

Building Security Entrance White Paper

The following provides some “plain language” explanations of the Building Security Entrance Ordinance.

15.36.035 Building Security

B. All door and window hardware shall be installed and maintained in proper working condition. The use of a hasp to secure any door other than a storage locker door within a dwelling unit or rooming house is prohibited. Except as provided in Paragraph 9. below, the following shall apply in dwelling units where all or a portion the unit are rented:

1 Each main entrance door into a dwelling unit shall contain an approved door viewer.

- This can be either a factory installed window within the door, an adjacent sidelight, or a “peephole” type viewer. The intent is that the resident can see who is at their front door prior to opening.

2. All doors into each dwelling unit shall be equipped with door hinges so arranged as to be inside the dwelling unit or with approved locking pin hinges.

- Hinges for doors into individual dwelling units must either be on the inside of the door (unit side) OR must have locking or non-removable hinge pins. The intent is that the door cannot be removed from the hinges for unauthorized entry.

3. All doors into each dwelling unit shall have a keyed deadbolt lock with a minimum one (1) inch throw, which is openable with a key on the exterior side of the door and a knob on the interior side of the door. The strike plate shall be held in place by 2½ inch screws. Sliding doors shall have an approved secondary locking device. (i.e locking pins or 2 × 4's of proper length.)

- Hinge type doors shall have a deadbolt and strike plate as described above. Sliding (patio) doors shall have a secondary lock or can have a 2X4 cut to length with the door closed to lay in the door track. The intent is to provide positive locking devices or methods on all doors (regardless of floor) to minimize unauthorized entry.



Secondary patio door lock



Secondary patio door lock (or can use 2X4 in track)

4. All basement, first, and second story windows and all other windows accessible by balconies, fire escapes, trees or other existing means shall be provided with sash fasteners.

-Windows within the description above shall be provided with hardware to lock the windows in the closed position.

5. All double-hung and sliding windows and doors below the second story and all other doublehung and sliding windows and doors accessible by balconies, fire escapes, trees or other existing means shall be equipped with approved window ventilating sash fasteners to allow each window to be locked at one (1) to five (5) inches open. Such window ventilating bolts or locks shall be movable to permit the window to be fully opened from the inside of the dwelling unit.

- Windows within the description above shall be provided with a secondary window opening control device to allow the window to be open no more than 5 inches without manually opening the window further. This is commonly called a sash vent stop or lock.

Window opening control device must be ASTM F 2090 approved.

In addition, windows over six feet above the exterior ground or surface immediately below it must be limited to a 4 inch opening to serve as fall prevention per 2015 IBC 1015.8, 1015.8.1.



Sample sash vent locks.

- This would only apply to sliding windows. Casement windows have built in hardware to hold the window in a fixed position (i.e. gears/crank).

6. Alternative locking devices to equally resist illegal entry may be substituted with the approval of the Building Inspection Division.

7. Paragraphs 1., 2., 3., 4., 5. and 6. of this Subdivision shall also apply in lodging rooms, except as provided in Paragraph 9. below. In addition, the main entrance door into all lodging houses and into all residential buildings with two or more dwelling units or lodging rooms where occupants of the separate dwelling units or lodging rooms share common bathroom or kitchen facilities shall be equipped with a positive locking guarded latch lock and with an approved self-closing device. An approved guard plate shall be affixed to the exterior side of the door if the Director of the Building Inspection Division determines such a device is necessary to provide adequate security against illegal entry. All other doors into said buildings shall be equipped with a deadbolt lock complying with Paragraph 3 of this Subdivision. If any door locking mechanism in said buildings utilize passwords or passcodes of any type, including but not limited to digital locks, radio-frequency or RFID locks, or electronic keypads, the passwords or passcodes must be changed at least on a yearly basis. In cases where said buildings have an attendant or attendants responsible for the security of the building on duty twenty-four (24) hours a day, they shall be exempt from the main entrance door-locking and self-closing requirements.

8. Buildings occupied by cooperative living arrangements shall comply with the requirements of Paragraphs 1, 2, 4 and 5 of this Subdivision. In addition, the main entrance door shall be equipped with a positive locking guarded latch lock and with an approved self-closing device. An approved guard plate shall be affixed to the exterior side of the door if the Director of the Building Inspection Division determines such a device is necessary to provide adequate security against illegal entry. All other doors into the building shall be equipped with a deadbolt lock complying with Paragraph 3 of this Subdivision. All doors into the individual sleeping rooms of said buildings having more than fifteen (15) sleeping rooms shall be equipped with deadbolt locks complying with Paragraph 3 of this Subdivision; all doors into the individual sleeping rooms of said buildings having fifteen (15) or fewer sleeping rooms shall be equipped with guarded latch locks or approved deadbolt locking devices. Door viewers shall not be required on doors into the individual sleeping rooms of said buildings.

9. Buildings occupied by Bed and Breakfast Establishments shall comply with paragraphs 4. and 6. of this subdivision. In addition, all exterior doors shall comply with paragraph 3., and the windows in all lodging rooms in such establishments shall comply with paragraph 5. of this subdivision. In addition, the doors into all said lodging rooms shall be equipped with a lock capable of affording privacy and openable with a knob on the interior side of the door.

10. All exterior doors into all residential buildings containing three (3) or more dwelling units and/or lodging rooms and where the main entrance door to the dwelling unit or lodging room is accessed from a common area, shall be equipped with a positive locking guarded latch lock and with an approved self-closing device. An approved guard plate shall be affixed to the exterior side of the door if the Director of the Building Inspection Division determines such a device is necessary to provide adequate security against illegal entry. If any door locking mechanism in said buildings utilize passwords or passcodes of any type, including but not limited to digital locks, radio-frequency or RFID locks, or electronic keypads, the passwords or passcodes must be changed at least on a yearly basis. Where a building subject to this paragraph also contains a non-residential use that shares a common entrance with the dwelling units or lodging rooms and is not on the basement level, the exterior door to the common entrance may be unlocked while the non-residential use portion of the building is actually occupied.

- Items 7 through 10 summarize which provisions are required based on the type of housing. In addition, there is a common theme that when dwelling units are accessed by a common entry, or the building features common use areas, all exterior doors must be locked to prevent unauthorized access. In addition, main entrance doors must be self-closing and self-locking. Last, if electronic type locking devices are used that utilize a password or passcode, those must be changed on an annual basis.

11. All buildings and structures subject to Section 15.36.035 shall have a Key Box installed pursuant to Section 8.12.030.

- Please contact the Sun Prairie Fire Department if you need to order a Key Box (Knox Box) for your building.