



BEXAR COUNTY FIRE MARSHAL'S OFFICE

CHRIS LOPEZ, FIRE MARSHAL



9810 Southton Road, San Antonio, TX 78223 | Phone: 210-335-0300 | Fax: 210-335-0330

KNOX AUTHORIZATION ORDER FORM INSTRUCTIONS FOR 2019.

PLEASE FOLLOW THESE DIRECTIONS WHEN COMPLETING THE KNOX AUTHORIZATION ORDER FORM. THE KNOX COMPANY WILL NOT PROCESS AN APPLICATION WITHOUT THE BEXAR COUNTY FIRE MARSHAL'S OFFICE APPROVAL AND THERE ARE VERY SPECIFIC PUBLIC AGENCY NOTIFICATIONS THAT ARE REQUIRED BY LAW THAT MUST BE MADE ONCE AN APPLICATION HAS BEEN APPROVED.

- VISIT WWW.KNOXBOX.COM. CLICK ON THE "BUY" BUTTON. ENTER "BEXAR" IN THE DEPARTMENT NAME FIELD AND CLICK OR PRESS ENTER. SELECT BEXAR COUNTY FIRE MARSHALS OFFICE FROM THE LIST SHOWN: CLICK THE SELECT DEPARTMENT BUTTON. SELECT THE DESIRED PRODUCTS FROM THOSE THAT ARE AVAILABLE AND COMPLETE YOUR ORDER ONLINE.
- COMPLETE THE BEXAR COUNTY FIRE MARSHALS OFFICE APPLICATION FOR KNOX EQUIPMENT AUTHORIZATION FORM **AND** ATTACH A PRINTED COPY OF YOUR ORDER THAT YOU PLACED WITH THE KNOX COMPANY. THIS FORM IS AVAILABLE AT WWW.BEXAR.ORG/643/Permits-Applications AND IS A FILLABLE PDF FORM.
- SUBMIT A FEE OF **\$30.00** (CASH OR CHECK) FOR PROCESSING, MADE PAYABLE TO: **BEXAR COUNTY CLERK.**
- WITHIN 7 BUSINESS DAYS, RETURN THE COMPLETED BCFMO APPLICATION FOR KNOX EQUIPMENT AUTHORIZATION FORM AND THE \$30.00 FEE DESCRIBED ABOVE TO: **BEXAR COUNTY FIRE MARSHAL'S OFFICE, ATTN: FIRE CODE COMPLIANCE SECTION, 9810 SOUTHTON ROAD, SAN ANTONIO, TX 78223.**
- AFTER THE BCFMO HAS REVIEWED AND APPROVED THE APPLICATION **AND** RECEIVED THE \$30 APPLICATION FEE, THE BCFMO WILL ELECTRONICALLY APPROVE YOUR KNOX ORDER
- THE BOX/EQUIPMENT THAT YOU ORDERED WILL BE SENT DIRECTLY TO YOU BY THE KNOX COMPANY AND YOU WILL BE RESPONSIBLE FOR ITS INSTALLATION PER THE INSTRUCTIONS THAT WILL COME WITH THE BOX/EQUIPMENT. **ONCE THE BOX/EQUIPMENT HAS BEEN INSTALLED, CONTACT THE BCFMO IN ORDER TO PLACE THE FACILITY KEY(S) INTO THE BOX AND TO SECURE IT.**