City of Lambertville Fire District #1
Bureau of Fire Safety
230 North Main Street
Lambertville, N.J. 08530

Frank J Ur Fire Marshal

Knox Box Products Ordering Guideline

Lambertville

Please follow the online application process below to purchase the required Knox Box product. Once you complete your purchase request online, an email will be sent by the Knox Company to your local Fire Departments Fire Chief to approve the purchase. The Fire Chief will respond to the email, electronically approving your purchase. The Knox Company will then email you advising that your purchase has been approved. The email will have a link to pay for and complete your purchase. The Knox Company will then ship the product to you.

ONLINE ORDERING INSTRUCTIONS

- Go to www.knoxbox.com or type Knox Box into your search engine or web browser.
- Once on the Knox Company Website, you must select your business's physical location.
- Search for Lambertville Fire Department
- Select Lambertville Fire Department
- Scroll through the list of products that are accepted by the Fire Chief and Fire Marshal.
- Select the proper product discussed with the Fire Marshal's Office.
- **Click "Select and Configure" under your purchase product.**
- **Fill in all the requested information and click "Submit for Approval."**

Knox Box Install and Maintenance

1. It shall be installed per the manufacturer's instructions, Municipal Ordinance, and other instructions from the Fire Marshal or their designee.
2. The owner shall be responsible for installing the Knox Box.
3. Copies of all keys/access cards for all area access shall be made and labeled clearly to identify their use.
4. Keys for Fire Alarm Panels, Pull Stations, or other similar devices shall also be provided with labels.
5. Once you have installed the Knox Box on your building, contact the Fire Marshal's Office to install access keys inside that you provide in the box. The Fire Inspector will lock the box, and your installation will be complete.

230 North Main St, Lambertville NJ 08530 ~ Phone: (609) 397-2084
Email: firemarshal17@lfddistrict1.com

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Municipal Ordinance

When required.

A. All buildings within the City of Lambertville having an automatic fire detection or suppression system shall be equipped with a rapid entry key lock box. However, this requirement shall not apply to the owner of occupied one-and two-family dwellings identified by the Uniform Construction Code (N.J.A.C. 5:23 et seq.) as R-3 and R-4.

B. All commercial and industrial properties within the City of Lambertville protected by fences, gates, and related barriers presently secured by using a padlock, or electronically operated or automatic gates or other control circuits shall be equipped with a high security padlock or high security key switch as approved by the Fire Chief. The high security padlock and key switches shall be located as set forth in this chapter and in a manner as directed by the Fire Chief and/or Fire Marshal.

Anytime keys are changed, the Fire Marshal's office shall be notified immediately as per N.J.A.C. 5:70-3, 506.2

Rapid entry key lock box, high security padlock and key switch types: The rapid **entry key lock box and** high security padlock and key switches shall be Underwriter Laboratories (U.L) certified and approved by the Fire Chief**.**

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Key lock box contents: The key lock box shall contain labeled keys, easily identified in the field, to provide access into the property and/or building.

Compliance: All existing buildings shall comply with the provisions of this article. All newly constructed buildings, not yet occupied, or buildings currently under construction shall comply with the requirements of this article prior to the fire detection or fire.

Violations and penalties: Any property or building owner failing to comply with, or in violation of the terms of this article shall, upon conviction thereof, be punishable by a fine not to exceed $ I ,000 and/or by imprisonment for up to 90 days, and/or by a period of community service not exceeding 90 days, in the discretion of the court. Each day that such a violation continues shall be considered a separate and distinct violation of this article.

New Jersey Administrative Code

N.J.A.C. 5:70-3, 506. l Where required: Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL I 03 7 and shall contain keys to gain necessary access as required by the fire code official.

N.J.A.C. 5:70-3, 506.1.1 Locks: An approved lock shall be installed on gates or similar barriers where required by the fire code official.

N.J.A.C. 5:70-3, 506.2 Key box maintenance: The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.