



# Clinton Township & Lebanon Borough

Bureau of Fire Safety  
Office of the Fire Marshal

Clinton Township

## Knox Box Products Ordering Guideline

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](http://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 **Clinton Twp Div of Fire**
- Select **Clinton Twp Div of Fire Lebanon, NJ**

To view products available in your area, select the first responder department/agency that services the physical installation address

Your location  
NEW JERSEY

Local fire department/agency  
Clinton Twp Div of Fire  
Clinton Twp Div of Fire

Search

Select the local first responder dept./agency to view products.

Note: If the department has multiple listings, select the appropriate access program (text in red) to display a set of products available for that program.

Clinton Twp Div of Fire  
Lebanon, NJ

Select

- 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, Fire Chief, 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 you provide in the box. The fire inspector will lock the box, and your installation will be complete.

## **Municipal Ordinance - Article II: Rapid Entry Systems.**

### **§ 133-13 When required.**

- A. All buildings within the Township of Clinton 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 owner 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 Township of Clinton 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 § 133-15 of this chapter and in a manner as directed by the Fire Chief and/or Fire Marshal.

### **§ 133-14 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.

### **§ 133-15 Location.**

The rapid entry key lock box shall be located at or near the main entrance to the building or property. The key lock box shall be mounted at a minimum height of five feet and a maximum of six feet above final grade.

### **§ 133-16 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 and to any locked areas within said building, and as may be further directed by the Fire Chief.

### **§ 133-17 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 suppression system being accepted and approved for service.

### **133-18 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 \$1,000 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 and every 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, 506.1 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 life-saving 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 1037, 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.