



Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411 Telephone (561) 790-5128 Fax (561) 790-5129 E-mail: Building@royalpalmbeach.com

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.



Village of Royal Palm Beach, Florida

Pre-Paid Low Voltage Alarm Systems Application

Building Division Use Only

Permit Numbers Issued: _____

Submittal Date: ____/____/____

Amount Paid: \$ _____

Cash or Check No.: _____

Processed By: _____

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

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State _____ Zip _____

Email: _____

Company Phone: _____

State License No.: _____

Qualifier: _____
(SIGNATURE)

Qualifier: _____
(PRINT)

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: _____

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Community Development
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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