



WEBER FIRE DISTRICT

2023 W 1300 N, Farr West, UT 84404
801-782-3580 / www.weberfiredistrict.gov

KNOX BOX

What is a Knox Box?

A Knox Box is a small, secure, mounted safe box designed to securely hold building keys for emergency services. It allows fire departments, EMS, and sometimes law enforcement, to gain rapid entry during an emergency and eliminating the need for forced entry, minimizing delays, and helping to protect lives and property.

How to order a Knox product:

1. Confirm Jurisdiction

Before ordering, make sure the property is within Weber Fire District's jurisdiction.

If unsure reach out to the Fire Marshal's Office:

Fire Marshal's Office

- Phone: 801-782-3580
- Email: prevention@weberfiredistrict.gov
- Website: www.weberfiredistrict.gov

2. Visit the Know Website (knoxbox.com)

OR

Call State Fire in Salt Lake City (801-288-2100) to confirm they have the product in stock.

Go to **knoxbox.com** and click the prominent **red “BUY” button** to begin the ordering process.
[Knox Box Online Ordering](#)

3. Select Your Location

- Choose **Utah** as the state.
- Enter **Weber Fire District** (or select from the list) to associate the Knox Box with the correct jurisdiction.

4. Choose Your Knox Box

Select the appropriate type of Knox Box (commercial, residential, or other product options).
Tamaracfirerescue.org/knoxbox.com

5. Enter Installation Details

Fill in the installation address and accept any prompts or alerts.

6. Add to Cart & Checkout

Follow the prompts to add the product to your cart and complete payment online.

Note: Some districts may require pre-authorization – your order may need approval from Weber Fire District before proceeding.

7. Submit an Authorization Form (IF REQUIRED)

If pre-authorization is required:

- Get a **Knox Authorization Order Form** from Weber Fire District or their website.
- Have an authorized signer from the District complete and sign the form.
- Submit the form via:
 - **Mail:** Knox Company, 1601 W Deer Valley Road, Phoenix, AZ 85027
 - **Fax:** (623) 687-2290 (if paying by credit card)

8. Install the Knox Box

Once received, follow the Knox installation instructions:

- Mount exterior, visible, on solid surface.
- Ideal height: **no higher than 6 feet** from the ground.
- Near main entry, sprinkler control panel, or fire department entry point.

9. Coordinate with Fire Department for Final Lock-Up

After installation, contact Weber Fire District to place and secure the keys in the Knox Box:

- At final inspection or post-installation, the District will review placement and lock the box.

PRO TIPS

- **Always confirm coverage area** – contacting Weber Fire District ensures accuracy.
- **Pre-authorization varies** by agency; be prepared to submit paperwork.
- **Proper placement** (height, visibility) streamlines final approval and lock-up.
- **Red decal alert:** After securing the box, the District may place a red decal on the property to notify responders.
- **Know who coordinates the final step** – sometimes it's the owner, inspector, or general contractor.

FOR QUESTIONS CALL THE FIRE MARSHAL'S OFFICE AT 801-782-3580