

Storm Shelter Permit Instructions

Submittal Process:

1. General Contractor Registration –

The Shelter Company will need to register as a General Contractor with the City of Glenpool.
This process is completed online only, and registration is required prior to application submittal.
<https://glenpoolonline.com/337/Contractor-Registration>

2. Storm Shelter Permit Application –

The Shelter Company is required to submit the Shelter Permit Application.
Fillable application is located Online at: glenpoolonline.com
Located under: Departments > Building Permits & Inspections > Storm Shelter > Shelter-Permit-Application-PKT

3. Submit Application & Required Supporting Documentation –

The Shelter Company is required to provide supporting documentation with application submittal.
Required supporting documentation to include:
- Fully completed Storm Shelter Permit Application.
- Plot Plan showing location of Storm Shelter - See attached examples.
- Manufacturer Specifications showing the storm shelter complies with:

- ICC 500 Manufacturing requirements
- FEMA 320 recommendations.

4. Application Submittal-

E-mail completed application with supporting documentation to: permit@cityofglenpool.com

5. Call 918-209-4610 to pay the \$80.00 Storm Shelter Application Fee –



City of Glenpool
Development Services Department
12205 S Yukon Ave
Second Floor
Glenpool, OK 74033

Hours of Operation:

Monday - Thursday
7:30 A.M. – 12:00 P.M.
CLOSED FOR LUNCH 12:00 P.M. – 1:00 P.M.
1:00 P.M. – 5:30 P.M.
Friday
7:30 A.M. – 11:30 A.M.

Processing:

Properly submitted applications will be entered into the system and sent back for review.

This process may take up to 10 business days.

During the review process if more information is required, we will reach out to the applicant.

Once the application is approved a permit will be e-mailed to the applicant for final signature.

The applicant will sign and return the permit via e-mail to make the permit valid.

Next the applicant will complete the approved project and schedule any required inspection using the Inspection Request Form located online only. glenpoolonline.com

Once the inspection(s) have been completed the Building Official will issue the results to the E-mail listed on the inspection request form.

Be sure to register the shelter after the final passing inspection.

Shelter Registration:

Registration application is located Online at: glenpoolonline.com

Located under: Departments > Building Permits & Inspections > Storm Shelter > Storm Shelter Registration

PROJECT INFORMATION			
Project Address		City	State Zip Code
Lot	Block	Subdivision	
Type of Project (Check all that apply): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> In Ground <input type="checkbox"/> Above Ground Safe Room <input type="checkbox"/> Other _____			
Location of Shelter: <input type="checkbox"/> In Garage <input type="checkbox"/> In Backyard <input type="checkbox"/> In Front Yard <input type="checkbox"/> In-House Above Ground Safe Room <input type="checkbox"/> In Right Side Yard (When Facing Home) <input type="checkbox"/> In Left Side Yard (When Facing Home) <input type="checkbox"/> Other _____			
Estimated Cost \$ _____ (Include parts and labor, if any)		Date of Installation:	Property within or touching the 100 and/or 500 year flood zone boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No
SHELTER REGISTRATION			
What is the storm shelter capacity (estimated number of individuals the shelter could hold)? _____		Will there be emergency supplies inside the storm shelter (i.e. water, food, flashlights, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Contact (Individual that is not in the shelter): Name			Phone Number
Special Medical Needs/Comments, if any:			
APPLICANT INFORMATION			
Applicant Name		Applicant Address	Applicant Phone Number 1
City	State	Zip Code	Applicant Phone Number 2
Applicant Email			
SHELTER INSTALLER / CONTRACTOR INFORMATION			
<input type="checkbox"/> SAME AS APPLICANT (PLEASE NOTE: INSTALLER WILL PERFORM ALL 3 RD PARTY INSPECTIONS TO COMPLY WITH FEMA MINIMUM REGULATIONS)			
Contractor Name		Contractor Address	Contractor Phone Number 1
City	State	Zip Code	Contractor Phone Number 2
Contractor Email			
OWNER INFORMATION			
<input type="checkbox"/> SAME AS APPLICANT			
Owner Name		Owner Address	Owner Phone Number 1
City	State	Zip Code	Owner Phone Number 2
Owner Email			
RENTAL HOUSE			
<input type="checkbox"/> NO <input type="checkbox"/> YES - PLEASE FILL OUT INFORMATION FOR TENANT BELOW:			
Tenant Name		Tenant Address	Tenant Phone Number 1
City	State	Zip Code	Tenant Phone Number 2
Tenant Email			
Applicant Signature		Applicant Name (Printed)	Date

