



COSUMNES COMMUNITY SERVICES DISTRICT

FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624

(916) 405-7100

[CosumnesCSD.gov/Fire](https://cosumnesCSD.gov/Fire)

FIRE PREVENTION CONSTRUCTION HANDOUTS KNOX PRODUCT ORDERING INSTRUCTIONS

Handout Number: **FPCH-2005**
Original Effective Date: 5/7/2020
Revision Date: 7/25/2024
Code Section: 2022 California Fire Code

HOW TO ORDER KNOX PRODUCTS

Step 1: Go to: <https://www.cosumnescsd.gov/303/Plan-Review-and-Inspections> and select Permit Portal. Create an account to apply for a Knox permit. Pay fees as applicable.

Note: New or revised gates shall submit plans for fire review. Fees may apply. Permit and inspection fees are required to be paid before the Knox order and/or plan review can be approved.

Step 2: Go to www.knoxbox.com to order your Knox product(s). Click BUY in the top right-hand corner of the page. Enter the state and select one (1) of the following agencies based on location and the type of product that you are ordering. Please note that you may have to place separate orders based on product need. To order by phone: 800-552-5669

Cosumnes Fire Department

(for building Knox boxes, vaults, or remote power boxes)

Elk Grove Police Department

Galt Police Department

Sacramento County Sheriff

(for key switches, padlocks, gate Knox boxes, and elevators)

Step 3: Select your product(s) and add it to the cart. Confirm the product installation address and complete your online purchase. Cosumnes Fire will review the order and either approve it or ask for changes.

Step 4: Once your plans are approved and the Knox product is installed and ready for testing or key insertion you must request a fire inspection through our online form:



<https://www.cosumnescsd.gov/FormCenter/Fire-Department-5/Request-for-Hydro-or-Final-Insepction-136HI>

Questions:

- For online ordering assistance, please contact Knox Customer Service at 800-552-5999.
- For questions regarding which agency to enter, product type needs, installation location, and fees, please contact Cosumnes Fire Department at 916-405-7100.