



Livermore-Pleasanton Fire Department

3560 Nevada Street, Pleasanton, CA 94566 * 925-454-2361

KNOX BOX APPLICATION INFORMATION & INSTALLATION PROCEDURES

Knox Boxes are key safes holding facility keys for Fire Department use only. They provide rapid entry without the destruction of forced entry. Pursuant to current California Fire Code 506 (Key Boxes), Livermore-Pleasanton Fire Department (LPFD) requires the Knox Box to be installed in new and existing commercial buildings/property and strongly recommends a residential box (optional) for individual units.



Knox Box Requirements — Commercial vs Residential Comparison

Topic	Commercial / Industrial REQUIRED	Residential (Individual Dwelling Units) OPTIONAL
When Installed	New construction, locked buildings, gated sites, restricted access, or when required by inspector	Homes with elderly, disabled, medical needs, or limited mobility occupants
Approval Required	Yes, Location and Quantity	LPFD Consultation Recommended
Typical Box Type	Commercial Knox Box (3200 or 4400 series) Consult with Fire Prevention	Residential Knox Box (1500 Series) Wall or Door Mount
Location	Near main entrance, visible, approx. 6 ft above finished grade, within 5 ft of entry	Approx. 6 ft above finished grade, within 5 ft of entry
Keys Required	2 sets of ALL necessary access keys (master, fire alarm room, electrical, roof, mechanical, gates, etc.) with each set on separate key ring	1 Front door key with emergency contact information card
Key Labeling	Durable Plastic or Metal Key Tags Engraved with Address #	Not Required
Inspection Required	Required for Key Placement, Contact Fire Prevention at least 48 hours prior to closure request	Contact Fire Prevention at least 48 hours prior to closure request
Tamper Monitoring	Optional (may connect to fire alarm as supervisory. Must incorporate with Fire Alarm Plans) If monitored by security, contact Police Department: <ul style="list-style-type: none"> Livermore PD (925-371-4900) Pleasanton PD (925-931-5100) 	Not Applicable
Purpose	Emergency access for firefighters and responders	Faster emergency entry and reduced forced entry damage
Enforcement	Required for occupancy or fire clearance	Voluntary safety measure only
Maintenance Responsibility	Building owner/property manager, Contact Fire Prevention to Open	Homeowner, Contact Fire Prevention to Open
Update When Locks Change	Required, contact Fire Prevention	Strongly recommended

How to Order

Steps	Online Ordering (Preferred)	In-Person Ordering (Paper Form)
1	Go to www.knoxbox.com	Visit LPFD Headquarters @ 3560 Nevada Street, Pleasanton
2	Click "Buy"	Request a Knox Box Order Form
3	Select State: California	Complete the order form
4	Select Agency: Livermore-Pleasanton Fire Department	Obtain LPFD signature approval
5	Choose appropriate box type (Commercial, Residential, Gate, etc.)	Submit completed form to Knox Company as directed on form
6	Complete purchase and submit payment online	Allow Knox Box to Process Payment (allow several days)
7	Box shipped directly to purchaser (allow several weeks)	Box ships after Knox processes form (allow several weeks)

After Receiving the Knox Box (Both Methods)

Next Steps	Requirement
Install Box	Install per manufacturer instructions at LPFD-approved location
Schedule Key Placement	Submit Online Inspection Request at least 48 hours in advance (before 9:00 AM)
Keys Secured by LPFD	Inspector places keys inside and locks box