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Knox Box Guide

To provide emergency responders access to buildings or occupancies at any time of night or day, the Cobb County Fire Marshal's Office requires¹ Knox key boxes to be installed in the following locations:

1. Structures or occupancies equipped with fire sprinkler systems.
2. Structures or occupancies equipped with fire alarm systems.
3. Gates which limit emergency vehicle access. Electric gates require a Knox switch. Manual gates may use a Knox Padlock.
4. Other locations as deemed appropriate by the Fire Marshal.

Keys shall be stored in the Knox box providing access to the structure or occupancy. Magnetic cards or keypad codes are not acceptable for emergency building entry.

- To purchase a Knox box, go to: www.knoxbox.com
- Use zip code: 30008 when ordering. Be sure to select **Cobb Co Fire & Emerg Svcs** as your department.
- The 3200 series is most commonly purchased. A tamper switch is an option but is not required.
- Once the box is received, it should be mounted outside of the structure at a location where emergency crews will most likely enter the structure or occupancy. Usually this will be the exterior door nearest the fire alarm annunciator panel or fire sprinkler control room.
- Mount the Knox box 5 feet from the ground.
- Once the box is installed, contact the Cobb County Fire Marshal's Office at 770-528-8310. We will contact the nearest fire station to meet on site to lock the box after you install the business keys.
- If unsure about the location or if you have other questions, contact your Fire Inspector or the Fire Marshal's Office at 770-528-8310.

¹ Section 506 of the International Fire Code, as adopted by Cobb County Code 54-54, requires key boxes.