

PERMIT PROCEDURES ALL ALARM AGENTS

Columbus City Code Chapter 597

The attached application must be completed **in its entirety**, and submitted to the License Section accompanied by the following:

Applicants with full time Ohio Residency

- Effective January 5, 2009 **all in state applicant's** background checks must come from the State of Ohio Bureau of Criminal Identification and Investigation (BCI&I). This background check should be performed **in person** at the License Section (address below), and the cost is \$32.00. If this background check is to going to be done outside the License Section, prior arrangements **must** be made **in advance** with License Officer Andrew Bowden.
- Application must be signed by company representative (bottom of front page) before the application will be accepted by the License Section.
- This background check is valid for one year, and can be used for multiple licenses.

Applicants with Residency in all other states

- Out of state applicants must submit a criminal background check from his/her **home state of residency in addition** to the Ohio BCI&I background check. This background check **must be from a state government agency**. An internet web based employment background check is not acceptable.
- Application must be signed by company representative (bottom of front page) before the application will be accepted in the License Section.

Checks and Payment

Applications will only be processed if two (2) **separate** checks (or money orders) are **brought into the License Section by the applicant** for the following amounts:

- A Check or money order in the amount of **\$42.00** payable to *City Treasurer- License Section* (\$32.00 for BCI check, \$10.00 for application fee); and
- A check or money order in the amount of **\$50.00** payable to the *City Treasurer- License Section* (\$50.00 for licensure fee).

The License Section does accept Visa, MasterCard and Discover cards in person. No credit cards are accepted with mailed applications.

Applicants who are selling alarm systems door-to-door will require a Commercial Sales license:

In addition to the above, commercial sales applicants must provide the additional enclosed application along with **two additional, separate** checks for payment in the following amounts:

- A Check or money order in the amount of **\$10.00** payable to *City Treasurer- License Section*, (for the \$10.00 application fee); and

- A Check or money order in the amount of **\$80.00** (tri-annual license) or **\$155.00** (full year license) (both fees include a \$5 photo ID card fee) payable to *City Treasurer-License Section*

Applicants Applying in Person

For applicants applying in person, applications can be submitted and notarized (with Photo ID) at the License Section, Monday – Friday 8:00 – 3:00 P.M.

Failure to complete **all of the above information** will result in the return of your application, which may cause non-compliance with City of Columbus codes.

Copies of the Code

Applicants wishing to view a current copy of the Alarm Code (Chapter 597) or the Commercial Sales Code (Chapter 523) may do so by visiting: www.municode.com/Library/OH/Columbus

**Department of Public Safety – License Section
750 Piedmont Road (South Entrance)
Columbus, OH 43224**

Last Revised 09/11/13