

**TOWNSHIP OF BURLINGTON**

**ORDINANCE**

**2024-OR-006**

**ORDINANCE OF THE TOWNSHIP OF BURLINGTON  
AMENDING CODE CHAPTER 275 "FIRE  
PREVENTION" TO ADD ARTICLE III MUNICIPAL  
FIRE PREVENTION REGULATIONS CODE § 275-26  
"KEY LOCK BOXES"**

**WHEREAS**, the Bureau of Fire Prevention has requested that the Township Council enact an ordinance requiring the installation of key lock boxes at certain properties within the Township to provide guaranteed access to emergency equipment to avoid any unnecessary delay when responding to fires.

**NOW, THEREFORE, BE IT ORDAINED and ENACTED** by the Township Council of the Township of Burlington as follows:

**SECTION ONE.** Code Chapter "Fire Prevention" is hereby amended to add ARTICLE III "Municipal Fire Prevention Regulations.

**SECTION TWO.** Code § 275-26 is added to require the installation of key lock boxes on certain properties as follows:

**§ 275-26. PROPERTIES REQUIRED TO HAVE KEY LOCK BOXES.**

The owner of any building or structure within the following categories shall be required to install on any building or structure, at the direction of the Fire Official or his or her designee, where it is determined to be necessary to guarantee access for emergency equipment: hotels, motels, or multiple dwellings that are occupied throughout the day or night and have common corridors to living units or spaces; properties that utilize a locked gate to control vehicle access; structures protected by an automatic alarm system or automatic fire-suppression system; elevator equipped buildings; or any structure deemed by the Fire Official or his or her designee as difficult to access due to secured openings.

**A. APPROVAL OF SYSTEM TYPE; KEYS TO BE PROVIDED.**

Prior to installation the owner of the building or structure shall receive approval from the Fire Official, or his or her designee, for the type of key lock box to be installed. At the direction of the Fire Official, or his or her designee, the owner shall provide keys for the following areas: master keys or key cards for the building or structure; boiler rooms; sprinkler rooms and control valves; fire alarm control panels; electrical rooms; elevators and elevator control rooms; and such other rooms or doors where entry by the Fire Department may be required.

**B. ADDITIONAL MATERIALS AS DEEMED NECESSARY.**

The Fire Official, or his or her designee, may require that in addition to keys, the owner store within the key lock box combination access codes for locks and doors, as well as material data sheets, emergency contact numbers and other pertinent information as may be determined to be necessary to address emergencies.

**C. MAINTENANCE OF KEYS AND INFORMATION.**

The owner of each building and structure that is required to maintain a key lock box shall be required to maintain updated keys and documents for all locks.

**D. COMPLIANCE.**

Any new building or structure that is required to have a key lock box shall have one installed and operational prior to the issuance of a certificate of occupancy. An existing building or structure that is required to have a key lock box shall have one installed and operational within thirty (30) days of receiving notice from the Fire Official, or his or her designee.

This Ordinance was introduced at a meeting of the Township Council in the Township of Burlington held on February 13, 2024, and will be considered for final passage after a public hearing held at a Regular Meeting of the Township Council to be held on February 27, 2024, at the Township Municipal Building, Burlington Township, New Jersey at 7:00 p.m.

This will certify that the foregoing Ordinance was passed by a majority of the Burlington Township Council on February 27, 2024.

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Mary E. Field  
Municipal Clerk

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Carl M. Schoenborn  
President of Council