



LOCK-BOX PERMIT

NOTE: THERE IS NO FEE FOR THIS PERMIT

REQUIREMENTS:

1. Only Lock-Boxes approved by Esquimalt Fire Rescue shall be installed into the building.
2. The Lock-Box shall be:
 - a). Recessed into the building (wall or pillar);
 - b). Located as close as possible to the main entrance and in clear view when doing a 360° turn while standing at the main entrance;
 - c). Located at a height not less than 450mm and not higher than 1.8m;
 - d). Labelled with a "FD" marking or other marking acceptable to the Fire Department.

STEPS FOR APPLYING FOR A LOCK-BOX PERMIT:

1. Prepare and submit an application for a Lock-Box Permit in person or via mail, email, or fax to:

Esquimalt Fire Rescue

101-1151 Esquimalt Road

Esquimalt, BC V9A 3N6

Fax: 250-414-7115

Email: fire@esquimalt.ca

Questions? Call 250-414-7126

2. Contact one of the following businesses to arrange to purchase and install a new Lock-Box, or to retrofit the existing system.

PRICE'S LOCK & SAFE

847 Fort Street

250-384-5397

ACME SAFE

815 Fort Street

250-383-6899

3. After Price's or Acme has completed the installation or retrofitting, contact the Fire Department to arrange for an inspection, to ensure the Lock-Box has been installed in accordance with the bylaw requirements and that appropriate building keys are correctly tagged.
4. Upon confirmation of compliance with the bylaw, the Lock-Box Permit will be approved.

The permit will not be issued until an inspection of the Lock-Box is completed.

Excerpt from Lock-Box Bylaw, 2013, No. 2797:

3 This Bylaw shall be applicable to all commercial buildings containing any residential units, residential apartment buildings and strata buildings located within the Township of Esquimalt.

4 (a) Prior to the issuance of an occupancy permit by the Township, the owner of a newly constructed building to which this Bylaw applies shall ensure that a Lock-Box is installed in such new building

4 (b) The owner of a commercial building or residential apartment building in existence as of the date of the adoption of this Bylaw shall ensure that a Lock-Box is installed in such building prior to December 31, 2015.

**LOCK-BOX PERMIT APPLICATION****PROPERTY ADDRESS:****Permit Applicant:**

Company Name: _____

Address: _____

Postal Code: _____

Phone Number: _____

Business License Number: _____

Property Owner:

Name: _____

Address: _____

Phone Number: _____

Building Contact Name: _____

Title: _____

Purpose:**New Installation**☐ LOCKBX/NEW**Relocated Lock-Box**☐ LOCKBX/RLC**Modified Lock-Box**☐ LOCKBX/MLC**Application Date:** _____**Signature of Applicant:** _____**PERMIT**

(FOR OFFICE USE ONLY)

Approval is hereby granted pursuant to SECTION 5(d)

(Section or clause number)

of the ESQUIMALT LOCK-BOX BYLAW 2013, NO. 2797

(Regulation being employed)

Signature of Inspecting Officer_____
Name_____
Inspection Date

Personal information provided on this form is collected pursuant to the Community Charter and will only be used for the purposes of determining the issuance of a Permit under the Lock-Box Bylaw, and will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the Act may be directed to the Manager of Corporate Services.

1229 Esquimalt Road, Esquimalt, BC V9A (250) 414-7135

ESQUIMALT FIRE RESCUE SERVICES
esquimalt.ca

101-1151 Esquimalt Road
Esquimalt BC V9A 3P1

T. 250-414-7126