



Residential Storm Shelter Construction Submittal Requirements

When submitting, you will need the following information:

1. Building Address
2. Owner and Applicant Information Contact Persons and Phone/email
3. Legal Description
4. Type of Shelter (Interior or exterior and aboveground or inground)
5. Estimated Cost and Square Feet

Plan Requirements

Please upload a single combined multipage PDF vector file with sheet references as bookmarks that contains:

1. Floor Plan: (if interior)
 - A. Show all existing and proposed walls, door swings and windows and their sizes.
 - B. Label use of all rooms, show all plumbing fixtures and provide stair details (if applicable)
 - C. Show accessible features (handicap requirements) including ramps and restrooms.
 - D. Show seating and/or equipment arrangements if applicable.
2. Site Plan: (If Exterior) (North arrow required)
 - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements
 - B. Location and dimension, in feet, of all structures, drives, (both existing and proposed).
3. Footing and Foundation Plan with details
4. Wall Sections: Show wall section details that include composition of walls and any fire walls or fire rated assemblies and exterior and interior finish materials
5. If exterior Elevations: Drawings shall depict accurate material/appearance of the structure.
6. Framing Plans: Structural plans showing the essential building framework and the methods of connection of structural framing members:

Submittal Fees