



**TOWNSHIP OF IRVINGTON  
DEPARTMENT OF PUBLIC SAFETY  
FIRE PREVENTION BUREAU**

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Tony Vauss  
Mayor

Dear Facility Manager:

Please be aware that the Department of Public Safety -Fire Prevention Bureau adopted the Knox-Box Ordinance MC 3794 on August 8, 2022 (Effective date August 29, 2022). The Township of Irvington is authorized to pass this Ordinance pursuant to N.J.S.A. 40:48-2.

We believe this system will provide first responders with safe, secure access to your company during a fire emergency. The box itself is key locked and only the Fire Department has the key, which is locked in a "Key Safe" on the Fire Apparatus and secured by a unique pin code.

How It Works: Once you order your Knox Box - ordered via Knox's "EApproval" process ([www.knoxbox.com](http://www.knoxbox.com)). When the "lock box" is delivered, please contact the Bureau of Fire Prevention when it arrives to schedule an appointment. There is a one-time fee of \$100.00 for Knox Box registration (application included) and inspection. A Fire Inspector will come to your business to identify an installation location for the box. Additionally, after the installation we will again need to be contacted to place the keys in the box.

The key box shall include keys to:

1. Points of egress (front/back door – whether interior or exterior)
2. Mechanical rooms
3. Elevator rooms
4. Elevator control panels keys
5. Any other area that may be required by the Fire Official
6. A card containing emergency contact information (names and phone numbers)

Please contact the Irvington Fire Prevention Bureau at 973-399- 6553 with any questions or concerns. Thank you in advance for your cooperation.