

Town of Candor	KNOX BOX LAW	Version 1.0
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Proposed Local Law No. of 2025

SECTION 1: INTRODUCTORY PROVISIONS

1.1 INTENT AND PURPOSE

It is the intent of this Local Law to add provisions to require the installation of a Knox Box on the exterior of commercial, business, and multi-family buildings located within the Town. This new Local Law is intended to provide Emergency Services with access to these types of buildings to facilitate rapid response in emergency situations.

1.2 SHORT TITLE

This local law shall be known as the “Town of Candor Knox Box Law.” The Town of Candor is hereinafter referred to as the “town.”

1.2 DEFINITIONS

Commercial Building - Any structure or portion thereof that is not classified as a residential building and is used for commercial, industrial, or public purposes, including but not limited to office buildings, retail establishments, service facilities, and mixed-use developments where the primary use is non-residential.

Business - any enterprise, organization, or entity, whether for-profit or not-for-profit, engaged in the sale of goods, provision of services, or other commercial activities, and includes sole proprietorships, partnerships, corporations, and limited liability companies operating within the jurisdiction.

Multi-Family Buildings – any residential structure or portion thereof that is occupied or intended to be occupied as the residence of three or more families living independently of each other. This includes apartment buildings, tenements, and other dwellings classified as “Class A” multiple dwellings under New York State Multiple Dwelling Law.

1.3 AUTHORITY

This Local Law is adopted pursuant to Article 7 of the New York State Village Law and Municipal Home Rule Law, which expressly authorizes the Town Board to adopt and amend local laws not inconsistent with the provisions of the constitution, and not inconsistent with any general law relating to its property, affairs, or government.

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SECTION 2: INSTALLATION AND APPLICABILITY**2.1 KNOX BOX INSTALLATION**

Installation Requirements. All commercial buildings, businesses, multi-family buildings with a common hallway, and multi-family buildings having three or more dwelling units and all fenced properties containing hazardous materials located within the Town must install a Knox Box on the exterior of the building, structure, or fenced area in compliance with the following specifications:

1. The Knox Box must be within ten (10) feet of the entrance door normally used by the Town Fire Department to access the building;
2. The top of the Knox Box shall be installed no higher than six (6) feet and nor lower than five (5) feet from the ground level;
3. The Knox Box must be installed in such a manner as to be clearly visible and free from any obstruction, including trees, bushes, vegetation, or any man-made structures;
4. If the Knox Box is equipped with a tamper switch or is connected to the building alarm system, the letter "A" shall be placed clearly on the door of the Knox Box; and
5. The Knox Box shall not be painted.

Knox Box Contents. All keys placed inside the Knox Box shall be clearly labeled with identification of the access or device that it operates. The Knox Box shall contain keys for the following areas and/or devices:

1. All points of ingress and egress, including all doors located in the interior and exterior of the building;
2. Entrance suites;
3. All common areas of the building;
4. Padlock keys for personnel and vehicular gates;
5. Mechanical, plumbing or electrical rooms or devices, including elevator controls;
6. Control valves, padlocks, alarm panels, and roof hatches; and
7. Other areas as directed by the Town Fire Department.

The Knox Box shall also contain the following:

- a. Name and telephone number of local contact person(s);
- b. Codes for any code-locked doors, with identification of the door(s) that it operates;
- c. Cards for any card access doors, with identification of the door(s) that it operates;

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2.2. APPLICABILITY

This law shall apply to all existing buildings classified as Commercial Buildings, Businesses, and Multi-Family Buildings, as defined in Section 1 of this ordinance and referenced in the Installation Requirements section. Additionally, this law shall apply to any new construction that meets the criteria for the aforementioned classifications and is commenced following the ratification of this law.

2.2 COMPLIANCE PERIOD

Owners of buildings subject to this law shall have a period of six (6) months from the date of ratification to fully implement the requirements specified herein. Failure to comply within the stated period may result in enforcement actions as provided in Section 3 – Enforcement and Penalties.

2.3 RATIFICATION, RE-ADOPTION AND CONFIRMATION

Except as specifically modified by this Local Law, the Town of Candor Code, as adopted and amended from time to time thereafter, shall otherwise remain in full force and effect and is otherwise ratified, readopted and confirmed.

SECTION 3 – ENFORCEMENT AND PENALTIES

3.1 GENERAL PENALTY PROVISION

- A. Any owner or responsible party of a building subject to this law who fails to comply with the provisions within the six (6) month compliance period shall be deemed in violation of this ordinance and be subject to a fine. Every 15-day timeframe such violation shall continue or be permitted to exist shall constitute a separate violation. See Fee Schedule, Penalties for Offences, Class C, for current maximum fines.
- B. In addition to the penalties herein provide for, the Town Board may also maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with or to restrain by injunction any violation of this local law. Such unpaid charges shall be deemed town charges and shall be levied as in a manner of a special assessment on the tax levy against such property at the first levy following the bill for such charges by the Town of Candor. Such unpaid assessments shall be a lien against the real property of the violator.

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3.2 ENFORCEMENT AUTHORITY

The Town of Candor shall have the authority to appoint an Enforcement Officer authorized and empowered to act on behalf of the Town of Candor to enforce the provisions of this law.

SECTION 4 -EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with Municipal Home Rule Law § 27.

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