

# STORM SHELTER GUIDELINE



## SUBMITTAL REQUIREMENTS:

1. **RESIDENTIAL BUILDING PERMIT APPLICATION.** The Building Permit Application is available online ([CityofAllen.org](http://CityofAllen.org)) or available at the office of Building Services.
  
2. **SITE/CONSTRUCTION PLANS WHICH INCLUDE:**
  - a. Below-ground installations:
    - i. Plans prepared and sealed by a Licensed Professional Engineer.
    - ii. Exact location and size of the storm shelter.
    - iii. Distance to property lines if located outside the structure footprint.
    - iv. Location of all existing detached structures and/or swimming pool, as applicable.
    - v. Has the structure been designed to handle hydrostatic pressures?
    - vi. Is the shelter ballasted to prevent uplift from buoyancy of saturated soils?
    - vii. Is the shelter able to resist deterioration from moisture and/or corrosive soils?
    - viii. Is the shelter adequately sealed to prevent water leakage?
    - ix. Is the shelter adequately vented to provide breathing air for maximum occupancy and to relieve atmospheric pressure changes accompanying tornadoes?
    - x. Do the steps or ladders comply with NSSA or OSHA standards?
  
  - b. Installed within a structure:
    - i. Label all rooms (Example: bedroom, kitchen, restroom, etc.)
    - ii. Location and size of all windows in or adjacent to storm shelter.
    - iii. Note location of walls to be removed or added, if any.
    - iv. The engineer will also need to provide the City of Allen a letter that the existing house foundation will not be compromised. If the house has post tension slab that has been compromised, then an engineer letter will also be required for repairs.
  
3. **ADDITIONAL INFORMATION**
  - a. Building permit must be obtained by the contractor or by the building contractor or the property owner if they themselves are installing the shelter. Separate Plumbing, Mechanical, and Electrical permits if required.
  - b. Homeowners, with proof of homestead, may obtain a plumbing permit.
  - c. A licensed electrician and mechanical contractor registered with the City of Allen must obtain any necessary electrical and mechanical permits.
  - d. After installation, the engineer will provide a letter that the shelter was installed according to all requirements of the International Residential Code and to manufacturer's specifications.