

STREET ADDRESS: STORM SHELTER DATE REC'D: **CITY OF BARTLESVILLE** (1-2019) I. LAND USE INFORMATION: **TYPE OF IMPROVEMENT: FLOOD ZONE:** ____ In Yard in Garage below grade No ____ In Yard below grade in Garage above grade Yes LAND USE Storm Shelter GPS LOCATION: **LAND USE** Principle Use __ Use By Right __ Accessory Use ___ Use By Interpretation ___ Legal Non-Conforming ___ Use by Variance **Emergency Management for GPS Location** __ Use by Special Permit after installation 918-331-2710 **II. BUILDING INFORMATION: ESTIMATED COST** PLACEMENT OF SHELTER: OF CONSTRUCTION: ATTACH SITE PLAN WITH DETAILED MEASUREMENT FROM WALLS AND/OR PROPERTY LINES. PRINCIPLE TYPE OF CONSTRUCTION: REQUIRED INSPECTIONS (to be called in by contractor): Structural Steel _____ Reinforced Concrete 1. After hole is excavated, (if applicable) Other: 2. At completion. **TOTAL SQ FT** Inspector: 918-214-4778 **OF NEW SHELTER:** Office: 918-338-4244 PROPOSED DATE OF INSTALLATION: **COST OF INSTALLATION: \$** III. IDENTIFICATION OF OWNER, CONTRACTOR Property Owner: Owner Phone: Contractor: I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. I further state that I have researched and examined or caused to be researched and examined all recorded documents and instruments relating to said property, and that all recorded easements, dedications, and rights-of-way are known to me and are delineated on the site plan which is a part of the application for a building permit. It is understood that issuance of such building permit does not authorize or permit construction of a permanent structure over or upon any easement, dedication or right-of-way. Signature of Applicant: Address of Applicant: Daytime Telephone No: E-mail Address: BUILDING CONSTRUCTION: Approved Denied FEES: BELOW SLAB: \$50 \$ Signature and date: ABOVE SLAB: \$20 \$ STATE FEE: \$4 \$ TOTAL: \$

COMMUNITY DEVELOPMENT

LICENSE & PERMIT CENTER / INSPECTION SERVICES

Address: 401 S. Johnstone, Bartlesville, Oklahoma 74003 Phone (918) 338-4244 • Fax (918) 338-4239 www.cityofbartlesville.org

STORM SHELTER PERMITTING AND INSPECTION PROCESS

A building permit *is* required to install storm shelters, above or below ground, inside or outside of a structure. Building permits for storm shelters are issued only to the licensed contractor who has been hired to install the storm shelter.

To apply for a building permit to install/construct a storm shelter, the following items need to be submitted:

- 1. A complete building permit application, signed by the licensed contractor/storm shelter company.
- 2. A site plan/floor plan showing the location of the proposed storm shelter, with dimensions from nearest walls or property lines and size of the storm shelter.
- 3. Specifications on the storm shelter itself (City of Bartlesville recognizes the following: ICC/ NSSA 500 or FEMA 320 or other equivalent engineered design and stamped systems)

Once <u>all</u> of the above items are received by this office, the plans are turned over to the zoning technician for review. The review process may take up to three business days. Upon approval of the building permit, the contractor is notified of any fees that need to be paid prior to issuance of the building permit. The building permit <u>must</u> be on the project site prior to any work being performed.

Two inspections are required for most storm shelters:

1. Pre-site:

- a. For storm shelters located *in-ground*, *inside* of a structure this inspection is requested after excavation so that the building inspectors can verify that no damage has been done to the foundation of the structure
- b. For storm shelters located *in-ground or above ground, outside of a structure*, this inspection is done also after excavation.
- 2. Final inspection is to be requested after the storm shelter installation is completed.

The inspector **must** be able to gain access to the storm shelter for the inspection. Failure to provide access will result in a *rejected inspection*. To request an inspection or to schedule a specific time for the inspection, the licensed contractor is required to call the inspector's direct Line at (918) 214-4778. If the inspector is not available call the Permit Office at (918) 338-4244. Pre-site inspections are conducted the date that they are requested. Final inspections may be scheduled with the inspector at the time of the pre-site inspection.