



Building Department CHECKLIST FOR ANTENNA PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Applicant's information
- Tower owner's information
- Contractor's information
- Architect/Engineer's information
- Description of work
- Total tower height
- Property owner
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Engineered drawings
- Electrical Sub-permit Application
- Structural analysis report
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **The following shall be submitted for city owned properties:**
 - Written confirmation from the Finance Department that the tower is current on their lease payments.
 - ORIGINAL Tower Removable Bond/Irrevocable Letter of Credit and written confirmation that the information is on file with the City Clerk's Office, for the appropriate amount of money in conformance with Section 158.213(M) of the City Code of Ordinance;
 - a) If there is no tower removal bond or irrevocable letter of credit existing on file with the City Clerk's Office, an original bond (with a raised seal) must be submitted by the applicant with their application package to be reviewed and approved by the City Attorney's Office.
 - b) Once the bond is reviewed and approved by the City Attorney's Office, the original bond will be forwarded to the City Clerk's Office for records retention.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.