

### **INSTRUCTIONS FOR THE BUILDING/ZONING TELECOMMUNICATIONS PERMIT APPLICATION**

#### **General Information**

The application process for installation of telecommunications structures and facilities is pursuant to Code of Virginia Title 15.2 Chapter 22 Article 7.2 § 2316.4, 2316.4:1, 2316.4:2, and 2316.4:3. Section 2316 regulations classify specific terminology and describe zoning requirements for telecommunications structures and facilities. All telecommunications projects defined in the referenced regulations are subject to administrative review by the zoning administrator. These instructions are to serve as a helpful guide as you complete the Zoning Telecommunications Permit Application. Fees: \$100 each up to five, \$50 each additional.

#### **Telecommunications projects covered under Section 2316:**

Section 2316 of the Virginia code addresses small cell facilities, new telecommunications structures, and co-location of wireless facilities on existing structures. The table below describes permit eligible for a zoning administrative review. Zoning's review will rely entirely on the parameters set for in above regulations.

<b>ADMINISTRATIVE PERMIT CATEGORIES</b>		
<b>Small Cell Facilities</b> <i>(New Installation or equipment replacement)</i>	<b>New Structure</b> <i>(Installation or Construction)</i>	<b>Co-location</b> <i>(place a wireless facility on an existing structure)</i>
<p><b>Basic requirements:</b></p> <ol style="list-style-type: none"> <li>1. Each antenna is located inside an enclosure of <b>no more than six cubic feet in volume</b>, or, in the case of an antenna that has exposed elements, the antenna and all its exposed elements <b>can</b> fit within an imaginary enclosure of no more than six cubic feet</li> <li>2. All other wireless equipment associated with the facility has a cumulative volume of <b>no more than 28 cubic feet</b>, or such higher limit as is established by the Federal Communications Commission</li> <li>3. Must be located on private property</li> </ol>	<p><b>Basic requirements:</b></p> <ol style="list-style-type: none"> <li>1. Structure <b>does not exceed 50 feet</b> above ground level</li> <li>2. Structure is designed to support small cell facilities</li> <li>3. Structure <b>does not exceed 10 feet</b> above the highest existing utility pole within 500 feet of the new structure in the same public right-of-way or line of utility poles</li> <li>4. Structure is not within the jurisdictional boundaries of a local, state or federal historic district</li> <li>5. Structure has not yet been installed, constructed, approved for installation or construction at the time of application filing</li> </ol>	<p><b>Basic requirements:</b></p> <ol style="list-style-type: none"> <li>1. Wireless facility to be co-located <b>may not be a small cell facility</b></li> <li>2. Co-locate means: to install, mount, maintain, modify, operate, or replace a wireless facility on, under, within, or adjacent to a base station, building, existing structure, utility pole, or wireless support structure</li> <li>3. Wireless facility means equipment means equipment at a fixed location that enables wireless communications between user equipment and a communications network. It includes radio transceivers, antennas, coaxial, or fiber-optic cable, regular and backup power supplies, and comparable equipment</li> </ol>
<p style="color: red; font-weight: bold;">ANY GROUNDWORK LOCATED WITHIN A FLOODPLAIN/FLOODWAY WILL BE REQUIRED TO BE LOCATED ONE FOOT ABOVE BASE FLOOD ELEVATION. A PRE AND POST CERTIFICATE OF ELEVATION WILL BE REQUIRED.</p> <p style="color: red; font-weight: bold;">ALL EQUIPMENT MUST BE SCREENED INCLUDING ANTENNAS. PLEASE CONTACT THE ZONING DIVISION (540) 375-3036 FOR ADDITIONAL INFORMATION.</p>		

**IF THE PROJECT DOES NOT FALL WITHIN ONE OF THE CATEGORIES ABOVE, THEN THIS IS NOT THE CORRECT APPLICATION FORM.**

**ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED FOR AN APPLICATION TO BE ACCEPTED. TWO COPIES WITH SUPPORTING DOCUMENTS MUST BE SUBMITTED.**

How many permit requests can I submit?

1. An application may be submitted for one (1) permit category only
2. An application for small cell facilities may contain up to thirty-five (35) small cell facilities
3. An application for a new structure may contain only one (1) permit request
4. An application to co-locate on an existing facility may contain only (1) permit request

#### **BUILDING PLAN REVIEW/INSPECTION**

Building plan review/inspection is required for installations and/or alterations:

1. If not exempt from VUSBC per VUSBC VCC Section 102.3
2. If involves any of the below per VUSBC VCC Section 108.1
  - Alteration, penetration, or repair of any fire-resistance or smoke rated assembly, including exterior walls and interior walls and partitions
  - Alteration of or connection to any structural component, including post-tension concrete slab
  - Installation of electric wiring except where exempt from permit application per VUSBC VCC Section 108.2

#### **► APPLICATION SECTIONS**

##### **1. Project Type**

Indicate whether you are applying for a **small cell facility, a new structure or to co-locate on an existing structure.**

Please select sub-categories as appropriate. Refer to the basic requirement for each category on page 1 of the instructions.

