

## Maquoketa Fire Department Knox Box Program

A Knox Box is a safe and efficient way your business can assure that the Fire Department can access your building in the event of an alarm without the use of forcible entry tools. This lessens the unnecessary property damage if responding to a false alarm.

If your building permit application requires you to install a Knox Box, the following step by step guide is to be used.

### A. How to place an order

1. You will place your order online through eApproval which is a two-step process;
2. You place your order on website [www.knoxbox.com](http://www.knoxbox.com) , Your request is then emailed to the fire department for approval.
3. Once the fire department approves your order you will receive an email with a link; click on that link and it will bring you back to your approved cart. Add you billing, shipping and payment information.
4. Shipping should always be addressed to Maquoketa City Hall, 210 E Pleasant St Maquoketa, Iowa 52060.

### B. Receiving your Knox Box

1. When your Knox Box is delivered to City Hall a City Building Inspector will contact you for an appointment to deliver your Knox Box.

Key lock boxes must be mounted near the main entry door to the building. The box must be mounted within three feet of the main entry at a height of four to six feet. Unusual buildings may allow other mounting standards, at the discretion of the Fire Official.

2. Once installed contact City Hall to let us know that it has been installed and we will send the Fire Department a work order.
3. A Fire department member will contact you and meet to secure your keys in the Knox Box.
4. You will be asked to witness and sign our form, that all materials provided by you were placed in the Knox Box and secured.