



Office of Chief of Division

1645 Superior Avenue Cleveland, Ohio 44114

EMERGENCY RAPID ENTRY SYSTEM APPLICATION

The process to apply for installation of an Emergency Rapid Entry System (Knox Box) to provide emergency access for Public Safety Responders is as follows:

1. The property owner must complete the attached application form below being sure to sign and date the document.
2. You must bring a check or money order payable to the City of Cleveland along with the completed application to: Fire Headquarters: 1645 Superior Avenue 2nd Floor Cleveland, Ohio 44114 – Fire Prevention Bureau.
3. You will then schedule an inspection appointment by one of our Fire Prevention Inspectors to confirm the location for placement of the device.
4. You will also be provided with a Knox Authorization Order form and instructions on how to submit it for processing.
5. Once you receive your Knox Box you are to contact the Cleveland Fire Prevention Bureau at (216) 664-6800 to schedule an Inspector to place your keys and secure the device.
6. If you have any questions please call (216) 664-6800.

City Of Cleveland
Division Of Fire
Permit Application
Installation of Emergency Rapid Entry System

PER CO 397.05

Date: _____

FEE: _____

Address: _____

Name of Facility _____

Location of E.R.E.S. _____

Applicant _____
Print Name and Title

Signature _____ Date _____

Property Owner _____ Phone Number _____

Owner's Signature _____ Date _____

Address _____

FPB USE ONLY

() Approved () Disapproved By: _____
(Inspector)

Comments/Contents: _____

Date In Service _____ BY _____

Witness

- (a) Keys or access devices, clearly labeled as to their use;
- (b) Keys to all parts of the facility and site, including but not limited to: mechanical equipment rooms, electrical rooms, and elevator controls;
- (c) A roster indicating the location of individuals with special needs in the event of an emergency;
- (d) A roster of facility personnel knowledgeable about safety procedures for on-site materials, complete with telephone numbers for such personnel in the event of an incident after normal hours of operation;
- (e) A diagram of the complete water system, fire protection system, fire hydrants and spill clean-up equipment relative to the facility; and
- (f) Material Safety Data Sheets ("MSDS") or emergency/hazardous chemical inventory sheets if required to be kept under subtitle B, Section 311 and 312 of the Superfund Amendments and Reauthorization Act of 1986 (SARA III).
(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

397.04 Permit Required

No emergency rapid entry system shall be installed without a prior written permit first issued by the Fire Chief.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

397.05 Permit Application

Any owner or operator of a property shall make written application for a permit to install an emergency rapid entry system to the Fire Chief on a form provided by the Division of Fire.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)

397.06 Fee

A permit fee of fifty dollars (\$50.00) shall be paid to cover the cost of plan reviews, site inspections and to oversee overall compliance with this Code. All fees generated under this section shall be placed in a separate account to be used for the implementation, training and ongoing maintenance and development of the emergency rapid access systems for the protection of the public.

(Ord. No. 2107-02. Passed 6-2-03, eff. 6-4-03)