



ORANGE COUNTY EMERGENCY SERVICES DISTRICT NO. 1

2351 Hwy. 12
Vidor, TX 77662
409.769.8294

KNOX-BOX and KNOX-CAPS **Requirements for Commercial Structures**

Knox-Box and Knox Caps are required for the following Commercial structures; a Certificate of Occupancy will not be issued until the requirement is met.

The term “Commercial Structure” shall refer to All Non-Residential Structures both public and private.

- **ALL** Commercial Construction must submit plans to the Fire Department for review.
- Any Commercial Structure with a gross square footage exceeding 2000 Sq. ft.
- Any Commercial Structure as deemed necessary by Fire Department in the interest of Public Life Safety.
- Any Commercial Structure with a Fire Alarm System.
- Any Commercial Structure that has a Commercial Fire Suppression System (i.e., Hood System in the kitchen of a restaurant).
- Any Commercial Structure with a Sprinkler Fire Suppression System (wet or dry).
- More than one Knox-Box may be required on a Commercial Structure if special circumstances are deemed to exist which impact public life safety (i.e., hazardous contents, size of building, access locations, locations of utilities, etc.).
- In the case where a Commercial Structure is required to have more than one (1) Knox-Box; the location of the second box shall be determined by the Fire Department.

- Financial Institutions, Jewelry Stores, Pawn Shops, and other businesses which deal in large quantities of cash shall install the Knox-Box with a tamper switch tied to the alarm system.
- In the case of a Gated Residential Community ALL gates used by vehicles to enter property shall have a Knox-Key Switch within 50 ft. of the gate, which shall be visible from the gate (location REQUIRES approval of the Fire Department).
- A Commercial Facility secured by unmanned gates which restrict access by emergency vehicles at any time shall be required to install Knox-Key Switch systems.
- Knox-Boxes must be of a recessed type unless it is structurally not feasible to use this type. Knox-Box 3200 Series or higher is required. Residential Knox-Box 1650 series is NOT allowed in any commercial application.
- A Knox-Box intended to contain more than 4 keys must be of the 4400 series.
- A Knox-Box intended to contain an elevator key must be of the 4400 series.
- The Knox-Box will be located on the front of the building in such a manner that it is visible at all times to a person standing in front of the building looking toward the main entrance (preferred location is within 5 feet of the main entrance).
- The top edge of the Knox-Box shall be between 5 feet and 6 feet above the finished grade.
- Commercial Structures included in residential communities (i.e., apartment complexes, condo's, retirement communities) must comply with the above Knox-Box Guidelines. This would include but not limited to clubhouses, offices, or other structures whose size or contents may impact Public/Life Safety.

- These requirements apply to **ALL** Commercial Structures both new construction and remodels.
- **All Knox-Box locations require the approval of the Fire Department.**
- Knox-Caps shall be placed on the Fire Department Connection for any Commercial Structure that has a fire sprinkler system installed.

Procedure for authorization to purchase a Knox-Box and/or Knox Caps for the City of Vidor or Orange County ESD#1.

- Requests for variances to these guidelines may be made to Orange County ESD#1
- Contact Orange County ESD#1 at 409.769.8294 for a copy of the authorization form. Once it is filled out; return the form to the Fire Department with the method of payment you choose for review and authorized signature. The Fire Department will submit the forms and payment directly to Knox-Box. The Knox-Box(s) will be shipped directly to you from the manufacturer.
- *An Authorized Signature from Orange County ESD#1 is **REQUIRED** before the Knox Company will process the order.*