

**TOWN OF TICONDEROGA  
COUNTY OF ESSEX, STATE OF NEW YORK  
Local Law No. 5 of 2010**

**A LOCAL LAW PROVIDING FOR KEY BOX REGULATIONS**

Be it enacted by the Town Board of the Town of Ticonderoga, as follows:

**Section 1. Finding and Purpose.**

- A. The Town Board of the Town of Ticonderoga has been advised by the Town's fire department personnel of the need to consider a key box local law.
- B. A key box local law provides for the placement, in secured, locked containers, of keys to important areas within a structure and information that may be vital and necessary to the health, safety and welfare of the occupants and the responding fire departments. Access to those key areas and advance knowledge of their location and the location of hazardous or potentially hazardous materials enhances the responding fire department's abilities to preserve and protect lives and property.
- C. The purpose of this local law is to speed the access to buildings for responding fire departments and limit the amount of potential physical damage to structures brought about by the need to access a building or structure promptly to save lives, prevent injuries and protect property.

**Section 2. Key Box Required; Exemptions.**

- A. All buildings located within the Town of Ticonderoga having an automatic fire alarm system or a fire sprinkler system shall be equipped with a key box.
- B. One- and two-family dwellings and buildings having a twenty four (24) hour, seven (7) day per week security guard with access to all areas shall be specifically exempted from the requirements for a key box.

**Section 3. Type and Location.**

- A. The key box shall be of UL type approved by the Town of Ticonderoga Code Enforcement Officer, with consultation with the fire chief or his designee.
- B. The key box shall be located in a location approved by the Town of Ticonderoga Code Enforcement Officer, with consultation with the fire chief or his designee, within unobstructed view of the main entry and shall be mounted six (6) feet above grade.

#### **Section 4. Contents.**

The key box shall contain the following:

- A. Keys to locked points of egress, interior and exterior.
- B. Keys to locked mechanical and sprinkler riser rooms.
- C. Keys to locked electrical rooms
- D. Keys to elevator controls and fire alarm control panels.
- E. Keys to other areas as directed by the Town of Ticonderoga Code Enforcement Officer, with consultation with the fire chief or his designee.
- F. Access codes to digital keypads.
- G. Hazardous materials information, including material safety data sheets for materials located within the building.
- H. Other pertinent data as directed by the Town of Ticonderoga Code Enforcement Officer, with consultation with the fire chief or his designee.

#### **Section 5. Time for Compliance.**

- A. All existing buildings covered by this local law shall comply within eighteen (18) months of the effective date of this local law.
- B. All new construction covered by this local law, including buildings currently under construction as of the effective date, for which no certificate of occupancy has been issued, shall comply immediately.

#### **Section 6. Penalties for Offenses.**

Failure to comply with any portion of this local law shall be deemed a misdemeanor, and the violator shall be liable for a fine of not less than \$500 nor more than \$1,000, and each day such violation continues shall constitute a separate offense.

#### **Section 7. Severability Clause.**

If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or

invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

**Section 8. Effective Date.**

This local law shall take effect immediately upon filing with the New York State Department of State.