



APPLICATION FOR EXEMPTION FROM
MAUSTON KEY LOCK BOX ENTRY SYSTEM

Return Completed Application to: Fire Chief City of Mauston, 303 Mansion St., Mauston, WI 53948

1. **Purpose**- The purpose of this document is to apply to the city for an exemption from the Mauston "Key Lock Box Entry System" Ordinance contained in Chapter 12, Article 1, Section 12-1 in the Mauston Code of Ordinances.

2. **Ownership Information** (please print)

Parcel Number: 6-13-416-233-01

Owner of Building: Jason Rodebaugh and Sheila Rodebaugh

Address of Building: 519 Gateway Ave Mauston, WI 53948

Building Uses: Retail Store

3. **Applicant Information** (please print)

Name: Jason Rodebaugh DBA J+S Liquor Title: owner

Mailing Address: 125745 Evergreen Ln New Lisbon, WI 53950

Telephone #: 608-347-6473 Fax #: _____

Email address: jasonrodebaugh@yahoo.com

4. **Reason for Exemption Request:** ☐ 24/7/365 on-site staff or guard service ☐ Financial Institution ☐ Bank

☒ Other (describe) ① The building does not have fire/sprinkler system which Alerts fire department ② The building is simple enough for responders to easily access inside without a key (ie. glass door) ③ Building is single-story space that is not occupied when closed so NO significant risk to life (see attached)

5. **Warranties and Representations** – The applicant hereby warrants and represents as follows:

- The applicant is the owner or party in control of the property described herein; and
- The applicant is familiar with the Mauston "Key Lock Box Entry System" Ordinance contained in section Chapter 12, Article 1, Section 12-1 of the Mauston Code of Ordinances; and
- The applicant requests that the building identified herein be exempt from the "Key Lock Box Entry System" Ordinance; and
- The applicant acknowledges that, without access to a key, the Fire and/or Police Departments may use force to enter the above described building in order to respond to an emergency and/or carry out the duties of the Fire and/or Police Departments, and that such entry of the building may cause damage to the building for which neither the Police Department nor the Fire Department, nor the City of Mauston, shall be liable to the applicant or owner.

6. **Certification** – The undersigned hereby certifies that the above and foregoing information is true and correct, and that the applicant understands the information contained herein.


Signature of Applicant

Jason Rodebaugh
Printed Name

10/14/25
Date

OFFICE USE ONLY: Date Received: _____

Fire Chief Recommendation ☐ Approve ☐ Deny

Ordinance Comm Rec Date: _____ ☐ Approve ☐ Deny

Council Action Date: _____ ☐ Approve ☐ Deny

Applicant Notified of Decision Date: _____ How Notified: ☐ mail

☐ Email ☐ Telephone ☐ Other

Copy to Police Dept ☐

Copy to Parcel File ☐

An exemption for a liquor store's key lock box entry system is typically granted by a local fire chief or marshal. emergency responders do not need immediate access to the property. Requirements for these lock boxes, often called Knox Boxes, are based on local fire codes and vary by municipality.

Common reasons for exemption

- **24/7 onsite staffing:** A full-time, round-the-clock security guard or employee is continuously on the premises to grant access to emergency services. This is common for large facilities or hotels, but less so for most retail liquor stores.
- * **No automatic alarm or sprinkler system:** The lock box is primarily required for buildings that have an automatic fire or sprinkler system, which alerts the fire department directly. An older building without these systems may not be required to have a lock box.
- * **Low hazard potential:** The fire chief may determine that a property is at low risk for fire and other emergencies, and therefore does not pose a significant risk to life or property.
- * **Simple and unblocked access:** The property's design or location may be simple enough that first responders can easily access the building in an emergency without a key.
- * **Limited size and scope:** Small, single-story retail spaces may not present the same access challenges as larger, multi-story, or complex commercial structures.

ie. example from City of Rice Lake -

§ 152-1 Structures which require key lock box system.

The following structures shall be equipped with a key lock box at or near the main entrance or other location required by the Fire Chief.

- A. Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
- B. Multifamily residential structures comprised of four or more units in which access to the building or common areas or mechanical or electrical rooms within the building is denied through locked doors.
- C. Any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).
- D. Governmental structures.
- E. Nursing care facilities.
- F. Educational facilities