

Alarm Permit Instructions

General Information

Shawano County Ordinance 4-98 established an alarm permit process to ensure all alarms in Shawano County are registered with the County EMS system. This system provides the Sheriff's Office with up-to-date, accurate information about the property owner, alarm owner, alarm company, and key holder(s), and helps reduce the number of false alarm responses by first responders. Ordinance 4-98 was amended by Ordinance 6-11 to include an annual fee.

The Sheriff's Office requires this information to have a better understanding of the number of alarms within the County and have appropriate information available for resolution of alarm related issues. Shawano County requires all residents and businesses located within the county to register their alarms and obtain a permit annually with the Shawano County Sheriff's Office.

Registration and Fee

Permits may be applied for by filling out the registration form on the following page and paying the \$30 annual permit fee. **Please sign and date the permit application prior to returning it to the Sheriff's Office.** Payments can be made online, mailed, or dropped off at the main lobby of the Sheriff's Office during open hours. Permits expire each year on December 31st and are required to be renewed each January 1st.

Penalties for false alarms or Failure to Obtain an Alarm Permit

- For third and fourth false alarm in a twelve-month period, the property owner will be subject to a forfeiture.
- For the fifth and sixth offense in a twelve-month period the property owner will be subject to an increased forfeiture.
- The Sheriff, at his discretion, may order the disconnection of any alarm system that accumulates 6 or more false alarms within a twelve-month period.
- Failure to register an alarm with the Sheriff's Office could result in a citation being issued to the property owner.

For any additional information or questions, please email: SCAlarms@shawanocountywi.gov

Shawano County Sheriff's Office

Annual Alarm Registration Form

(Valid Jan. 1st – Dec. 31st)

General Information

Resident/Business Name (as listed with Alarm Company): _____

Alarm Address: _____
(street) (city/village) (state) (zip)

Mailing Address (if different): _____
(street) (city/village) (state) (zip)

Phone: _____ Email Address: _____

Keyholders (list in order you want them contacted) (Please use legal first & last name)

#1 _____
(name) (phone #1) (phone #2) (phone #3)

#2 _____
(name) (phone #1) (phone #2) (phone #3)

#3 _____
(name) (phone #1) (phone #2) (phone #3)

Alarm System

Alarm Monitoring Company: _____ Phone: _____

Type(s) of alarm: Burglary Hold-up Panic Fire Audible Other

Payment Options

Pay online at: www.govpaynow.com/gps/user/plc/a001xu

Send check payable to: Shawano County Sheriff's Office
405 N. Main Street
Shawano, WI 54166

Failure to register an alarm and pay the permit fee will subject you to a forfeiture.

Please return this completed form to: SCAlarms@shawanocountywi.gov or mail it with your payment.

The applicant or authorized agent affirms that all the information contained herein is true and accurate to the best of their knowledge. The application may be denied for false statements and/or non-payment of fees. Shawano County Ordinance states that no alarm system shall be installed or be in place on any property or in any building unless it has been registered with, and an annual permit fee has been paid to the Shawano County Sheriff's Office. There must be a separate permit on file & fee paid for each premises that uses an alarm system in Shawano County.

Signature of applicant Date \$30
Annual Fee

if you have any questions regarding this permit, please call (715) 526-3111. Alarm monitoring companies should be directed to notify the Shawano County Sheriff's Office of an alarm by calling (715) 526-3153.

For office use only: Date paid: _____ Online: _____ (or) Check #: _____