Town of Shady Shores
Building Permit Procedures

In order to complete a building permit, each applicant must complete a Town of Shady Shores Building Permit Application or Swimming Pool Application. The Town of Shady Shores uses the International Building Code, Uniform Plumbing Code, Electrical Code and Uniform Mechanical Code

Permit Approval

All permits must be approved and paid for before any work can begin. Projects that are started prior to approval may be subject to additional fines. Permit cost will be determined by current Fee Schedule. Work authorized under the Town of Shady Shores Building Permits shall be completed within 180 days of the permit being issued.

____Permit Application completely filled out with signatures
____3 sets of the plans including, floor plan, front, side and rear elevations, foundation plans, electric plumbing and mechanical specifications, smoke detector location, and fireplace detail construction if applicable.
____Plot plan drawn to scale (current setbacks require that a building be placed twenty-five (25) feet from the front and rear property line, and not less than ten (10) feet from each side of the property line.)

Fence Permits

Fence Permits must be accompanied by a site plan showing where the fence will be located on the property and detail must be given on the application as to the type of construction. Fences that are being proposed in drainage easements must meet the requirements of Ordinance 222-2-2010. The cost of the fence permit will be determined by the current fee schedule.

Hot Water Heater Permits

May be requested on the general building permit form. Please include a copy of the plumbers name, address and license #, and the homeowner's name and address.

On-site Sewage Facility

Property not served by Lake Cities Municipal Authority shall furnish:
___ Application for On-site sewage facility construction permit
___ Satisfactory percolation tests by a registered sanitarian
____A permit and approved plan from an authorized agent must be submitted before construction, alter, repair or extensions to an on-site sewage disposal system.

INSPECTIONS

After the permit is approved, the contractor must call in for the required inspections. To request a building inspection, please call (940) 498-0044. All requests for inspection must be made through the town office. Inspections **MAY NOT** be scheduled directly with the building inspector. Requests for inspections that are called in by 10 a.m. will be completed the following day. Inspections called in after 10 a.m. will be scheduled for the day after. Inspections that do not meet the requirements will be considered **red-tagged** and a re-inspection fee of $75 must be paid before the work can be re-inspected. A green tag left on the construction site indicates approval and a red tag indicates that a re-inspection is needed.

The following are examples of inspections required for most projects; however some projects may require more or less inspections.

Houses, Accessory Buildings, ETC

1. Plan Approval (doesn't need to be called in) Permit must be displayed where it is visible from the street.
2. T-Pole Inspection
3. Pier hole (if applicable)
4. Plumbing Rough-in (water test) & Form board Survey
5. Foundation
6. Seconds
    a. Frame
    b. Fireplace
    c. Electrical Rough-In
    d. Mechanical Rough-In
    e. Plumbing Top-Out (2 story water test)
    f. Gas (water test)
    g. Brick Ties
7. Flat work, approach & Culvert
8. Meter releases
    a. Final Electrical
    b. Gas
9. Finals
    a. Finals Building
    b. Finals Mechanical
    c. Finals Plumbing
    d. Finals Electrical

Swimming Pools

1. Ground Electrical/Belly Steel
2. Deck Steel
3. Fence Inspection prior to plaster and filling of pool
4. Pool Final (electrical and plumbing)

Sprinkler System

1. Backflow Device Inspection

On Site Sewage Facility

1. Plans Approval
2. Final