



## REQUIREMENTS FOR LOCK BOXES (RED, KNOX) WITH KEYS IN APPROVED LOCATION

1. Lock Boxes are required for buildings equipped with an approved fire alarm system and/or automatic fire sprinkler system and are *recommended* for all other commercial or industrial buildings. [MSFC (2020) Sec 506.1]
2. Lock Boxes will be keyed for use with Bemidji Fire Department master key.
3. All Lock Boxes must be given approval **prior** to mounting:
  - a. The Lock Box must be mounted less than five (5) feet high.
  - b. The box should be located immediately adjacent to the front door so that it is visible from the access drive.
4. If the determination is made by the code official, a Bemidji Fire Department decal will be made available to direct fire personnel to the location of the Lock Box.
5. Lock Box keys will include the following and must be labeled:
  - a. Exterior master key
  - b. Interior master key
  - c. FACP key
  - d. Pull-station key (if different than the FACP key)
6. Magnetic key cards are not acceptable.
7. Purchasing approved Lock Boxes are available:
  - a. Bonded Lock of Bemidji – available locally
  - b. Knox – available online: [www.knoxbox.com](http://www.knoxbox.com)
    - i. Lock Boxes
    - ii. Gate Electronic Override Switches
    - iii. FDC locking caps
8. Call the Bemidji Fire Department @ 218-751-8001 to schedule mounting location and verification/placement of keys inside the Lock Box.
9. It is the responsibility of the owner to immediately notify the Bemidji Fire Department and provide a new key where a lock is changed or rekeyed. [MSFC (2020) Sec 506.2]

Questions can be directed to [firecode@ci.bemidji.mn.us](mailto:firecode@ci.bemidji.mn.us)