



The City of  
**OKLAHOMA CITY**



# STORM SHELTER SUBMITTAL REQUIREMENTS

*Protect your loved ones and find peace of mind knowing your shelter was installed correctly!*

**Call us at 405-297-2525 today.**

## ESSENTIALS FOR ALL TYPES

- Property address.
- Owner and applicant contact information.
- Legal description.
- Type of shelter.
- Estimated cost and square footage.
- Manufacturers specifications listing compliance with current adopted building code and Oklahoma State Licensed Engineers' seal and signature.

## IN-GROUND SHELTER IN GARAGE

- Simple floor plan showing outline of house and garage.
- Location of shelter marked in garage.

## ABOVE GROUND INDOOR SHELTERS

- Detailed floor plan showing existing and proposed walls.
- Wall section details.
- Doors and windows with sizing.
- Room labels.
- Plumbing fixtures and elements.

## OUTDOOR SHELTERS

- Detailed site plan drawn to scale with dimensioned property lines, easements, and right-of-way marked.
- Location of home, shelter, and all other structures.
- Footing and foundation plans with details.
- Wall sections (if applicable).
- Exterior elevation details showing materials, color, style, etc. (if applicable).
- Framing plans and details (if applicable).
- Flood elevation if located within or near areas prone to flooding (if applicable).

## FREQUENTLY ASKED QUESTIONS

- All files should be uploaded as PDF in vector file format.
- Files should be uploaded as one combined file where possible.
- Submit your permit and files at [www.okc.gov/access](http://www.okc.gov/access) or visit us in person at 420 W. Main Street, Oklahoma City, OK 73102, 1<sup>st</sup> floor.
- Call us at 405-297-2525 for any questions you have.