



Wireless Communication Facilities Permit Submittal Checklist

Project: _____ Contractor: _____

Applicant: _____ Date: _____

WIRELESS COMMUNICATION FACILITIES - PERMIT SUBMITTAL CHECKLIST				
Requirement	Yes	No	N/A	Comment
1. Completed Encroachment Permit Application.				
2. Four (4) full size sets of site plans and elevations drawn to a measurable scale showing the metes and bounds and existing features of the site including existing structures, roads, trees, and other significant natural features.				
3. Alternative Site Analysis. (2 copies)				
4. Photosimulations (two contextual views and one close up view) including all proposed equipment and cabling. (2 sets)				
5. (If applicable) A landscape plan that shows existing vegetation, indicating any vegetation proposed for removal, and identifying proposed plantings by type, size, and location. (4 copies)				
6. Cumulative electromagnetic frequency report certified by a licensed California electrical engineer. (2 copies)				
7. Noise/acoustical information for the base transceiver stations and associated equipment such as air conditioning units.				
8. Construction/Installation plans showing weight and dimensions of all proposed equipment.				
9. Details for attachments of all equipment.				
10. Indicate location of proposed power source.				
11. Structural assessment/calculations for existing/new infrastructure to support proposed equipment. Include photos of existing structure and components.				
12. Traffic control plan.				
13. Erosion and sedimentation control plan.				
14. Electromagnetic report showing compliance with FCC.				
15. Filing fees and fees for processing and monitoring the permit application as are established by resolution of the City Council.				
16. Bonds/Deposits as determined by the City.				
17. Executed written agreement with City.				

Note: In addition to an Encroachment Permit an Electrical Permit will be required for associated electrical installations and connections.

