



The International Fire Code sets forth requirements for the installation of a key box when access to or within a structure is unduly difficult, or where immediate access is necessary for life-saving or firefighting purposes.

## General Guidelines Regarding Key Boxes

1. The approved key box or switch for use in the City of Bellevue are those manufactured by The Knox Company, and outfitted with a Medeco Cylinder and key. (Model 3261 hinged door series)
2. Knox box brochures and applications are available at Fire Prevention, 425 452 6872 or [www.bellevuewa.gov/fire-department-fire-prevention-forms](http://www.bellevuewa.gov/fire-department-fire-prevention-forms).
3. Applications must be processed through the Fire Prevention Division. An authorized signature is required on all applications. A second authorized signature is also required for the communities of Medina and Hunts Point. These communities require a sub-master key for the Medina Police to access gates.
4. Acceptable methods of payment include: a check or money order made payable to the Knox Box Company. Visa and Master card are also acceptable.
5. Boxes or key switches are mailed directly to the business owner.
6. The building owner is responsible for mounting the box or key switch at an approved location. The Fire Prevention Division will determine the specific location of Knox box or key switch installations. Call (425) 452-6872 for assistance. Call this number after an installation to have access keys installed and to test the proper operation of the key switch for gates.
7. Newly installed boxes or key changes in existing boxes shall be handled by the Fire Prevention Division to facilitate an accurate and current Knox Box master list.
8. Where Fire Department access is restricted by a secured gate, a Knox gate switch is required. Back up capabilities either manual or battery are also required to give the fire department access in the event of a short or prolonged power outage.
9. A high-rise building requires a Knox vault inside the fire command room. Contact Fire Prevention for details.

Subject reference source is from the International Fire Code section 506.1 and Bellevue City Ordinance Section 23.11. For additional clarification or information please contact the Fire Prevention Division of the Bellevue Fire Department at 425 452 6872