Fire Department, City of North Wildwood

400-A New Jersey Ave., North Wildwood, NJ 08260-2942
609-522-5743

KnoxBox Program Guidelines

Pursuant to the Code of the City of North Wildwood, Part II: General Legislation, Article II, Key Boxes (240.12 – 240.15) and in order to provide a systematic guideline for the application, KnoxBox location, KnoxBox purchase and key requirements, the following guideline shall be implemented.

1. **Authorization order form**: Upon notice of the requirement of a KnoxBox for your dwelling, structure or facility, or upon your voluntary request to enter into the City of North Wildwood KnoxBox program, you will need to obtain an "Authorization Order Form" to purchase a KnoxBox. Forms are only available at the North Wildwood Fire Prevention office located at 400-B New Jersey Avenue, North Wildwood, NJ 08260 (609)522-2160.
2. **KnoxBox location**: Upon receiving your "Authorization Order Form", you will need to schedule an appointment with the North Wildwood Fire Prevention office to have site verification for your KnoxBox location. You or your designee must be present during the site verification process.
3. **Ordering your KnoxBox**: After the site verification process and predicated on its location and the amount of keys and key tags that will be in your KnoxBox, you should order the KnoxBox of your choice using the current order form. PLEASE NOTE: The KnoxBox description will include the number of keys only that the KnoxBox will hold. Key tags will consume space in the KnoxBox thus reducing the amount of keys the KnoxBox will hold. You may want to discuss this issue with the Fire Department representative who sites the location of your KnoxBox.
4. **KnoxBox installation**: It will be your responsibility to mount your KnoxBox. You may decide to have a professional securely mount your KnoxBox. Unless otherwise noted by the Fire Department representative, the bottom of the KnoxBox shall be mounted **five feet** above grade directly below the KnoxBox.
5. **Key Installation**: All keys shall be tagged per the location they lock/unlock. Multiple keys that open one specific location such as Condominium unit-1 shall suffice with one key tag. Multiple stories and or structures will require a main key ring that will hold all keys and tags for that floor and or structure. The main key ring shall be a size adequate to accommodate all keys, tags and individual key rings. Key tags and key rings shall be supplied by the property owner. Upon your collection and tagging of all required keys, contact the Fire Prevention office to have a Fire Department key inventory sheet for your property and schedule an appointment to have your keys secured in your KnoxBox by Fire Department personnel.

Note: Do not mount your KnoxBox without a Fire Department site verification and location. Multiple structures and or multiple addresses may require more then one KnoxBox.