**NOTE: New structure and co-location projects may require building plan review and inspection. Call the Building Official's Office (540) 375-3036 to find out if your project requires this review.**

##### **2. Applicant Information**

Provide the contact information for the applicant. This is the person/entity to whom all correspondence from the Zoning Administrator will be directed.

- a) Indicate wireless service provider.
- b) Indicate your FCC license status.
- c) **If you have filed an annual plan with the county, include a copy with your application.**

##### **3. Site Information**

Enter physical location information for the property where the project is proposed to be installed. Include the address, zoning district and geographical coordinates.

- a) Visit the City of Salem's GIS Open Data Portal to search for the zoning district of the property.
- b) Indicate if the site is private or County-owned property.
- c) Provide any information on existing or planned communications facilities at this site.

##### **4. Site Owner**

Enter the contact information for the owner of the site identified in Item 3.

- a) A letter of consent from the site owner will be required as part of the supplementary documents submission.

##### **5. Project Information**

Provide a brief narrative description of the project.

##### **6. Small Cell Facilities Questions**

Provide an answer to each question. If your project is in the public right of way, contact the City of Salem Electric Department at 540-375-3030 to acquire the correct application form.

##### **Equipment Measurements:**

Provide measurements for the antenna being installed/replaced as well as measurements for the associated equipment.

- a) Enclosure  
**Definition:** The term refers to a real or imagined three-dimensional space that houses an antenna
- b) Antenna  
**Definition:** The term refers to communications equipment that transmits or receives electromagnetic radio signals used in the provision of any type

of wireless communications services. In the context of small cell facilities, antennas are located inside a three-dimensional enclosure of no more six cubic feet in volume, or, in the case of an antenna, that has exposed elements, the antenna and all its exposed elements could fit within an imagined three-dimensional enclosure of no more than six cubic feet.

- c) Associated Equipment **Definition:** The term refers to equipment supporting the facility being installed. The following types of associated equipment are not included in the calculation of equipment volume for small cell facilities: electric meter, concealment, telecommunications demarcation boxes, back-up power systems, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.
- d) Indicate the range of frequencies and maximum ERP for each antenna/facility

##### **7. New Structure Questions**

Provide a response to each question.

**Contact the Building Official's Office at (540) 375-3036 to determine if building plan review/inspection is required.**

##### **8. Co-location Questions**

Indicate the type of wireless facility being co-located.

##### **9. Engineer's Certification**

A licensed engineer must attest to the truth and accuracy of the statements made in the application.

##### **10. Attachments**

- Attach any required supporting documents identified on the application form.

##### **11. Construction job costs**

- a) List job cost per trade. Building permit fees are based on job costs.

# BUILDING/ZONING TELECOMMUNICATIONS PERMIT APPLICATION

Department of Community Development  
 21 South Bruffey Street, Salem, Virginia 24153: communitydev@salemva.gov  
 Phone (540) 375-3036 – Fax (540) 375-4042



New Submission  Revision

1. PROJECT TYPE		
<b>Small Cell Facility</b> New (antenna + equipment) Equipment Replacement Adding Equipment	<b>New Structure</b> New Construction/Installation	<b>Co-location of Non-Small Cell Facilities</b> <b>TYPE:</b> <b>Install/Mount</b> <b>Replacement</b> Location:    Base Station                      Building Facade Roof    Utility Pole Existing Structure

2. APPLICANT INFORMATION							
APPLICANT /PERMIT HOLDER:				WIRELESS SERVICE PROVIDER:			
COMPANY CONTACT:		PHONE:		EMAIL:			
MAILING ADDRESS:			CITY:		STATE:	ZIP:	
For Projects that require building plan review/inspection, provide contractor information (if applicable):							
CONTRACTOR NAME:		VA STATE LICENSE #:		BUSINESS LICENSE #:			
MAILING ADDRESS:			CITY:		STATE:	ZIP:	
<b>CODE DETAILS:</b>	Use Group/		Sq. ft.:		Construction Type:		
Is applicant an FCC-licensed provider of wireless services? <b>Yes</b> <b>No</b> If not an FCC-licensed provider of wireless services, attach a copy of documentation of authority to provide telecommunications services in the Commonwealth of Virginia. Under what section of the FCC's rules is the wireless services provider licensed? _____ (Provide frequency document with the application).							

