City of Norman Residential Storm Shelter FAQs

Development Services Division | Building Permits and Inspections
225 N Webster Ave., Norman, OK | (405) 366-5339

The below questions and answers are intended to assist with questions regarding residential storm shelters and permit/inspection/closeout requirements.

Question: What is the cost of a storm shelter permit?

Answer: The cost of a storm shelter permit is $54.50.

Question: When is a storm shelter permit required?

Answer: Not until the time you are planning to install or build a storm shelter or safe room on your property.

Question: How do I apply for a Storm Shelter permit?

Answer: Create a portal account on the City of Norman website. The portal may be accessed HERE. For assistance setting up your portal account please click HERE. Once your portal account is established, please follow the steps to apply for permit.

Question: For shelters installed on the exterior of a property where can they be installed?

Answer: Regarding shelters installed on the exterior of a property, it depends on the zoning of the property as to whether one is allowed on the exterior of the property.

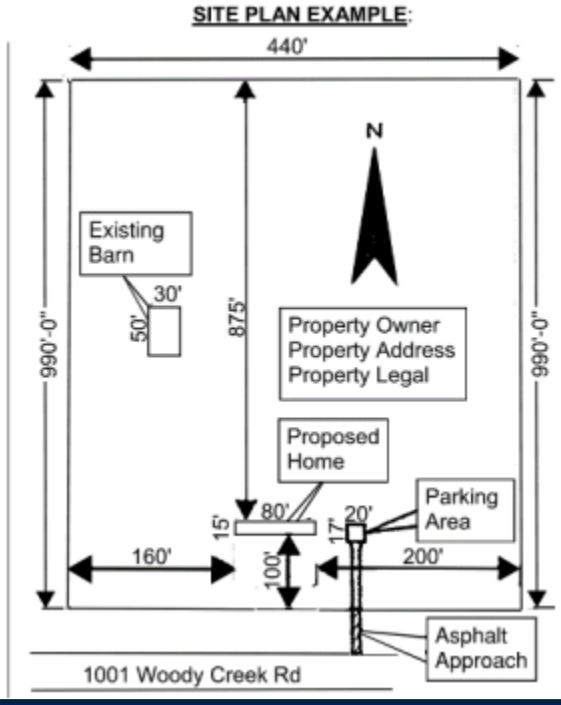
For a Single-Family Home in an R-1 Zoned area that is allowed on the exterior of the property, typically the setbacks would be as follows:

- •A minimum 5’ from the side setback (the shelter may be installed at a 3’ minimum setback if all parts of the shelter are located within 50’ of the rear property line or 50’ of the rear easement)
- The shelter must be 1’ off the rear setback or Utility Easement.

Question: What documents will I need to submit to the City when applying for a storm shelter permit?

Answer:

- An engineer drawing with references to the current code cycle and the 2014 ICC-500 or newer of the storm shelter is required. These documents can likely be obtained from your storm shelter company.
- A site plan is also required and must be submitted. Please e-mail review@normanok.gov with the address and request a site plan.
- If your property is in a flood zone, please contact Jason Murphy in Public Works at 405-366-5455 for further requirements.



Question: Do I need an inspection for my storm shelter?

Answer: Yes. Site Cast Concrete Shelters require inspection of the concrete work before placement of concrete. This type of storm shelter also requires a final inspection at the conclusion of the work.

Pre-Built Shelters only require a final Inspection.

Question: How do I schedule inspections?

Answer: Inspections may be scheduled via the City's On-Line Portal (the same place the application for permit was applied). HERE

Question: How do I close out my permit?

Answer: Final inspection(s) must be requested and fully approved, and any re-inspect fees must be paid. At that time, staff will issue a Certificate of Completion (CC).

REGISTER YOUR STORM SHELTER WITH THE CITY FIRE DEPARTMENT

Please register your storm shelter with the City of Norman Fire Department HERE or you may register by calling 405-292-9780.