



KNOX BOX APPLICATION INFORMATION AND INSTALLATION PROCEDURE

Key boxes are small safes which only that Fire Department can open that hold a facility's keys. Key boxes help provide responders with quicker access, reduce structural damage to the residence, and reduce additional safety risks to responders by eliminating the need for forced entry to gain access during a response.

Livermore-Pleasanton Fire Department (LPFD) requires key boxes to be installed in an approved location(s) where access to or within a structure or an area is restricted because of locked doors or gates for all new commercial/industrial construction and where determined to be necessary for existing buildings/areas.

LPFD does not require key boxes for dwelling units in residential occupancies, but does strongly encourage the installation of a key box for any residence where elderly, disabled, ill, or non-ambulatory persons reside.

1. Application and brochure are available from the Fire Prevention Bureau located at 3560 Nevada Street in Pleasanton.
2. In most situations model #3266 (surface mount) or model #3275 (recessed) will be satisfactory. On a large building with more than ten keys and/or with key cards, the next larger size may be required (4400 series).



3. Tamper switches are NOT required.
4. Boxes are NOT required for individual dwelling units.
5. Complete your order with the Knox Company.
 - www.knoxbox.com or call 1-800-552-5669
 - Note: shipment time may take several weeks

6. Upon receipt of the Knox Box, contact the Fire Prevention Bureau for an approved installation location, if not noted on your approved plans. Generally, the box will be located 6 feet centerline above finished grade, near the business main entry. After installation of the Knox Box, contact the Fire Prevention Bureau to come out and lock the box with your business keys inside.



7. Business keys to be placed in Knox Box shall be on a key ring LABELED with a permanently engraved metal or plastic tag (available at most lock smiths & hardware stores).
8. To schedule an inspection with a Fire Prevention Bureau Inspector for placement of the Knox Box and/or keys inside the box, please call by 4:00 PM at least two days before your desired inspection date (925) 454-2307.