

## Cellular Tower Requirements:

When submitting an application for a commercial permit, you must provide the following items:

1. Two copies of a site plot plan, drawn to scale, on legal or letter sized paper to show these minimum items:
  - a. Proposed location of building showing dimensions on all sides to property lines and/or existing structures.
  - b. All existing servitudes (contact Map Room for verification)
  - c. All driveways (min. 21' wide for 2-way traffic), and parking space (s). regular spaces are 9' x 20', handicap spaces are 16' x 20'. ALL DRIVEWAY APRONS MUST BE PAVED.
  - d. Perimeter fencing required and are permitted separately contact 225-389-3226.
  
2. Two sets of building plans, drawn to scale, to include the following minimum items:
  - a. foundation plan (when applicable) showing types of footing proposed
  - b. detailed floor plan including size and location of all doors
  - c. wall section (s)
  - d. stair/landing detail (if applicable) showing tread/riser dimensions and handrail/guardrail size and dimension.
  - e. electrical plans (contact electrical dept. 389-3213 with questions)  
-building must be wired in conduit  
-show wiring diagram, panel schedule, & service riser diagram
  - f. plumbing plans (if applicable)  
--must show floor drains in restrooms  
--show drain lines on plans & provide riser diagram
  - g. mechanical plans (if applicable, contact mech. dept. 389-3217)  
--for central units, must show BTU rating.
  
3. The following forms (provided by commercial plan review) are to be completed and turned in prior to issuance of the permit:
  - a. Application For Commercial Permit Form
  - b. Design Supervision and structural design forms (for building if applicable)
  - c. Structural Design Statement for Towers
  - d. Authorization letter from property owner
  - e. FCC Compliance statement, [www.fcc.gov](http://www.fcc.gov), email to [fccinfo@fcc.gov](mailto:fccinfo@fcc.gov), Customer Service at 1-888-225-5322
  - f. FAA approval, [www.faa.gov](http://www.faa.gov) if tower exceeds 200ft or within 1 mile of airport.
  - g. Cell Tower Site Certification Form
  - h. Modular Building Inspection Statement for equipment building
  - i. Flood Zone Determination Form
  - j. Proposed Certificate of Elevation
  - k. Final Certificate of Elevation
  
4. Approvals by other agencies required before issuance of permit:
  - a. Fire Hydrant Location
  
5. NOTE -The building & site must comply with the following codes as amended:
  - a. 2006 International Bldg Code
  - b. 2005 National Electric Code
  - c. 2000 State Plumbing Code
  - d. 2006 International Mechanical Code
  - e. EBRP Unified Development Code