

Application Process for Residential Tornado Safe Room Producing Members

Preliminary Reviews:

1. Make sure you have read Association By-Laws (Articles I-VI) and Member Pledge Agreement
2. Make sure you read and understand NSSA seal types and costs
3. You must have all models of your safe rooms pass compliance process

Call NSSA – This is the time to call us and clear up any questions you may have about the documents and processes.

Before Starting: The Designer of Record is a licensed design professional (engineer/architect).

- It is essential that their designs meet the design criteria set forth in the latest editions of the ICC 500 Standard and the FEMA P-361 guidelines
- We recommend that both you and your design professional have reviewed the standards and guidelines and have discussed your compliance with these documents.
- Note- Make sure you are following criteria for “residential tornado safe rooms”. There is often confusion with more stringent requirements for community safe rooms
- Call us if you or your design professional need clarification on compliance

Step 1 – Select Designer of Record

Refer to NSSA Compliance Verification Process for more detail on requirements

Send final sealed designs to Third Party Evaluator after Impact Testing is complete. You may have to correct design, if impact test reveals need

Step 2 – Approved Impact Test

Refer to Debris Impact Test document in application materials for approved testing contacts.

You will receive passing approval report from agency. Hold on to it until third party review is complete

Step 3 – Third Party Review

Refer to NSSA Compliance Verification Process for more detail on requirements

You will receive final engineering review letter, make sure all safe rooms are included and it confirms compliance of models and sizes with ICC 500 and FEMA P 361.

Step 4 – Complete Application

Complete, sign and notarize (when required) all application documents.

Send Application documents (with payment), complete sealed designs on all models, Debris Impact test reports on all models, Third Party Evaluator final report on all models to the NSSA.

Step 5 – NSSA reviews Application and Reports

NSSA staff will check documents for accuracy and completeness. We will request anything we need to finalize our review.

Final Application will be submitted for approval by the Board

Step 6 – NSSA Board of Directors Approval

Congratulations! You are now a Producing Member of the NSSA

Final Steps: The NSSA staff will contact you and place an order for the type of seals you will require. We will have Certificates of Installation printed and sent to you.

Processes during and after installation:

1. During installation, your installer will follow and fill out the Inspection Checklist you have created
2. When completed the NSSA Type 1 seal is affixed to the shelter, normally on the outside of the door jam. Make sure the installer writes down the seal number.
3. Call for any inspections required (if any) by the local jurisdiction
4. Your office personnel can then fill out the NSSA Certificate of Installation and send it with a copy of the Inspection Checklist to our office

Note: Homeowners involved in a **rebate program** may require additional paperwork from your company