

COMMUNITY DEVELOPMENT
LICENSE & PERMIT CENTER / INSPECTION SERVICES
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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 all 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 must 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.

Homeowners can register their storm shelters through the Washington County Emergency Management by calling (918) 331-2710