



FIRE PREVENTION DIVISION  
1600 FIRST STREET, NAPA, CA 94559  
707.257.9590

### Key Box Installation Information

The KNOX-BOX rapid entry system is a secure emergency access program developed for property owners and Fire Departments. When a fire breaks out or there is a medical emergency, Knox products allow immediate entry into buildings and property by the Fire Department (only) without forced entry damage or delay. Property owners store entrance keys in high-security Knox-Boxes mounted near building entrances. Each KNOX-BOX purchased by a property owner is keyed to a single master key controlled ONLY by the fire department.

The Fire Department recommends ordering any 3200 Series Box.  
Orders can be placed online at: <https://www.knoxbox.com/>



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[www.knoxbox.com](http://www.knoxbox.com)

**Note:** It is NOT recommended to use the models with tamper switches unless you have high security needs.

## **PROCEDURE:**

1. Fill out the application with the information requested.
2. Mail to the Knox Company with the appropriate payment or order online with a major credit card.

**Note:** The Fire Department does NOT process paperwork or receive shipments.

## **INSTALLATION SPECIFICATIONS:**

1. The Knox box is to be installed, 5' above finished grade, adjacent to the main building entrance that fronts the public street access unless designated at a different location by the Fire Department.
2. It must be installed in plain view, as you approach the building, in a location not likely to be hidden with landscape growth or other obstructions.
3. Follow the manufacturer's installation instructions.

## **INSTALLING KEYS and BOX COVER:**

1. Have key(s) made that will provide access to the interior of the building, any interior secured areas and any specific keys requested by the Fire Department.
2. **Note:** Multi-tenant buildings should provide access keys for each tenant space as above. A Master Key for all tenants spaces are preferred.
3. All keys must be labeled using a substantial key identification tag that will withstand exposure to moisture.
4. Test all keys in lock mechanisms before contacting the Fire Prevention Division.
5. Contact Fire Prevention for an appointment to install keys.
6. **Note:** This must be combined with the final occupancy clearance inspection on new buildings.
7. **Note:** An additional inspection fee will be charged for installation occurring after the final occupancy clearance inspection by the Fire Department.