



San Jose Fire Department Key Box Policy for Restricted Access Points

1.0 **KEY BOX FOR RESTRICTED ACCESS POINTS**

All restricted access to or within a structure or area where immediate access is necessary for life-safety and/or fire-fighting purposes shall be provided with a Key Box as follows:

1.1 **KEY BOX REQUIREMENT**

- 1.1.1 All Key Boxes shall be purchased by the applicant as directed by the SJFD Bureau of Fire Prevention (BFP). Key Boxes must be purchased from the Knox Company. To purchase them online go to <https://www.knoxbox.com/san-jose-ca-msa>
- 1.1.2 The Key Box shall be located near the entrance which the key is to operate, in a location approved by the SJFD. This location is usually at the address front door. Buildings with a Fire Command Center (FCC) will be provided with an additional Key Box for the FCC if the FCC is not located in conjunction with this front door. Additional Key Box locations may be required if the design and/or location of the building calls for multiple access points in the opinion of SJFD.
- 1.1.3 The Key Box shall be positioned at least ten (10') feet, but not more than twelve (12') feet, above the ground level at a location accessible by ladder. The footing for the ladder shall be a permanent hard surface. The ten (10') feet is to make it difficult for unauthorized personnel to have access to the Key Box.
- 1.1.4 The Key Box shall be located such that the firefighter's ladder being used for access shall not be in peril of the door swing or inhabitants using the door.
- 1.1.5 The Key Box is to be located in the upright position and shall be identified by the manufacturer's signage and reflective markers.
- 1.1.6 The location of the Key Box(s) shall be approved by SJFD prior to installation.
- 1.1.7 Where possible, it is recommended that the Key Box be screwed or bolted per the manufacturer's instructions to the structure. The Key Box may also be welded in place.
- 1.1.8 If the structure or façade of the building is of an impenetrable material such as marble, a permanent exterior building grade adhesive shall be used to secure the Key Box to the building.

2.0 **KEY BOX FOR SECURED GATES/DOORS AT SITE ACCESS POINTS**

All locked and/or keyed access gates/doors, electronic or otherwise, which are, in the opinion of the SJFD, to be for emergency use, are required to comply with the following:

2.1 **GATE REQUIREMENTS**

- 2.1.1 No security gate shall be installed within the City of San Jose without the approval of the SJFD and procurement of the proper planning and building permits. No gate shall be put in operation until after it has been inspected and approved by SJFD BFP.

- 2.1.2 All SJFD driveway access gates shall maintain a minimum of 14 feet clear width for each direction of travel. Gates shall be recessed beyond the turning radius required by the SJFD and without obstruction of any median island dividers. All proposed gate installations shall be reviewed and approved prior to construction.
- 2.1.3 All remote activated driveway gates shall move from a completely closed position to a completely open position within 15 seconds.
- 2.1.4 All remote operated gates/doors shall be designed to provide SJFD with a secondary means of opening in the event of power or mechanical failure. Electric gate operators must be UL 325 listed and comply with ASTM F2200.

2.2 **KEY BOX REQUIREMENT**

- 2.2.1 All Key Boxes shall be purchased by the applicant as directed by the SJFD BFP. Key Boxes must be purchased from the Knox Company. To purchase them online go to <https://www.knoxbox.com/san-jose-ca-msa>
- 2.2.2 All secured gates/doors shall be provided with a Key Box which will house the key to the gate/door, electronic or otherwise.
- 2.2.3 The Key Box shall be placed between three (3') feet to five (5') feet above the ground and within three (3') feet of the roadway, but not more than fifteen (15') feet from the gate/door.
- 2.2.4 The Key Box must be exterior mounted on a permanent stand, wall, or gatepost.
- 2.2.5 Where possible, it is recommended that the Key Box be screwed or bolted per the manufacturer's instructions to the structure. The Key Box may also be welded in place.
- 2.2.6 If the structure or façade of the building is of an impenetrable material such as marble, a permanent exterior building grade adhesive shall be used to secure the Key Box to the building.
- 2.2.7 The Key Box and the remote operated gate/door control should be located next to each other.
- 2.2.8 The Key Box shall be identified by the manufacturer's signage and reflective markers.

3.0 **HOME BOX FOR RESIDENTIAL SINGLE-FAMILY DWELLINGS**

The following instructions are for key boxes permitted to be used for single-family homes.

- 3.1.1 All Key Boxes shall be purchased by the applicant as directed by the SJFD BFP. Key Boxes must be purchased from the Knox Company. To purchase them online go to <https://www.knoxbox.com/san-jose-ca-msa> and locate the Knox HomeBox.
- 3.1.2 The preferred location is as close to the entrance as possible, at a height of 5' to 7', preferably at 5'