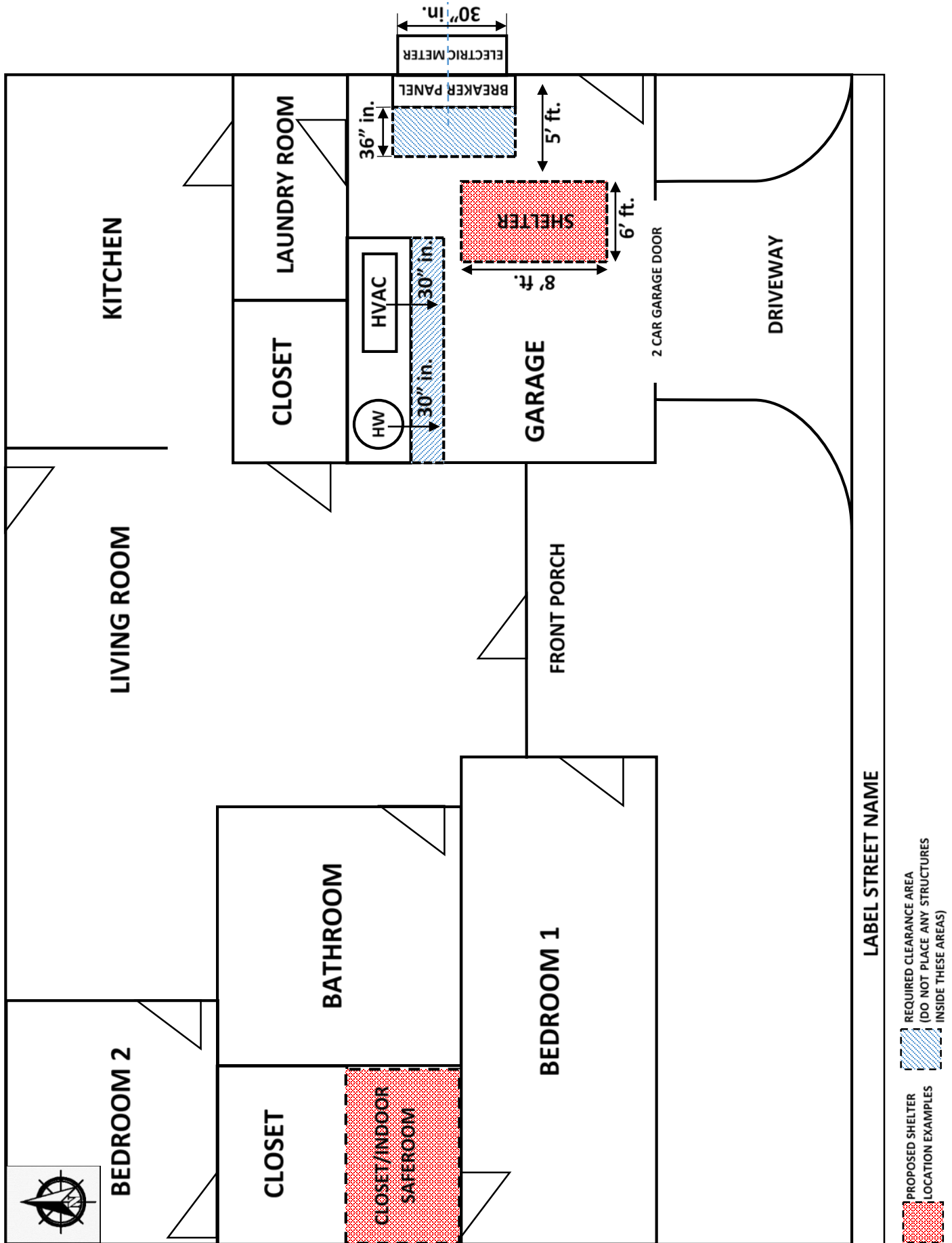
I hereby certify that the statement in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached FEMA approved plans, adopted codes and will request the appropriate inspections as needed. I attest to the truth and correctness of all facts and information presented in this application and agree to pay all fees as required. All electrical, mechanical and plumbing will be performed by licensed contractors with the state of OK and the City of Glenpool. I certify that the code official or the code official's authorized representatives shall have the authority to enter area covered by such permit at any hour to enforce the provisions of the code(s) applicable to such permit.

SITE PLAN / FLOOR PLAN



PLEASE REFER TO THE SITE PLAN EXAMPLES ON PAGE THREE (3) AND FOUR (4)

SAMPLE SITE PLAN FOR INDOOR STORM SHELTER



SAMPLE SITE PLAN FOR OUTDOOR STORM SHELTER

SAMPLE SITE PLAN

LEGEND

	Drainage Flow Arrow
	Silt Fence (Erosion Control)
	Natural Gas Service Line
	Water Service Line
	Sanitary Sewer Service Line
	Electrical Service Line
	Tree

CHECKLIST

<input type="checkbox"/> Address	<input type="checkbox"/> Driveway
<input type="checkbox"/> Street Name(s)	<input type="checkbox"/> Neighboring Driveway
<input type="checkbox"/> Property Line w/Dimensions	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Structure(s) w/Dimensions	<input type="checkbox"/> Drainage Flow Arrows
<input type="checkbox"/> Setback lines	<input type="checkbox"/> Erosion Controls
<input type="checkbox"/> Existing/Proposed Utilities	<input type="checkbox"/> Flood Zone Boundary (if applicable)
<input type="checkbox"/> Water Service	<input type="checkbox"/> Retaining Wall(s)
<input type="checkbox"/> Water Well	<input type="checkbox"/> Scale
<input type="checkbox"/> Sanitary Sewer Service	<input type="checkbox"/> North Arrow
<input type="checkbox"/> Septic System	<input type="checkbox"/> Date
<input type="checkbox"/> Electrical Service	<input type="checkbox"/> Contact Information
<input type="checkbox"/> Natural Gas Service	

John Doe
(405) 555-5555
Jan. 1, 20XX

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