



STORM SHELTER

PERMIT APPLICATION

Inspections Division - 301 N Broadway, Moore, OK 73160
(Phone) 405-793-5051
inspections@cityofmoore.com

FILING FEE: \$34.50

Submittal Date: _____

Permit # _____

PROJECT INFORMATION

Project Address _____ City _____ State _____ Zip Code _____

Lot _____ Block _____ Subdivision _____ Date of Installation: _____

Type of Project (Check all that apply):
 Residential Commercial Industrial In Ground Above Ground Safe Room Other _____

Location of Shelter:
 In Garage In Backyard In Front Yard
 In-House Above Ground Safe Room In Right Side Yard (When Facing Home) In Left Side Yard (When Facing Home)
 Other _____

Estimated Cost \$ _____ (Include parts and labor, if any) Is this property within or touching the 100 and/or 500 year flood zone boundary? Yes No

SHELTER REGISTRATION

Emergency Contact (Individual that is not in the shelter): Name _____ Phone Number _____

Estimated number of individuals the storm shelter could hold: _____ Will there be emergency supplies inside the shelter? Yes No

Special medical needs or comments, if any:

APPLICANT INFORMATION

Applicant Name _____ Phone Number 1 _____ Phone Number 2 _____

Applicant Address _____ City _____ State _____ Zip Code _____

Applicant Email _____

SHELTER INSTALLER / CONTRACTOR INFORMATION

SAME AS APPLICANT (PLEASE NOTE: INSTALLER WILL PERFORM ALL 3RD PARTY INSPECTIONS TO COMPLY WITH FEMA MINIMUM REGULATIONS)

Contractor Name _____ Phone Number 1 _____ Phone Number 2 _____

Contractor Address _____ City _____ State _____ Zip Code _____

Contractor Email _____

OWNER INFORMATION

SAME AS APPLICANT

Owner Name _____ Phone Number 1 _____ Phone Number 2 _____

Owner Address _____ City _____ State _____ Zip Code _____

Owner Email _____

RENTAL HOUSE

NO YES - PLEASE FILL OUT INFORMATION FOR TENANT BELOW:

Tenant Name _____ Phone Number 1 _____ Phone Number 2 _____

Tenant Address _____ City _____ State _____ Zip Code _____

Tenant Email _____

I hereby certify that the statement in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached FEMA approved plans, adopted codes and will request the appropriate inspections as needed. I attest to the truth and correctness of all facts and information presented in this application and agree to pay all fees as required. All electrical, mechanical and plumbing will be performed by licensed contractors with the state of OK and the City of Moore. I certify that the code official or the code official's authorized representatives shall have the authority to enter area covered by such permit at any hour to enforce the provisions of the code(s) applicable to such permit.

Applicant Signature _____ Applicant Name (Printed) _____ Date _____



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STORM SHELTER PERMIT APPLICATION SUBMITTAL DOCUMENT CHECKLIST

Applicant shall submit this checklist as complete as applicable in order for review process to begin.

This document is a guideline and not intended to be an exhaustive list of inspections. The mission of the Building Safety Division for the City of Moore is to provide professional, support, guidance, and assistance to the citizens who are directly or indirectly involved with the building or altering the built environment of the community, to ensure that all such activity is consistent with the policies, building codes, and ordinances adopted by the City Council.

SITE PLAN (STORM SHELTER OUTSIDE THE STRUCTURE ONLY)

- | | |
|---|---|
| <input type="checkbox"/> All lot lines and lot dimensions | <input type="checkbox"/> All existing and proposed structures |
| <input type="checkbox"/> Building set back lines with dimensions | <input type="checkbox"/> All existing and proposed utilities |
| <input type="checkbox"/> Location of 100 and 500 year flood zone boundary | <input type="checkbox"/> All existing and proposed easements and right-of-way with dimensions |
| <input type="checkbox"/> Distance between lot lines and structures <i>(existing and proposed)</i> | <input type="checkbox"/> Drainage flow arrows |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Scale, North arrow, date, contact information |

FLOOR PLAN (STORM SHELTER INSIDE THE STRUCTURE ONLY)

- | | |
|--|---|
| <input type="checkbox"/> Floor plan of structure | <input type="checkbox"/> Storm shelter distance from wall(s) |
| <input type="checkbox"/> Streets <i>(Label street names)</i> | <input type="checkbox"/> Hot water tank location |
| <input type="checkbox"/> Location of doors | <input type="checkbox"/> Location of garage doors |
| <input type="checkbox"/> Identify if any structure load is setting on storm shelter <i>(if applicable)</i> | <input type="checkbox"/> Breaker box location |
| <input type="checkbox"/> HVAC location | <input type="checkbox"/> North arrow, date, contact information |

DOCUMENTATION

- | | |
|---|---|
| <input type="checkbox"/> Engineer Design <i>(Signed, stamped and labeled with construction address) (Design meets or exceeds the 2015 IBC and FEMA regulations)</i> | <input type="checkbox"/> Manufacturers Designs <i>(Specifications) (If applicable)</i> |
| <input type="checkbox"/> Elevation Certificate <i>(If applicable) (Properties within or touching the 100 and/or 500 year flood zone boundary)</i> | <input type="checkbox"/> Any additional documents as required by the City of Moore <i>(If applicable)</i> |

