

≡ NEW ALBANY ≡

POLICE

Business Information / Alarm Permit

Business Name:		Date:	
Address:			
Website:		Phone:	
Description of Business (i.e. retail, warehouse, factory, etc.)			
Does the Business own the Building?	If Not, Building Owner Information		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Name	Phone	
Emergency Contact Information <i>Please update annually</i>			
Keyholder 1 Name:	Title	Email	
Work Phone	Cell Phone	Home Phone	
Keyholder 2 Name:	Title	Email	
Work Phone	Cell Phone	Home Phone	
Keyholder 3 Name:	Title	Email	
Work Phone	Cell Phone	Home Phone	

If your business is equipped with an alarm system, please continue to back page. See City of New Albany Codified Ordinance §705.02 – Alarm User Permit Required.

Alarm Information		
Alarm Company Name:	Phone Number:	Reset Location in Building:

The approved permit will not be returned unless requested by the homeowner. The permit will be kept on file with the New Albany Police Department for one year and is not transferrable. Per the City Alarm Ordinance §705.03g, information contained in this permit shall be securely maintained and restricted to inspection by the Chief of Police or his designated representatives. A copy of the City Alarm Ordinance §705 is available online at www.newalbanyohio.org. The City's Alarm Ordinance is intended, in part, to prevent and/or correct repeated false alarms caused by faulty equipment, carelessness etc.. The ordinance allows for three (3) false alarms in one (1) calendar year with no fine. A fine is assessed by the City of New Albany for the fourth (4) and subsequent alarms during a calendar year. Additionally, the information provided will be used by the police and fire departments to contact owners/key holders in the event of an emergency at your residence. If you have questions or need further information please contact the New Albany Police Department at 614-855-8576.

Please return via email to reports@newalbanyohio.org or U.S. Mail to:

New Albany Police Department
P.O. Box 271
New Albany, Ohio 43054