PRE-PAID LOW VOLTAGE ALARM SYSTEM PROCEDURES

“Low-voltage alarm system project” means a project related to the installation, maintenance, inspection, replacement, or service of a new or existing alarm system, as defined in s. 489.505, operating at low voltage, as defined in the National Electrical Code Standard 70, Current Edition, and ancillary components or equipment attached to such a system, including, but not limited to, home-automation equipment, thermostats, and video cameras.

Issuance will be for One and Two Single Family Dwellings only and to be used for the installation or replacement of a new or existing alarm system at a cost of $40.00 per permit + $4.00 State Fees.

1.) Contractor shall complete the Pre-Paid Low Voltage Alarm Systems Application and submit to Community Development Office.

2.) Contractor may prepay for specific standard permits at Community Development Office, receiving a separate Permit Number for each Prepay. Purchase may not exceed (10).

3.) Upon completion of review and issuance of permits, Community Development Staff shall contact the Contractor’s contact person as indicated on application when Pre-Paid Permits are available for pick up.

4.) Pre-Paid Low Voltage Alarm System Permits are valid for one (1) year from date of issuance. There will be no refund issued for unused permits. Unused permits will be closed after the one (1) year expiration date.

5.) Contractor shall post an unused Low Voltage Alarm System Permit in a conspicuous place on the premises of the site prior to commencing work.

6.) Contractor shall complete and submit the “Uniform Notice of a Low-Voltage Alarm System Project” form to this agency within fourteen (14) days of project completion and email to building@royalpalmbeach.com. NOTE: If a contractor fails to timely submit this form, disciplinary actions may be taken.

7.) Low Voltage Alarm System Permit shall not be required for the subsequent maintenance, inspection, or service of an alarm system that was permitted in accordance with this section.

NOTE: State Law requires an Owner’s Notice of Commencement (NOC) to be filed if work exceeds $2,500, or is equal to or greater than $7,500 for Air Conditioning change outs. For work exceeding these thresholds, contractors are required to submit a certified copy of the recorded NOC to Community Development prior to installation. FORMS ARE AVAILABLE IN THE PERMIT CENTER OR VIA WEB SITE: www.royalpalmbeach.com.
Pre-Paid Low Voltage Alarm Systems Application

**Building Division Use Only**

<table>
<thead>
<tr>
<th>Submittal Date:</th>
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<tbody>
<tr>
<td>Permit Numbers Issued:</td>
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<td>Amount Paid: $</td>
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<td>Cash or Check No.:</td>
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<td>Processed By:</td>
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This permit process only applies to low-voltage alarm system installations. When a power outlet or any other electrical system modification is required, a regular electric permit must be obtained. Any installation that would require plan review, such as a project that may involve potential penetration of fire resistance rated assemblies (Such as those found in commercial and multi-family buildings) are excluded from using this process.

**Inspection not required.**

Number of Pre-Paid Low Voltage Alarm Project Permits Being Requested: _________
Purchase may not exceed ten (10)

**CONTRACTOR INFORMATION**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Contact Name:</th>
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<tr>
<td>Address:</td>
<td>Phone:</td>
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<td>City:</td>
<td>Fax:</td>
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<tr>
<td>State Zip</td>
<td>Email:</td>
</tr>
<tr>
<td>Company Phone:</td>
<td>State License No.:</td>
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<tr>
<th>Qualifier:</th>
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<td>SIGNATURE</td>
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State of:____________________
County of:__________________

The foregoing instrument was acknowledged before me this ___ day of _______, 20____ by ____________________________,
who is personally known to me or has produced ________________________________ as identification.

(Notary Signature)  My Commission Expires:

NOTE: State Law requires an Owner’s Notice of Commencement (NOC) to be filed if work exceeds $2,500, or is equal to or greater than $7,500 for Air Conditioning change outs. For work exceeding these thresholds, contractors are required to submit a certified copy of the recorded NOC to Community Development prior to installation. FORMS ARE AVAILABLE IN THE PERMIT CENTER OR VIA WEB SITE: www.royalpalmbeach.com.
UNIFORM NOTICE OF A LOW-VOLTAGE ALARM SYSTEM PROJECT

Low Voltage Alarm Permit #: 

Owner’s or Customer’s Name: 

Owner’s or Customer’s Address: 

City: 

State and Zip Code: 

Owner’s Phone Number: 

Owner’s Email Address: 

Contractor’s Name: 

Contractor’s Address: 

City: 

State and Zip Code: 

Contractor’s Phone Number: 

Contractor’s License Number: 

Date Project Completed: 

Scope of Work: 

Notice is hereby given that a low-voltage alarm system project has been completed at the address specified above. I certify that all of the foregoing information is true and accurate.

Signature: 

Check Applicable: ___ Owner ___ Tenant ___ Contractor ___ Authorized Representative

Submit via e-mail to: Building@royalpalmbeach.com