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Flood Zone:	Setbacks:	Easements:
<input type="checkbox"/> Yes → Zone _____ <input type="checkbox"/> No	<input type="checkbox"/> Front Yard <input type="checkbox"/> Right Side Yard <input type="checkbox"/> Left Side Yard <input type="checkbox"/> Back Yard	_____ _____ Zoning District: _____

Building Safety Division**
 Signature: _____ Approve Deny Date: _____

Planning**
 Signature: _____ Approve Deny Date: _____

**Remarks to be printed on permit, if any:

NOTE: IF INSTALLING IN THE GARAGE, THE FOLLOWING SHALL BE PRINTED ON THE PERMIT:
 All electrical equipment must maintain a 36 inch minimum in depth and a 30 inch minimum in width in front of electrical equipment to permit safe operation and maintenance of electrical equipment such as the breaker panel, sub panel, meter box, etc.
 Appliances such as a hot water heater or HVAC shall have an accessible work space and shall be maintained at a 30 inch depth and 30 inch width in front of the appliance.



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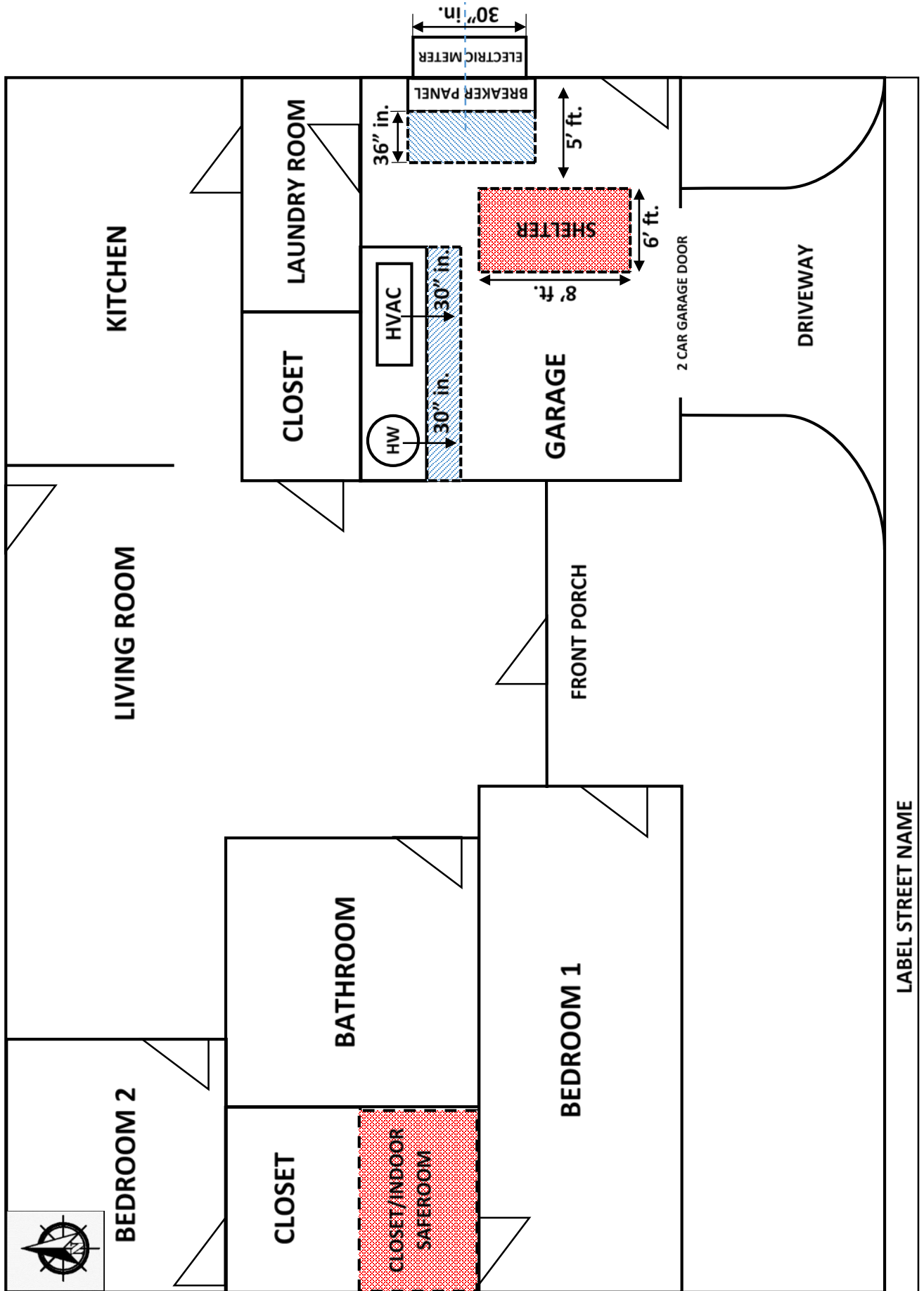
Permit #

SITE PLAN / FLOOR PLAN



PLEASE REFER TO THE SITE PLAN EXAMPLES ON PAGE FOUR (4) AND FIVE (5) AND PAGE TWO (2) FOR THE STORM SHELTER PERMIT APPLICATION SUBMITTAL DOCUMENT CHECKLIST

SAMPLE SITE PLAN FOR INDOOR STORM SHELTER



SAMPLE SITE PLAN FOR OUTDOOR STORM SHELTER

