



Antenna & Collocation Permit Checklist

Please Note: If the application submitted does not include all the materials under the checklist below, it will be returned to the applicant. If selecting Electronic Plan Review on the Building Permit Application, only one set of the below required items need to be uploaded.

A complete hard copy building permit application packet includes the following information:

Required:

- Cover page explaining project with the name of the person(s) responsible for the building permit application.
- Building permit application completed.
- Two sets of 11"x17" building plans signed by a licensed professional and site plans. Building plans must include:
 1. Number and dimensions of existing and proposed antennas.
 2. Maximum height above ground level (AGL) to the top of the new antennas and the existing antennas.
 3. Building elevations including top of antennas and mounting apparatus height as measured from the roof deck of the building (not from top of parapet wall, stairwell, or penthouse). No antennas will be permitted to be mounted above penthouse roof line, or on building entrance or street side of penthouses, if visible.
 4. Building plans must show how the antenna installation will meet Sec. 63.110 (e) building design standards, for reducing the visibility of rooftop equipment, for example: setback from edge of rooftop, colors, materials, and/or structure to be used for stealth camouflage.
- Two sets of signed structural analysis reports.
- Two sets of photos of the installation site and photo simulations of the proposed installation.
- State Historic Preservation Office (SHPO) final letter of findings per Section 106 of the National Historic Preservation Act - or in place of a final letter of findings from SHPO, a Section 106 exemption letter from an independent Historic Preservation consultant.

If applicable:

1. If the proposed work is located within a local historic district or site an HPC Design Review Application is required and an HPC Conditions of Approval comment letter must be provided prior to issuing the Building Permit.
2. A Fence Permit Application is required if installing any fencing. Barbed wire fencing requires a certificate of insurance and an annual registration fee.
3. A Site Plan Review Application is required for any new equipment building(s) and/or monopole(s). Approval must be received prior to issuing the Building Permit.
4. A Conditional Use Permit is required for a change in existing or approved conditions in residential, traditional, and business districts.
5. Eligible Facilities Request requires a narrative statement describing how the modification or collocation is covered by 47 CFR 1.6100.