



HOW TO CANCEL A CITY OF HOUSTON ALARM PERMIT

Pursuant to the City of Houston Code of Ordinances, Chapter 11, Article III, all alarm permit holders within the City of Houston choosing to relinquish control of the alarm site shall deliver a written notice of cancellation of the alarm permit to the City of Houston Burglar Alarm Administration (Sec. 11-64). If you continue to operate your alarm system after you have disconnected your monitoring service, you are still required to have an alarm permit.

Alarm customers have three options available to submit a request for cancellation of an alarm permit: online, by postal mail or in-person. The Request to Cancel Alarm Permit Form may be found on our website: www.Houstonburglaralarmpermits.org under the FORMS tab.

To submit a Request for Permit Cancellation, please follow the instructions below:

1. Online

- a. Visit the Burglar Alarm Administration website at: **www.houstonburglaralarmpermits.org**
- b. Click on the “**Cancel Permit**” tab located on the dark green header section.
- c. Fill out the Request to Cancel Alarm Permit form with all the required information.
- d. Once the form is completely filled out, click the dark green “**Submit**” button near the bottom of the page.
- e. The City of Houston Burglar Alarm Administration will follow up with a telephone call and/or an email confirmation.

2. By Postal Mail

- a. Fill out the convenient, fillable, PDF Request to Cancel Alarm Permit form found on: **www.houstonburglaralarmpermits.org**
- b. Mail the completed Request to Cancel Alarm Permit form to:
City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887
- c. The City of Houston Burglar Alarm Administration will follow up with a telephone call and/or an email confirmation.

3. In-Person

- a. Fill out the convenient, fillable, PDF Request to Cancel Alarm Permit form found on: **www.houstonburglaralarmpermits.org** or pick up a form at the Houston Permitting Center.
- b. Completely fill out the Request to Cancel Alarm Permit form.
- c. Bring the completed Request to Cancel Alarm Permit form to:
Houston Permitting Center
1002 Washington Avenue, 1st floor
Houston, Texas 77002

Visit: www.Houstonburglaralarmpermits.org for additional information.

Contact:

City of Houston - Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887
Telephone: 713-581-7410
FAX: 281-779-4188