\_\_\_\_

**Alarm reset location (in your business):** \_\_\_\_\_

Please return the completed application to:

**New Albany Police Department  
Attn: Alarm Permit  
50 Village Hall Road  
PO Box 271  
New Albany, Ohio 43054-0271**

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**PLEASE DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY**

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**Application approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**If denied, reason:** \_\_\_\_\_

**Security problems:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_