



MASSILLON BUILDING DEPARTMENT
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KNOX BOX REQUIREMENTS (ORDINANCE SECTION 1501.13)

- (a) Per City of Massillon Ordinance No. 75-2004 all new commercial occupancies and all new apartment complexes (4 or more units with limited access) built after December 31, 2004 in the City of Massillon shall install a Key Box Lock to allow emergency access by the Massillon Fire Department.
- (b) The Key Lock Box shall be:
- (1) The Knox Box from the Knox Company, Model 3200 with hinged door.
 - (2) Located at or near the recognized public entrance.
 - (3) Located at a height of not less than four feet and not more than six feet from the final grade.
 - (4) No steps, displays, signs or other fixtures, or structure protrusions shall be located under the box, which would block access to the box.
 - (5) A key box tamper switch will be allowed to be connected to the buildings alarm system if deemed necessary.
 - (6) The box shall contain clearly labeled keys, devices and/or information as deemed necessary by the Massillon Fire Department.
- (c) The owner or agent shall be present during access to the Key Box by the Massillon Fire Department for placement of keys, devices and/or information, except during an emergency.
- Note: The Massillon Fire Department will have the only keys to the Key Boxes. No building owner/representative is authorized to possess a key to the Knox Box.
- When a property is protected by a locked fence or gate the Massillon Fire Department may require a security padlock or electrically operated key switch, i.e. Knox Padlock or Knox Key Switch.
- A building protected by an automatic sprinkler and/or standpipe shall be protected by Knox Locking FDC Caps, if deemed necessary by the Massillon Fire Department.
- (d) The Knox Box and/or other related equipment order forms can be picked up at the Main Fire Station or you can order on-line at www.knoxbox.com. If you have any questions please contact the Fire Prevention Bureau of the Massillon Fire Department, 330-833-1053.
- (e) Non-compliance will subject the responsible parties to the revocation of the Certificate of Occupancy by the Chief Building Official. (Ord. 49-2011. Passed 4-18-11.)