



CHECKLIST/INSTRUCTIONS - BURGLAR ALARM

DEFINITION:

LVMC 6.18 - Any person or establishment that engages in, conducts or carry on the business of maintaining, servicing, repairing, selling manufacturing, installing or causing to be installed, in or on any building, place or premises, within the City, any device known as a burglar alarm.

National American Industry Classification System (NAICS Code): [561621](#)

REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Burglar Alarm License Addendum](#) (Form #PL058)

Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees
- Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

Partnerships:

- Partnership Agreement
- List of Partners if not in the Agreement
- Organizational chart of related companies (if applicable)

Limited Partnerships:

- Partnership Agreement
- List of Partners and contributions
- Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size-approximately 2" x 2" **(Must be less than 6 months old)**
- Driver's License or state-issued identification card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

Other Documents:

- Location Lease Agreement or proof of property ownership
- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- Work Card (if applicable)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Annual License Fee: \$300.00
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

LVMPD Suitability Fees:

- \$150.00 per person being investigated
- \$200.00 per privilege license

Notary Fees:

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

RELATED LICENSE(S):

- Locksmith and Safe Mechanic** - a person whose occupation consists in whole or in part repairing or adjusting locks or operating locks by means other than those intended by the manufacturers of the locks; a person whose occupation consists in whole or in part repairing, operating, adjusting or changing combinations on safes or vaults.

GENERAL REQUIREMENTS:

- Work Cards are required of all employees who install, maintain, monitor or repair a burglar alarm system, unless that person has completed suitability with the Las Vegas Metropolitan Police Department (LVMPD).
- All alarms must terminate in the office of the licensee. Company must immediately notify the Las Vegas Metropolitan Police Department (LVMPD) of valid alarms.
- Must post framed notice containing name, address and telephone number of the person to be notified to render repairs or service during any hour of the day or night that the alarm rings. Such notice shall be posted near the alarm in such a position as to be legible from the ground level adjacent to the building.
- No alarm with a sound similar to that of any emergency vehicle or Civil Defense siren shall be installed.
- Upon notification to LVMPD or other source that a ringer-type alarm is ringing, the licensee shall immediately dispatch an employee or employees to the location.
- When notifying LVMPD, licensee must state business name, exact address of alarm, name and type of establishment, precise location of alarm and type of alarm (silent, robbery, silent burglary or ringer-type alarm).
- Licensee responsible to install and maintain alarm systems and to instruct subscribers in the use and operation.
- Licensee must periodically inspect and re-educate subscriber.
- When using an answering service for alarm service other than a central office under their immediate supervision, the licensee is responsible to ensure proper instructions to the service for compliance with the code.
- No automatic dialing devices to subscribers without written consent of subscriber.

SPECIAL REQUIREMENTS:

- "Maintaining" includes monitoring
- No Special Use Permit (SUP) is required.
- No bond requirement.

***** IMPORTANT *****

Applications are taken by appointment only, Monday through Thursday.

Call **(702) 229-1840** for appointment.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted and your appointment will be cancelled.

You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit

If we make any copies, you will be charged \$1.00 per page.

Notary services are also offered in our office for a fee.