



Frequently Asked Questions Alarm Permit Details

How long is my alarm certificate valid?

The alarm certificate is valid for the calendar year in which it is issued.

How can I get a copy of my alarm certificate?

You may request a copy of your alarm certificate by sending an e-mail to: alarmpermits@springvalleytx.com, and a copy will be sent to you via e-mail. You may also stop by the Spring Valley Village Police Department located at 1025 Campbell Road and request a hard copy of your alarm certificate.

How do I pay my annual renewal fee?

The annual \$20.00 alarm renewal fee will be on your February utility bill and will be shown as a one-time \$20.00 fee. When you pay your February utility bill, you will also pay for your annual alarm renewal fee.

Will I get an alarm renewal certificate in the mail?

You will not receive an alarm renewal certificate in the mail unless you need to update or make changes to the information the Police Department has on file for your alarm system. Once you pay the alarm renewal fee on your utility bill, the Police Department updates the information in the records management system to reflect that you have a current alarm certificate. However, if you would like a copy of your alarm renewal certificate, you may request one by sending an email to alarmpermits@springvalleytx.com, and a copy will be e-mailed to you.

How do I make changes to the information on file for my alarm permit?

Use the appropriate Alarm Permit Application (residential or commercial) and include the changes you need made. The Alarm Permit Application may be downloaded using the link located on the Spring Valley Village Police Departments website under: Alarm Ordinance and Permits. Once the appropriate changes have been made, e-mail the completed Alarm Permit Application to alarmpermits@springvalleytx.com