



**San Jose Fire Department Key Box Policy
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. 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 www.knoxbox.com Click on **Online Purchase** from the menu near the top and you will be directed to enter your **zip code** and select your agency. It is necessary that you select **San Jose Fire Department** to ensure that the product being shipped to you is compatible with the master key assigned to our fire department.
2. The Key Box shall be located nearby of the entrance that its key is to operate in a location approved by San Jose Fire Department (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.
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.
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.
5. The Key Box is to be located in the upright position and shall be identified by the manufacturer's signage and reflective markers.
6. The location of the Key Box(s) shall be approved by SJFD prior to installation.
7. Where possible, it is recommended that the Key Box be screwed or bolted per the manufactures instructions to the structure. The Key Box may also be welded in place.
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.

Security Gates:

For security gates request the SJFD policy document:

**“San Jose Fire Department Key Box Policy
for Secured Gates/Doors at Site Access Points”.**

Bureau of Fire Prevention

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