3. SITE INFORMATION					
ADDRESS:		CITY:	STATE:	ZIP:	
ZONING DISTRICT:	T/M #:	GEOGRAPHICAL COORDINATES: (LAT)		(LONG)	
SITE DESIGNATION:	Private property	City-owned property	Other publicly-owned property		
ARE THERE OTHER EXISTING OR PLANNED COMMUNICATIONS FACILITIES AT THIS SITE?				<b>Yes</b>	<b>No (If yes, please provide a description of the facilities.)</b>

4. SITE OWNER				
NAME:		PHONE:	EMAIL:	
MAILING ADDRESS:		CITY:	STATE:	ZIP:

5. PROJECT INFORMATION
Provide a description of the project:

6. SMALL CELL FACILITIES ONLY			
IS THERE AN EXISTING STRUCTURE AT THE SITE?	<b>Yes</b>	<b>No (If no, STOP and contact Community Development to determine correct form to be used.)</b>	
IS STRUCTURE IN PUBLIC RIGHT OF WAY?	<b>Yes</b>	<b>No (If yes, STOP and contact the City of Salem Electric Department at (540) 375-3030.)</b>	

STRUCTURE TYPE:				STRUCTURE HEIGHT:	
Tower	Water Tower	Building	Other: _____	_____ FT	_____ IN

EQUIPMENT MEASUREMENTS (in cubic feet)						
	ENCLOSURE (sq ft)	ANTENNA (sq ft) (if applicable)	ASSOCIATED EQUIPMENT (sq ft)	TOTAL (sq ft)	RANGE OF FREQUENCIES TO BE USED (MHz)	MAXIMUM ERP (Watts)
1						
2						
3						
4						
5						

\*If there are more than five facilities on this application, please attach a supplement equipment form at the end of this application.

### 7. NEW STRUCTURES ONLY

Has a structure/project previously been installed, constructed, or approved for installation or construction at this location at the time of your filing of this application?	YES	NO
Is the structure designed to support small cell facilities?	YES	NO
What is the structure height (in feet)? Please include any attached antennas/wireless facilities in calculation.	_____ ft.	
Is this structure/project located within the jurisdictional boundaries of a local, state or federal historic district? Please contact the Planning Division (540-375-3032), to verify this information.	YES	NO
Is the height of highest utility pole within 500 feet of the new structure in the same public right of way or line of utility poles?	YES	NO

### 8. CO-LOCATIONS ONLY

Select type of wireless facility being co-located:  Radio Transceivers  Antennas  Cabling  Power Supply  Other \_\_\_\_\_

What is the height of the building and/or existing structure?  Building: \_\_\_\_\_ ft.  Existing Structure: \_\_\_\_\_ ft.

### 9. ENGINEERING CERTIFICATION

#### Engineer's Certification:

I hereby certify that the radio-frequency (RF) information and the statements submitted in this application and any and all subsequent RF submissions or amendments to the application are true, complete, and accurate to the best of my knowledge and belief, and are made in good faith.

- The RF engineering has been performed to the best industry and engineering standards.
- The geographical terrain data used in determining the expected radio coverage is that provided by the U.S. Geological Survey, and is based on three (3) second or better terrain data.
- The facility will comply with the maximum permissible RF exposure limits set forth in §1.1310 of the FCC Rules and Regulations.

I further certify that I am a qualified engineer with authority to act on behalf of the applicant regarding this certification.

NAME (Please print) \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### 10. ATTACHMENTS

Please submit all the following with this completed application. Please provide your supporting documentation in the order listed below:

- A signed statement from the site owner showing agreement to allow installation, construction of a structure or co-location a wireless facility on an existing structure.
- Manufacturer's specification sheets on antennas, enclosures, and all other wireless equipment including dimensions, weight and attachment or connection.
- A site plan including a vicinity map, the location of the proposed structure or co-location in relation to other structures or wireless facilities.
- 11" x 17" **drawings to scale** showing the elevation profile of the new structure indicating heights of proposed structure and any attached wireless facility. For co-location projects, drawings must show proposed wireless facilities to be co-located and height of existing structure and other existing wireless facilities.

#### All applications for a new structure or to co-location on existing structures, must include the following:

- Attachment, connection, or footer information based on a minimum wind speed of 115 mph. Additional structural details may be required depending on the location.
- If there is an electrical service connection, electrical details and diagram must be provided for the connection to the antenna and it will require an electrical permit.
- If the antenna or the electrical power for the antenna will require penetration(s) into the fire rated wall or roof, please provide UL details for the penetration(s).
- If the installation of the antenna includes any work that requires a special inspection per the Virginia Uniform Statewide Building Code, then additional information required for special inspections is required to be provided.

### 11. JOB COST FIGURES

The City of Salem does not issue combination permits. Each trade will need to apply individually. By my signature, I attest to the best of my knowledge, that the information stated in this application is true and accurate

#### Job Costs:

Building: \$ \_\_\_\_\_

Electrical: \$ \_\_\_\_\_

Mechanical: \$ \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

SIGNATURE (Owner or representative) \_\_\_\_\_

DATE \_\_\_\_\_

### >>>FOR STAFF USE ONLY<<<

Date Received:	Complete Application:	Incomplete Application:	Date Determined:
Date Complete:	Associated C.O./Building Permit Number:	Site Plan/Use Permit Number:	
No. of Facilities:	Zoning Fee: \$	Building Fee: \$	Receipt Number:
<b>ACTION:</b>	<b>APPROVE</b>	<b>DENY</b>	<b>BUILDING REVIEW/ INSPECTION:</b>
			<b>APPROVE</b>
			<b>DENY</b>
_____	_____	_____	_____
<b>Zoning Administrator</b>	<b>Date</b>	<b>Building Official</b>	<b>Date</b>