

# Business Security Camera Program

## Application



**PROGRAM DESCRIPTION:** The Business Security Camera Program seeks to encourage Philadelphia businesses and commercial property owners to install surveillance cameras, making businesses safer for shoppers and the community while growing their vitality and economic performance.

The program reimburses up to 50% of the total cost of eligible improvements. The maximum award for a single commercial property is \$3,000. There is no maximum for business associations or community-based organizations installing multiple cameras in a business district.

Cameras must be installed on the outside of buildings, providing surveillance for both the business and the public space. Participants must register their system online with the Police Department SafeCam program. SafeCam enables Police investigating a crime to quickly determine if there is a camera located nearby that may have footage. To discuss your project, or find out more about this program, contact Linda Lawrence at (215) 683-2172, or [Linda.Lawrence@phila.gov](mailto:Linda.Lawrence@phila.gov).

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## APPLICATION PROCESS

### STEP ONE: PLAN YOUR PROJECT

To apply you will need:

- Estimates from two (2) licensed contractors detailing camera system specifications
- Photos of your building clearly showing where surveillance camera will be located, and at least one photo showing the entire front façade of your building
- A letter from building owner (if this is not you) granting permission for the proposed work

### STEP TWO: APPLY

Completed applications should be delivered to Linda Lawrence, at [Linda.Lawrence@phila.gov](mailto:Linda.Lawrence@phila.gov), or at Dept. of Commerce, 1515 Arch St, 12<sup>th</sup> floor, Phila, PA 19102. You will be notified that the application has been received and whether anything is missing. Incomplete applications will not be considered.

### STEP THREE: RECEIVE APPROVAL LETTER

After review, the Commerce Department will send an award letter, specifying amount of reimbursement. **Do not begin work until you have received an approval letter.**

### STEP FOUR: BEGIN WORK

Once you have received the approval letter, you may proceed with application for an electrical permit (if required) and with purchase and installation of the security camera system.

### STEP FIVE: REGISTER WITH SAFECAM

Once the cameras are installed, they must be registered online with the Philadelphia Police Department SafeCam crime prevention and investigating tool. To register visit <https://safecam.phillypolice.com/registration>

### STEP SIX: SUBMIT DOCUMENTATION FOR REIMBURSEMENT

When SafeCam registration is complete, submit:

- Copies of invoices,
- Proof of payment,
- Color photos of the installed cameras,
- A screenshot of all camera views, and
- A copy of SafeCam registration.

After review, a reimbursement check will be mailed out.

*We can assist you in your own language by phone, or in person. Call us at 215-683-2100.*

*Podemos brindarle ayuda en su idioma por teléfono o personalmente. Llámanos al 215-683-2100.*

**PART 1 - APPLICANT INFORMATION**

**Section A – INDIVIDUALS**

Complete 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 \_\_\_\_\_

Will Systems be replacing existing system? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Section B – ASSOCIATIONS**

Complete if you are a business association or community organization wishing 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 Income and Receipts Tax # \_\_\_\_\_

EIN or SSN # \_\_\_\_\_ Contact Person & Title \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Businesses in Corridor or District \_\_\_\_\_

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

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

**ELIGIBILITY REQUIREMENTS**

Applicants must be either:

1-The owner of a commercially occupied property,

2-An operating tenant business with approval of the property owner, or

3-An established business association or community-based organization.

Unoccupied properties may apply but must be occupied at time of reimbursement, or have a signed lease with a commercial tenant.

Applicants must be operating legally, properly registered, and licensed with the City of Philadelphia.

Applicants must be current with all City obligations, including but not limited to taxes, licenses, water revenue billings, as well as Business Improvement District assessments, if applicable.

**PART 2 – BUSINESS SECURITY CAMERA PROJECT PROPOSAL**

Describe the camera(s) you plan to install on your storefront. Must meet minimum specifications (see Part 4 below) 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
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total</b> Business Security Camera Project	\$	

Is the contractor performing the work a minority-owned business? \_\_\_\_\_ (Y or N)

Is the contractor performing the work a woman-owned business? \_\_\_\_\_ (Y or N)

## PART 4 – ELIGIBLE EQUIPMENT

All surveillance system equipment shall be subject to review and approval by the Philadelphia Police Department and requirements may vary by business property type and location. Below are the minimum specifications required for a Business Security Camera Program award.

### CAMERA REQUIREMENTS

1. Minimum resolution of (1280 X 720) 720P. Minimum 1/3" image sensor size. Models equipped with digital zoom must have the feature disabled in settings.
2. Nighttime recording through adequate light or infrared illumination as required by conditions.
3. IR sensitive cameras must be "True" Day/Night and equipped with an IR cut filter (ICR).
4. IP66 Rated – Weather Resistant.
5. Vandal Resistant.
6. Exterior wiring not to be exposed.
7. Exterior cameras must be mounted at 10' minimum heights (no more than 14 ft is recommended).
8. Maximum 16 feet field of view at area being monitored at 720P.
9. Maximum 24 feet field of view at area being monitored at 1080P.
10. Minimum sensor illumination 1.5 lux or lower for color image sensor rated below 2 lux for color.
11. Have a clear and unobstructed view of outside areas of desired coverage.

### NETWORK VIDEO RECORDER (NVR)/ DIGITAL VIDEO RECORDER (DVR) REQUIREMENTS

1. The recorder must have the ability to export video in both native and open file format.
2. Possess the ability to view and retrieve data while the system remains in operation.
3. Have sufficient memory to retain data from all cameras for a period of at least 15 days, Max quality and resolution setting at a minimum of 15 frames per second.
4. Be placed in a locked and secured location to prevent destruction or tampering.
5. Be secured by user name and password.
6. System must provide a date/time/camera stamp on recorded video for each device.
7. System should support a minimum frame rate of 15 FPS for each individual camera (30 being optimal).
8. Compression should be done with h.264/265 main or higher profile.
9. DVR/NVR may be replaced by edge storage if system meets other specifications.
10. Be network-capable.

## PART 5 - 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.

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

## PART 6 – 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 this application.
4. Economic Opportunity: While there are no projected ranges for Minority/Women/Disabled-owned Business Enterprise (M/W/SDBE) participation, vendors are prohibited from discriminating against M/W/DSBE firms in the performance of this grant. NOTE: Potential M/W/DSBE project participants can be found in the City of Philadelphia's Office of Economic Opportunity Registry of Certified Firms. The online registry can be accessed at <http://www.phila.mwdsbe.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. The City could inspect projects prior to approval and/or following completion to verify the submissions. Applicants and/or contractors who misrepresent submissions will be reported to the City of Philadelphia Inspector General.
8. 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](mailto:Linda.Lawrence@phila.gov) or fax to 215-683-2015.

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