



COMMUNITY SERVICES DEPARTMENT

LICENSE & PERMIT CENTER / INSPECTION SERVICES

Address: 212 SW 9th Street, Lawton, Oklahoma 73501

Phone (580) 581-3360 • Fax (580) 581-3479

www.cityof.lawton.ok.us

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 (Applications can be found on our website at www.cityof.lawton.ok.us)
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 Lawton recognizes the following: ICC/NSSA 500 or FEMA 320 or other equivalent engineered design and stamped systems)
4. Permit deposit of a minimum \$25.00 (this is due at time of application).

Once all of the above items are received by this office, the plans are turned over to the plans examiner for review. The review process may take up to three business days. Upon approval of the building permit, the contractor is notified of any additional fees that need to be paid prior to issuance of the building permit. The property owner may pay the remaining balance and obtain the building permit with written permission from the contractor. 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 post 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 prior to digging the hole, location shall be staked or marked so that the inspector can verify that all required setbacks are met
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 with the Inspection Services Division, the licensed contractor is required to call the Inspection Line at **(580) 581-3362**. To schedule a specific time for the inspection, the contractor will also need to call **(580) 581-3360** and speak with the inspector. 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; however, a formal inspection request is still required to be called in on the Inspection Line.

****Homeowners can register their storm shelters through the Comanche County Emergency Management Department by calling (580) 355-0535****