



# Osceola County Fire Rescue and Emergency Medical Services, Office of the Fire Marshal

1 Courthouse Square, Kissimmee, Florida 34741

Phone: 407 742 6700 email: [osceolafiremarshal@osceola.org](mailto:osceolafiremarshal@osceola.org)



## Fire Department Access Permit (FDA) Instructions

### OVERVIEW:

The following approved systems/equipment are required when fire department access is restricted to any portion of a structure, area, gated subdivisions, or developments.

- 1. Commercial and Multi-Family Residential Occupancies Equipped with Fire Alarm and/or Automatic Sprinkler Systems:** Commercial and multi-family residential buildings and/or structures are required to be equipped with fire department access boxes, which allow first responders to gain rapid access to the interior of the structure. The fire department access box (if required) shall be monitored by the onsite fire detection, alarm, and communication system. A licensed fire alarm contractor is required for the installation of all wiring connecting the monitored fire department access box to the fire alarm control unit.
- 2. Controlled Access Gates:** Any structure or area that utilizes a controlled access gate to restrict access to a required fire department access roadway, whether commercial or residential, must have an approved electronic gate key switch as well as a siren-operated system (S.O.S.)
- 3. Pad Lock:** Any site having a locked manually operated gate restricting access to a required fire department access roadway must have an approved padlock.

### APPROVED BRANDS:

Currently, there are two Fire Department Access systems approved by Osceola County:

#### 1. Fail Safe – [www.failsafekeybox.com](http://www.failsafekeybox.com)

- a. To order equipment through Fail Safe, you will be required to complete the order form and upload the required documentation to our permitting system, under the assigned FDA permit number. This form is required to bear the approval stamp of the Osceola County Fire Marshal's Office prior to submitting your order form to Fail Safe (Order forms are not provided by Osceola County). Items ordered must be on the list of approved products (Provided by the vendor).
- b. Ensure you upload your completed Fail Safe order form when completing your FDA permit application.
- c. Once approved, the order form will be stamped and accessible to the contractor within Osceola County's Permitting Center.

#### 2. Knox – [www.knoxbox.com](http://www.knoxbox.com)

- a. To order equipment from Knox, you will need to first apply for an FDA permit on the Osceola County Permitting website ([permits.osceola.org](http://permits.osceola.org))
- b. Once a permit has been obtained and all associated fees are paid, an order can be placed directly through Knox at the website listed above (Order forms not provided by Osceola County). Items ordered must be on the list of approved products (Provided by the vendor)
- c. When completing your order, please include the Osceola County FDA permit number in the "Customer Details" section.
- d. Knox will email Osceola County requesting an e-approval to ship the equipment to the applicant. Osceola County will confirm there is an issued FDA permit, and that all fees have been paid. Once verified, both the permit and Knox e-approval will be approved/issued.
- e. If an e-approval is requested before a permit application is issued, the Knox e-approval request will be denied.