

ORDINANCE OF THE TOWN OF COTTAGE GROVE, WISCONSIN  
Adopted pursuant to Sec. 25.01 of the Town of Cottage Grove Code

Title: Fire Protection Within Building - Knox Box

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Code Section(s) <del>created, amended, or repealed</del>	<u>4.07</u>
Presented to Board by	<u>Town Clerk</u>
Committee Review by	<u>None</u>
Date(s) Public Hearing(s) held (if required)	<u>October 19, 2005</u>
Date adopted	<u>October 19, 2005</u>
Vote	<u>5-0</u>
Date of posting of adoption of ordinance	<u>October 21, 2005</u>
Date of publication of adoption of ordinance	<u>October 24, 2005</u>

The Town Board of the Town of Cottage Grove does ordain as follows:

**1. Section 4.07 shall be amended to read as follows:**

**4.07 FIRE PROTECTION WITHIN BUILDING - KNOX BOX**

**(1) EMERGENCY SERVICES REPOSITORY UNIT REQUIRED**

(a) The owner or person in control of the following types of buildings shall install and maintain an approved Emergency Services Repository Unit:

1. Any apartment building or other rental building containing more than four (4) or more residential units and in which access to a building or common areas or mechanical or electrical rooms within the building is denied through locked doors.

2. Any non-residential building where a fire detection or suppression system is monitored by an alarm company or has an external audible alarm.

3. Any facility that is required to prepare and have ~~material safety data sheets and/or~~ hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act (SARA Title III).

(b) Installation Requirements:

1. Upon notification the property owner has 5 months from the date of the date of notice to install the unit. Failure to do so shall be punishable as a Class D Forfeiture under s. TCG 25.04.

2. The repository unit must be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.

3. The repository unit must be located at the recognized public entrance on the exterior of the structure.

(c) Repository Contents

1. Current keys for the following shall be placed in the repository unit:
  - a. Main entrance door.
  - b. Alarm room and control panel.
  - c. Mechanical rooms and sprinkler control rooms.
  - d. Electrical rooms.
  - e. Special key to rest pull station alarms or other fire protection devices.
  - f. Elevator keys, if required.
  - g. All other rooms as specified during plan review process.
2. The keys shall be labeled so as to be easily identified in the field.

(d) Right of Appeal.

Any property owner may appeal the request for a knox box before the Joint Fire Department committee.

~~(2) INSTALLATION REQUIREMENTS AND PENALTIES~~

~~(a) Installation Requirement Deadline for Existing Structures.~~

~~1. All persons or owners of buildings existing on the effective date of this ordinance who are required to install a repository unit under 4.07(1)(a) above shall do so no later than December 31, 2003.~~

~~2. Any person or owner who fails to comply with 4.07(2)(a)(1) above shall be subject to a forfeiture of between \$100.00 and \$250.00. Each day after December 31, 2003 a person or owner fails to comply with the requirements of this ordinance shall constitute a separate offense and subject the person or owner to a daily forfeiture. Prima facie proof of lack of compliance by a person or owner shall include, but not be limited to, the following:~~

- ~~a. Failure of the Fire Chief, or designee, to have received a copy of the repository unit entry key after reasonable request; or~~
- ~~b. Failure of the Fire Chief, or designee, to have received notice of installation of the repository unit from the person or owner after reasonable request; or,~~
- ~~c. Failure of the person or owner to allow an on-site inspection of the repository unit after reasonable request of the Fire Chief, or designee.~~

~~(b) Installation Requirement Deadline for New Structures~~

~~All newly constructed structures which are subject to 4.07(1)(a) above shall have the repository unit installed and operational prior to the issuance of an occupancy permit.~~

Adopted this 19<sup>th</sup> day of October, 2005

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Kris Hampton, Town Chair

ATTEST:

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Kim Banigan, Town Clerk

Approved as to form this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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