



## **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 450 mm and not higher than 1.8 m;
  - 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**  
500 Park Place  
Esquimalt, BC V9A 6Z9  
Fax: 250-414-7115  
Email: [fire@esquimalt.ca](mailto:fire@esquimalt.ca)

Questions? Call 250-414-7126

**Please contact and make application between 8:30 am and 11:30 am, Monday to Friday.**

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.**

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### ***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 with 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.*

Esquimalt Fire Rescue  
500 Park Place  
Esquimalt, B.C. V9A 3P1  
t. 250-414-7126  
[www.esquimalt.ca](http://www.esquimalt.ca)



## LOCK-BOX PERMIT APPLICATION

**PROPERTY ADDRESS:**

<p><b>Permit Applicant:</b> <i>(Please Print)</i></p> <p>Company Name: _____</p> <p>Address: _____</p> <p>Postal Code: _____</p> <p>Daytime Phone No. _____</p> <p>Business Licence No. _____</p>	<p><b>Property Owner:</b> <i>(Please Print)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>Daytime Phone No. _____</p> <p>Building Contact Name: _____</p> <p>Title: _____</p>
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**PURPOSE**

<p><b>New Installation</b></p> <p><input type="checkbox"/> LOCKBX/NEW</p>	<p><b>Relocated Lock-Box</b></p> <p><input type="checkbox"/> LOCKBX/RLC</p>	<p><b>Modified Lock-Box</b></p> <p><input type="checkbox"/> LOCKBX/MLC</p>
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Application Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

**PERMIT**

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)*

_____	_____	_____
<i>Signature of inspecting officer</i>	<i>Name</i>	<i>Inspection Date</i>

*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 3P1 (250) 414-7135.*

Esquimalt Fire Rescue  
500 Park Place  
Esquimalt, B.C. V9A 3P1  
t. 250-414-7126  
www.esquimalt.ca

