

## Storm Shelters

### ITEMS REQUIRED TO BE SUBMITTED

**Please contact the City of Anna Building Department before submitting a permit for a storm shelter. The specifics of the shelter will dictate if a permit is required.**

ADDITION, ACCESSORY, STORAGE BUILDING, PERGOLA, COVER PATIO, DECK PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3665/BuildingPergolasCovered-PatioDeckApplication>

PLOT PLAN SHOWING LOCATION OF STORM SHELTER

DETAILED INFORMATION ON HOW SHELTER IS TO BE CONSTRUCTED

IF A PREFABRICATE STRUCTURE, PROVIDE PRODUCT BROCHURE

FEES (if required) - *Application fees must be paid when an application is submitted to the City.*

<https://www.annatexas.gov/DocumentCenter/View/3173/Building-Permit-Fees>

**The City cannot accept an application that does not have all the required submittal items listed above.**

### PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit.

**EVEN IF A PERMIT IS NOT REQUIRE FOR THE STORM SHELTER YOU ARE INSTALLING, IT IS CRITICAL TO CONTACT THE CITY AND PROVIDE THE LOCATION OF THE SHELTER. THIS WILL ALLOW EMERGENCY SERVICES TO HAVE RECORD OF ITS LOCATION IN THE EVENT OF AN EMERGENCY.**

**PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.**

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*