



## **San Jose Fire Department Key Box Policy 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 San Jose Fire Department (SJFD), to be for emergency use, are required to comply with the following:

- ❖ 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.
- ❖ All remote activated driveway gates shall move from a completely closed position to a completely open position within 15 seconds.
- ❖ 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.
- ❖ Key Box Requirements:
  - All secured gates/doors shall be provided with a Key Box which will house the key to the gate/door, electronic or otherwise.
  - 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](http://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.
  - 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.
  - The Key Box must be exterior mounted on a permanent stand, wall, or gatepost.
  - 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.
  - 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.
  - The Key Box and the remote operated gate/door control should be located next to each other.
  - The Key Box shall be identified by the manufacturer's signage and reflective markers.
- ❖ Permits:
  - 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.

### **Bureau of Fire Prevention**

200 E. Santa Clara Street, 2nd floor Tower, San José, CA 95113 (408) 535-7750 fax (408) 292-6067  
[www.sjfd.com](http://www.sjfd.com)