

## CHAPTER 157

# KEY LOCK BOX SYSTEM

**157.01 Purpose**  
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**157.01 PURPOSE.** The purpose of this chapter is to provide for the placement of a key lock box system on all buildings of certain residential, commercial, and industrial property for the purpose of fire and emergency personnel access.

**157.02 INSTALLATION REQUIRED.** The following structures constructed after the effective date of Ordinance No. 2007-288 (December 5, 2007), codified by this chapter, shall be equipped with a key lock box at or near the main entrance or such other location required by the Fire Chief:

1. Commercial or industrial structure;
2. Multi-family residential structures defined as three or more dwelling units that have restricted access through locked doors and have a common corridor for access to the living units;
3. Commercial structures on main floor and residential dwelling units on second or above floors; and
4. Governmental structure and nursing care facilities and schools.

**157.03 GENERAL REQUIREMENTS.** All newly constructed structures subject to this chapter shall have the key lock box installed and operational prior to the issuance of an occupancy permit.

1. The Fire Chief shall designate the type of key lock box system to be implemented within the City and shall have the authority to require all structures to use the designated system.
2. The key lock box shall be located at or near the main entrance to the building or property. It shall be mounted at a height of 6 feet above final grade or as designated by the Fire Chief.
3. The owner or operator of a structure required to have a key lock box shall at all times keep a key in the lock box that will allow for access to the structure.
4. The Fire Chief shall be authorized to implement rules and regulations for the use of the lock box system.
5. Any property or building owner failing to comply with, or in violation of the terms of this chapter after notice from the Fire Chief, shall be subject to a municipal infraction or simple misdemeanor citation.
6. No existing structures shall be required to comply with this chapter unless the structure is issued a building permit that would include the location in which the key lock box would be placed.

**157.04 APPLICATION.** The Fire Chief will provide procedure and overview of the system use.

1. The Fire Chief will write a procedure for the use of the key lock box system.
2. The Fire Chief will review annually with the City Council the key lock box system and also report to the City Council how the key lock box system has been used in the preceding year.

**157.05 EXCEPTIONS.**

1. Any person or applicant refusing to comply with this chapter under the direction of the Tiffin Fire Association Volunteer Fire Chief and/or the City of Tiffin Building Inspector will write the reasons for refusal to the City of Tiffin Building Inspector and Fire Chief.
2. The Building Inspector will review the case with the City and Fire Chief.
3. The City will conduct a public hearing on the next available City Council meeting after publication of a public hearing notice in the City of Tiffin official publication.
4. After the public hearing, the City Council will allow exceptions to this chapter when the building owner can show compelling reasons why installation of the key lock box would prevent the building owner from completion of the building project.