



### Residential Storm Shelter Addition

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

**Note:**

1. Homeowners, with proof of homestead, may obtain a plumbing permit.
2. A licensed electrician and mechanical contractor registered with the City of Euless must obtain any necessary electrical and mechanical permits.

**SUBMITTAL REQUIREMENTS:**

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 contract number of the property owner.
  - c. The name, address, phone number and fax number of the person doing the work, if other homeowner.
  - d. Square footage of the addition or remodel.
  - e. Valuation or construction cost.
2. **SET OF PLANS WHICH INCLUDES:**
  - a. Site plan in 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.**

**Footnotes:**

- a. The Building Permit Application is available on our web site at [www.eulesstx.gov](http://www.eulesstx.gov) or at Development Services.
- b. The proposed storm shelter may require the installation of smoke detectors in all bedrooms, outside each sleeping area and on each additional story.

**Questionnaire:**

1. Is the storm shelter:  
 Pre-manufactured                       Site constructed  
 Above-ground                                       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 addresses the following issues:

If In-Ground

- a. Has the structure been designed to handle hydrostatic pressures?
- b. Is the shelter ballasted to prevent uplift from buoyancy of saturated soils?
- c. Is the shelter able to resist deterioration from moisture and/or corrosive soils?
- d. Is the shelter adequately sealed to prevent water leakage?
- e. Is the shelter adequately vented to provide breathing air for maximum occupancy and to relieve atmospheric pressure changes accompanying tornadoes?
- f. Do the steps or ladders comply with NSSA or OSHA standards?

If Installed Within the Structure

- g. The engineer will also need to provide the City of Euless a letter that the existing house foundation will not be compromised. If the house has post tension slab that has been compromised then an engineer letter will also be required for repairs.

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