



**San Francisco Fire Department**  
**Request to Activate KNOX Products**  
 (To Be Completed by Building Owners or Responsible Party)

Date: \_\_\_\_\_

KnoxBox/KnoxVault  Other: \_\_\_\_\_

**Building Owner/Management Group Information**

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ On Site Contact: \_\_\_\_\_

Site Street Address (KnoxBox/KnoxVault Location): \_\_\_\_\_  
 (Must be within in San Francisco City Limits)

New Installation

Replacement

Hours the Building is secured:  24/7  Other (specify): \_\_\_\_\_

Physical Location Description (Side of Building):  North  South  East  West

Physical Location Description (narrative): \_\_\_\_\_  
 (Must be within 10 ft. of either side of main entrance unless approved in writing by FM). See SFFD AB 5.09

Keys must be appropriately labeled, or color coded prior to calling the Fire Department for inspection.

Stickers that were shipped with the lockbox must be applied as outlined in the SFFD Administrative Bulletin 5.09.

Knox Lockbox must be installed according to manufacturer's recommendations.

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**A two hour inspection fee of \$299.00 must be paid before the Fire Department will schedule an appointment.**  
**Payment may be made by check or credit card at or sent to the address below.**  
**Within several days of receipt of payment, the District Inspector will contact you to schedule an appointment.**