

CITY OF PHILADELPHIA BUSINESS SECURITY CAMERA PROGRAM

The Department of Commerce is the umbrella organization for all economic development activity in Philadelphia.

Improve security in public

areas outside your business by

installing external security cameras

and get reimbursed up to \$3,000



The City encourages businesses to install external security cameras to increase safety in public areas for shoppers, employees and residents by reimbursing the cost of equipment and installation. Through the program, the Commerce Department awards applicants up to 50% of the total cost of eligible improvements with a maximum reimbursement of \$3,000 per single commercial property. Business Associations or other organizations may apply for the award collectively for cameras to be placed on multiple properties within an area and receive 50% reimbursement for the project costs.

ELIGIBILITY

Applicants must be the owner of a commercially occupied property, an operating tenant business, or an established business association or community-based organization. All applicants must certify to make "best and good faith efforts" to include businesses owned and controlled by women, minority or disabled persons. Potential participants can be found in the Office of Economic Opportunity Directory of Certified Firms, found at www.phila.gov/commerce or by calling 215-686-6232. Businesses must be operating legally, properly registered, licensed with the City of Philadelphia and current with all city taxes, including but not limited to revenue, licenses, water revenue billings, etc.

SPECIFICATIONS

Program specifications for surveillance system equipment are provided in the application. Applicants must register their cameras with the Philadelphia Police Department to allow police to quickly locate surveillance footage in the event of a crime.

CONTACT

Linda Lawrence, Manager of the Business Security Plan Program, at Linda.Lawrence@phila.gov or 215.683.2172.

HOW TO APPLY

STEP ONE: Call (215) 683 - 2172 to request an application or visit: <https://business.phila.gov/documents/businesscamerapplication.pdf>.

STEP TWO: Plan your project and get at least two contractor estimates.

STEP THREE: Submit your application. You will need:

- Photographs of your entire storefront and of the locations where cameras will be installed.
- Estimates from two (2) licensed contractors detailing camera specifications.
- A letter from the building owner (if not you) granting permission for the work.

Send completed applications to Linda.Lawrence@phila.gov or Linda Lawrence, Department of Commerce, 1515 Arch St, 12th Floor, Philadelphia, PA 19102.

You must wait for approval before beginning work. Application approval usually takes two to three weeks.

STEP FOUR: If required, get an electrical permit and complete the work.

STEP FIVE: Register your camera with the Police and submit for reimbursement. Cameras must be registered with the Police Department SafeCam program: <http://safecam.phillypolice.com/registration>

For reimbursement, submit copies of invoices, proof of payment, photos of the installed cameras, a screenshot showing all camera views and a copy of SafeCam registration.

Business Security Camera Program

Program Application



Department of Commerce
CITY OF PHILADELPHIA
LIFE • LIBERTY • AND YOU™

PART 1 - APPLICANT INFORMATION

Section A – INDIVIDUALS - Use this section if you are an individual business or property owner.

Address of Property Being Improved _____

ZIP Code _____ Police District _____

Applicant Name (person or company applying for rebate) _____

Applicant's Mailing Address (if different than above) _____ ZIP Code _____

Applicant Business Income and Receipts Tax # _____ EIN or SSN# _____

Contact Person & Title _____

Contact Phone Number _____ Email _____

Name of Business in Property Being Improved _____

Type of Business _____ Number of Employees _____

Legal Name of Property Owner _____

Section B – ASSOCIATIONS - Use this section if you are applying as a business association or community organization to install multiple cameras in a business district.

Location of Business District or Commercial Corridor _____

ZIP Code _____ Police District _____

Name of Applicant Organization _____

Applicant's Mailing Address _____ ZIP Code _____

Organization Business Privilege Tax # _____ EIN or SSN # _____

Contact Person & Title _____

Contact Phone Number _____ Email _____

Type of Businesses in Corridor or District _____

On additional sheet, list the following for every identified camera location:

1. Name of Business, 2. Address, 3. Legal Name of Property Owner

PART 2 – BUSINESS SECURITY CAMERA PROJECT PROPOSAL

Describe the camera(s) you plan to install on your storefront. Must meet minimum specifications and describe how system will provide surveillance to public space.

Describe any other security improvements you will be making and the estimated investment (if applicable):

Describe your communication with the local police district (crime prevention officer or other).

PART 3 – BUSINESS SECURITY CAMERA PROJECT BUDGET

Use this form to itemize costs of installing surveillance cameras on your business. You may include permit and inspection fees. Identify the contractor(s) you've selected. You must also attach the estimates from your selected contractor(s) and at least one additional estimate/bid for each item.

Security/Surveillance Cameras	Cost	Your Selected Contractor/Vendor
	\$	
	\$	
	\$	
	\$	
	\$	
Total Business Security Camera Project	\$	

PART 4 - APPLICATION ATTACHMENTS

CHECKLIST -Please attach the following:

- Color photographs of your building clearly showing the following:
 1. Photo of your building with arrows or other clear indications identifying where the camera(s) will be installed;
 2. The entire front facade of your building; and
 3. The views down the block to the right and left of your building..

- Contractor estimates that detail the equipment specifications. Two estimates are required. We recommend you secure at least three. All applicants must seek proposals from businesses owned and controlled by minority persons (MBEs), women (WBEs) or disabled persons (DSBEs) as described below and in the program guidelines.

- Letter from building owner (if different from applicant) granting permission to install the proposed security camera system.

PART 5 - REQUIREMENTS

I certify that:

1. The information contained here is accurate.
2. The business and property owner(s) are current with all City obligations, including but not limited to taxes, licenses, water revenue billings, as well as any assessments due to Business/Neighborhood Improvement Districts or Special Services Districts. All permits, licenses, environmental and historical requirements associated with the above work will be complied with.
3. I have read and will comply with the requirements found in the Business Security Camera Program Guidelines.
4. I have made "best and good faith efforts" to include businesses owned and controlled by minority persons (MBEs), women (WBEs) and disabled persons (DSBEs) in the project. Potential M/W/DSBE project participants can be found in the City of Philadelphia's Office of Economic Opportunity Directory of Certified Firms (Contact OEO at 215-686-6232 or review the online directory at <http://www.phila.gov/mbec/directory.asp>) or the Pennsylvania Unified Certification Program's Directory of Disadvantaged Business Enterprises (<http://www.paucp.com>).
5. I will register the surveillance camera(s) with the Philadelphia Police Department's SafeCam program.
6. I will secure any and all permits and inspections that may be required to do electrical work for camera installation.
7. In consideration of any award that the signatory below may receive under the Business Security Camera Program and for its heirs, successors and assigns, does hereby remise, quitclaim, release and forever discharge the City of Philadelphia, the Philadelphia Industrial Development Corporation and their respective officials, officers, employees, agents, successors, assigns and representatives (acting officially or otherwise) from any and all actions and causes of action, suits, claims and demands whatsoever at law or in equity which they may have against any or all of the foregoing released parties that relate in any way whatsoever to their participation in the Business Security Camera Program.

APPLICANT OR DESIGNATED REPRESENTATIVE

Name _____ Title _____

Signature _____ Date _____

Submit your completed application to Phila Dept of Commerce, 1515 Arch St, 12th Fl, Phila, PA 19102
or email Linda.Lawrence@phila.gov or fax to 215-683-2015.

You will receive a notification by e-mail when your application is received.

NOTE: Applicants must NOT commence work until written approval from the City is received.