



Knox Box Standard



Permit/Design Standards: Section 506.1 of the Washington State Fire Code authorizes the Fire Marshal to require a key box where access to or within a structure is restricted because of secure openings and it is necessary to enter the facility for life safety, firefighting purposes, or to access fire protection systems. In Mason County, the Knox Rapid Entry system is utilized by local fire agencies to meet this requirement. The purpose of this document is to provide the reader with the information needed to purchase and install a *Knox* box when identified by this code provision.

Mounting Requirements: Knox boxes shall be mounted within 5’ of the structure’s main entrance and not more than 5’ in height above finished grade. For complexes with multiple buildings more than 200’ from the main structure, additional Knox box(es) shall be required at the main access point to the door(s) serving each building including fire control rooms. For gated facilities refer to the *Gated Properties* section below.

Keys Required: The operator of a business with a Knox box shall provide at a minimum the following keys: (1) exterior entry & lockable interior doors; (2) fire control/riser room; (3) elevator; (4) fire alarm panel; (5) mechanical/electrical rooms, and (6) keys for any/all fire alarm pull stations.

Gated Properties: For facilities with gates to control access, provisions shall be made to allow the fire department to gain entry. For gates that open electronically, a Knox key switch shall be incorporated into the opening mechanism (on or adjacent to the keypad). For facilities with manual gates, two options are available. A Knox padlock may be used if a chain is the means to secure the gate. If this is impractical, the second option is to mount the facility’s Knox box on the exterior of the gate post (only allowed if it can be done securely) and a key to the gate padlock locked inside.

Procedures for On-Line Ordering: To obtain a Knox product, go to their website at *Knoxbox.com* and follow these steps:

- Click on the *Choose your local Fire Agency* box and select the agency that serves the location the Knox Box/switch is to be installed (for a list of Mason Co. Fire agencies that use the program see the list at the end of this document). *Please note that if the fire agency has not previously set up electronic authorization with Knox, you may be directed at this point to directly contact the department for a (paper) authorization form. If you do not receive this notification you may proceed to the next step.*
- Select the product(s) to be ordered and “Add to Cart”.
- Complete the required fields in the *Available For* box and click the *Submit* button (*Note: including the correct installation address is critical*)
- Confirm the correct fire department selection and click the *Add to Cart* button
- Complete the required fields in the *New Customer* box and click the *Register* button (if already registered, use the
- Checkout, complete the payment information and submit to Knox.

Once submitted, the request will be automatically forwarded to the fire agency who will validate the purchase. Once this is complete, the box will be shipped to the address you have specified.

Final Procedures: Once delivered, it is the responsibility of the building owner/contractor to install the box/key switch and contact the local fire district to have them lock those keys specified above in the box *prior* to requesting the inspection from the Fire Marshal’s office. *Until this step is completed, all inspection requests will be declined.* To contact the local fire district, please use the contact information on the reverse.

STD 1	MASON COUNTY FIRE MARSHAL https://masoncountywa.gov/community-services/fire-marshall/index.php	Adopted 2-13-24
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MASON COUNTY FIRE DISTRICTS

Central Mason Fire District	kreitz@cmfe.org
Grapeview Fire District 3	Chief Graeber, chiefg@wavecable.com
Hoodsport Fire District 18	(360)877-9882 or msexton@hoodsportfire.org
North Mason Fire Authority	360-275-6711 x 201 or scooper@northmasonrfa.com
South Mason Fire District 4	grudolph@smfr4.org
West Mason Fire District 16	admin@mcfcd16.com
Mason County Fire District 6	chief@mcfcd6.com 360-463-1016
Mason County Fire District 12	
Mason County Fire District 13	masonfpd13@hotmail.com admin@mason13.org
Mason County Fire District 17	mason17chief@gmail.com

Once the fire district has confirmed the applicable keys have been installed in the Knox Box, the final inspection may be scheduled with the Fire Marshal's office.

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