



Residential Storm Shelter Permitting Requirements

Building permit must be obtained by the building contractor or the property owner if they themselves are installing the shelter. Separate Plumbing, Mechanical, and Electrical permits, if required.

Note: Contractors must be State Licensed Plumbing, Electrical, or Mechanical and must obtain any necessary permits.

SUBMITTAL REQUIREMENTS : **Apply online at www.mckinneytexas.org/css**

1. **RESIDENTIAL BUILDING PERMIT APPLICATION:** The following information must be provided:
 - a. The address and legal description of the property
 - b. The name, address and contact number of the property owner
 - c. The name, address, phone number and fax number of the person doing the work, if other than homeowner
 - d. Square footage of the shelter
 - e. Valuation of construction cost
2. **PLANS WHICH INCLUDE:**
 - a. Site plan installed in ground outside the structure (also called plat survey or plot plan) which shows:
 1. Exact location and size of the storm shelter
 2. Distance to property lines if located outside the structure footprint
 3. Location of all existing detached structures and/or swimming pool, as applicable
 - b. Overall floor plan if installed within the structure and shall include:
 1. Label all rooms (Example: bedroom, kitchen, restroom, etc.)
 2. Location and size of all windows in, or adjacent to, storm shelter
 3. Note location of walls to be removed or added, if any
 - c. **In-ground storm shelter requires plans prepared by a Licensed Professional Engineer**

Footnote:

- a. A storm shelter installed in an existing required garage cannot encroach into the 2 car required parking space.

Questionnaire:

1. Is the storm shelter:

<input type="checkbox"/> Pre-manufactured	<input type="checkbox"/> Site constructed
<input type="checkbox"/> Above-ground	<input type="checkbox"/> Below-ground
2. Has the storm shelter been verified by an independent, registered engineer that the shelter you offer complies in all respects to existing quality standards, currently the National Storm Shelter Association (NSSA) Standard available at www.nssa.cc? This verification must include evidence of successful debris impact testing. If yes; provide sealed engineering report and/or sealed verification letter.
3. Plans shall be sealed by a professional engineer licensed in the State of Texas that shelter meets the following:

If In-Ground: Must meet NSSA-ICC500 standards

If installed within the structure: The engineer must provide the City of McKinney a letter that the existing house foundation will not be compromised. If the house has post tension slab that has been compromised, an engineer letter will be required for repairs.

After installation, the engineer will provide a letter (uploaded into CSS) that the shelter was installed according to all requirements of the International Residential Code and to Manufacturer's specifications.



RESIDENTIAL PERMIT APPLICATION

TODAY'S DATE: _____

ALL CONTRACTORS

MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL PRIOR TO COMPLETING THIS FORM

NOTE: This application may be used for all New and Remodel construction. For all commercial construction, please use Commercial or Sign Permit Application.

Check the box for the type of Residential Permit:

Single Family Home (detached) Townhome (attached) Duplex Garage (addition or alteration) Foundation Repair
 Window Replacement Storm Shelter Addition (includes attached living area, arbor, patio covers, storage sheds, etc.)
 Alteration (includes detached arbor, patio covers, storage sheds, etc.) Water Heater
Check all that apply for the type of MEP Stand-Alone Permit: Mechanical / Electrical Elec Meter Release / Plumbing Gas meter release

Project Address: _____
 (Street address)

Subdivision: _____ Lot: _____ Block: _____

Property Owner: _____
 (Name) (Address) (City, State, & Zip Code)

(Email) (Phone)

Contractor: _____
 (Name) (Address) (City, State, & Zip Code)

(Email) (Phone)

The City encourages you to have approval from your HOA prior to submittal. Check here if there is NOT an HOA at the project location.

Project Type, Detailed Scope and Location of Work (please be specific, add separate sheet if necessary):

Valuation of Work: \$ _____ Builder's House Plan & Elevation Designation: _____

Will the Home include a Fence? Piers? Res Fire Sprinkler? Is there an Alley adjacent to the Property? Yes No

Elect. Provider: Oncor GCEC CoServ Gas Provider: Atmos CoServ

Storm Shelter Location? Interior Exterior

Where is the Water Heater located? _____ Are you changing the location? Yes No

What type of Water Heater is it? Tankless Boiler Storage Tank Other

Are you changing from a Storage Tank to Tankless? Yes No Is the Water Heater Electric? Gas?

Size of Water Heater in gallons: _____ Number of Water Heaters: _____

NOTICE: AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Print Applicant's Name: _____ Signature: _____ Date: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Building Inspections Department

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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by emailing contactadacompliance@mckinneytexas.org Please allow at least 48 hours for your request to be processed. **Updated 04/08/2021**