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Fire Department Key Box Requirements, Installation & Maintenance

A key box is an armored, tamper-proof box in which entry keys are placed for the Fire & Police Departments use in an emergency. Having a key box installed on your property also helps minimize damage when gaining access into your property in an emergency. Only North St. Paul Fire & Police Department personnel are allowed to possess keys to these boxes. Key boxes are for emergency use only.

Minnesota State Fire Code 506.1 – Where required. *Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be an approved type and shall contain keys to gain necessary access as required by the fire code official.*

Key Boxes Required: All commercial and multi-family residential buildings in the City of North St. Paul as required by the fire code official.

Type of Key Box: The only approved key box specified for use in the City of North St. Paul is the Dama Lock Box. Key boxes may only be purchased from the North St. Paul Fire Department.

Keys: A main entrance key shall be provided. The fire code official shall require additional keys, if necessary, for the following areas: boiler/furnace/mechanical/storage rooms and automatic sprinkler control rooms. If the building has a fire alarm system, a key for the control panel shall also be provided. All keys provided must be tagged and clearly marked as to the function of the key.

Installation: Installation instructions are included with each key box. For proper mounting installation, you must follow the manufacturer's installation instructions. The installation location of the key box shall be approved by the fire code official.

- The lock box shall be installed no higher than 6 feet (72 inches) and no lower than 4 feet (48 inches) to the bottom of the box.
- Once the lock box is installed, contact the North St. Paul Fire Department at 651-747-2405 to secure the necessary key(s) within the lock box.

Maintenance: If any lock or key is changed, new keys must be made available to the Fire Department within five (5) days of the change. Please call the North St. Paul Fire Department (651) 747-2405 to have the key box unlocked and the proper keys replaced.

