

## 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](http://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](http://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.