

Office of the Fire Marshal Kern County Fire Department

Fire Prevention

2820 M St. • Bakersfield, CA 93301 • www.kerncountyfire.org

Telephone 661-391-3310 • FAX 661-636-0466/67 • TTY Relay 800-735-2929



Knox Box Approval Process

1. First **APPLY** online with the Knox Company (Website: knoxbox.com)
2. If you don't have an Account with the Knox Company, you will have to create one before ordering your product.
3. Order your product after you have completed an Account.
4. The Knox Company will not complete your order until the local fire department E-Approves your order.
5. The Knox Company will send the local fire department your email notifying the local fire department of the pending request.
6. The Kern County Fire Department will send an Application to be completed by the applicant. The Kern County Fire Department charges for these E-Approvals. The cost is \$145. (Visa and Mastercard accepted).
 - a. Fill out the Application and send to Fire Prevention via email to: fireprevention@kerncountyfire.org
 - b. If you don't have the Application, you can find the Application at: kerncountyfire.org
 - Fire Prevention
 - Applications
 - App for Permit (KCFD 200)
7. Payment
 - a. Pay by phone - call our office at (661) 391-3310
 - b. Visa or MasterCard accepted
 - c. Walk in or send a check to 2820 M St., Bakersfield CA 93301
8. Once our office has received both items, we will send the E-Approval to the Knox Company.
9. The Knox Company will notify you via email that the Kern County Fire Department has approved your request.

If you have any questions, please contact our office.

Email: fireprevention@kerncountyfire.com

Phone: (661) 391-3310

Knox Box Requirements

1. When the Knox Box or lock is received, boxes shall be installed on the wall of the building within 10 feet of the front door, or the Knox Box shall be installed in the areas in which they are readily accessible and with a hard surface.
2. The top of the box shall be installed no higher than 8 feet no lower than 7 feet from the adjacent ground level, if installed in a building wall.
3. The box shall be installed in such a manner as to be clearly visible and free from any obstruction (including trees, bushes etc).
4. If the box is equipped with a tramper switch, the letter "A", in either yellow or white, shall be placed on the door of the box.
5. The box shall not be painted, as this hampers and in some cases, prohibits entry into the box. Boxes that have been painted must be replaced.
6. The red reflective Knox Box decal must be placed on the main entrance door of the suite, 5' above the adjacent ground level.
 - 1) When the Knox Box is installed in a multi-building complex. A decal shall be placed on the main entry door of each suite. Additional decals must be purchased and installed prior to calling for a final inspection.
7. If a Knox Box has been required, or requested, multi-tenant buildings over 50,000 square ft. shall be furnished with more than one Knox Box. The location of the Knox Boxes shall be approved by chief.
8. When buildings have fire protection equipment rooms accessible from the exterior only, an additional Knox Box shall be provided at the door of the fire equipment room.
9. All keys places inside the box must be marked identifying the suite to which it provides access or which device it operate (a key tag may be attached to the key).
10. During the final occupancy inspection, the Knox Box must be locked by the fire department personnel. With all the property identifying keys inside. The Knox Box door shall be attached to the box to the chain provided.
11. Additional Knox Boxes may be desired by the owner/occupant and/or required by the Fire District. The location of these Knox Boxes shall be approves by the Chief prior to installation.
12. A master key is preferred, but not required. The keys required in the Knox Box are for the main entrance to the suites. Padlock keys for personnel and vehicular gates, control valves, brake away pad locks, fire alarm panels, roof hatches, electrical room, mechanical rooms and elevator recall.