

Wireless Permit Processes

Wireless Communication Easy Permit Process

SCOPE OF WORK	REQUIREMENTS
<p>1. Decommissioning of a Wireless Site (Complete Removal of Antennas, Equipment, Mounts and Cabinets ONLY – NO Removal of Monopoles/Towers allowed)</p>	<ul style="list-style-type: none"> • Create online Standard Plan (SPR) permit application number - *Do NOT pay permit fees online (online and e-plan permit applications shall be created by an Illinois-licensed architect/structural engineer OR City of Chicago-licensed Expediter only) • <u>Hardcopy document submittal</u>— Submit permit package in Drop box bin located in Room 906 (semi-circular counter) please include Easy Permit Process permit application— enter application number in Application Permit No. box. • Copy of the online electrical permit obtained for this project (Note: Low Voltage wiring requires an electrical permit) • Original letter from the Owner/Tenant stating that they are aware of the proposed work and also the details of the contractors such as name of the general contractor, subcontractors, addresses, license numbers, etc. hired for the project. • Original letter of intent from the General Contractor (on GC’s letterhead) stating they are hired for the proposed work at the project location. General Contractor’s license number must appear on the letter and addressed to the current Department of Buildings Commissioner
<p>2. Swapping of antennas like for like on the EXISTING mounts</p>	<ul style="list-style-type: none"> • Create SPR online permit application number - *Do NOT pay permit fees online (online and e-plan permit applications are only created by an Illinois-licensed architect/structural engineer OR City of Chicago-licensed Expediter • <u>Hardcopy document submittal</u>— Submit permit package in Drop box bin located in Room 906 (semi-circular counter) please include Easy Permit Process permit application— enter application number in Application Permit No. box. • Copy of the online electrical permit obtained for this project. (Note: Low Voltage wiring requires an electrical permit) • Original letter from the Owner/Tenant stating that they are aware of the proposed work and also the details of the contractors such as name of the general contractor, subcontractors, addresses, license numbers, etc. hired for the project. • Original letter of intent from the General Contractor (on GC’s letterhead) stating they are hired for the proposed work at the project location. General Contractor’s license number must appear on the letter and addressed to the current Department of Buildings Commissioner • Copy of previous building permit or other evidence of the established wireless use. • Structural Letter signed and sealed by Illinois-licensed Structural Engineer confirming the replacement antennas are the same size and weight of the antennas
	<p>Permit Fees for Easy Permit Process Applications: <u>Department of Buildings Fees:</u> \$750.00 for all antennas (Flat Rate) <u>Zoning Administration Fees:</u> \$75.00 (Flat Rate)</p>

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<p>3. Installation of radio equipment (other than antennas) on existing towers, mounts, sleds, etc.. (RRU, TIA, Frig, etc.)</p>	<ul style="list-style-type: none"> • Create online Standard Plan permit application number - *Do NOT pay permit fees online (online and e-plan permit applications shall be created by an Illinois-licensed architect/structural engineer OR City of Chicago-licensed Expediter only) • Hardcopy document submittal— Submit permit package in Drop box bin located in Room 906 (semi-circular counter) please include Easy Permit Process permit application • Copy of the online electrical permit obtained for this project (Note: Low Voltage wiring requires an electrical permit) • Letter of intent from the General Contractor (addressed to current Commissioner on GC’s letterhead with GC license number) stating they are hired for the proposed work at the project location. • Letter from the Owner/Tenant stating that they are aware of the proposed work and also the details of the contractors such as name of the general contractor, subcontractors, addresses, license numbers, etc. hired for the project. • Structural Analysis Letter stamped by an Illinois-licensed Structural Engineer confirming the additional loading from the new equipment will not compromise the mount or any other structural member it may be attached to. • Copy of previous building permit or other evidence of the established wireless use.
	<p>Permit Fees for Easy Permit Process Applications: <u>Department of Buildings Fees:</u> \$750.00 for all antennas (Flat Rate) + <u>Department of Planning—Zoning Administration Fees:</u> \$75.00 (Flat Rate)</p>

Wireless Communication Easy Permit Process with Plans Process

SCOPE OF WORK	REQUIREMENTS
<p>1. Addition of new antennas and associated equipment on existing Monopole or Tower, structurally designed framing, platforms, rooftop load frames, sled mounts, etc.</p> <p>2. (see page 3)</p> <p>3. (see page 3)</p>	<ul style="list-style-type: none"> • Create online Standard Plan permit application number - *Do NOT pay permit fees online (online and e-plan permit applications shall be created by an Illinois-licensed architect/structural engineer OR City of Chicago-licensed Expediter only) • Hardcopy document submittal— Submit permit package in Drop box bin located in Room 906 (semi-circular counter) • No <u>new</u> structurally designed framing or mount (Monopoles, Towers, platforms, sleds, load frames, etc.) is allowed through this process. • Easy Permit Process permit application • Copy of the online electrical permit obtained for this project (Note: Low Voltage wiring requires an electrical permit) • Original letter from the Owner/Tenant stating that they are aware of the proposed work and also the details of the contractors such as name of the general contractor, subcontractors, addresses, license numbers, etc. hired for the project. (continued on next page)

Wireless Permit Processes

Wireless Communication Easy Permit Process with Plans Process (cont.)

<p>2. Addition of new antennas and associated equipment to an established wireless location building penthouse, chimney, smokestack, water tank or any existing roof top structure have a previously approved permit.</p> <p>3. Replacement cabinets or new cabinets on an existing load frame.</p>	<ul style="list-style-type: none"> • Manufacturer Cut Sheets of Cabinets • Original letter of intent from General Contractor (on GC's letterhead) stating they are hired for the proposed work at the project location. (General Contractor's license number must appear on the letter and addressed to the current Department of Buildings Commissioner) • Copy of previous building permit or other evidence of the established wireless use. • Structural Letter sealed by an Illinois-licensed Structural Engineer verifying the new antennas and cabinets comply with the Municipal Building Code of Chicago requirements. • Two (2) Sets of 11x17 plans of existing and proposed antenna layout.
	<p><u>Permit Fees for EPP with Plans Wireless Communication Permits :</u></p> <p><u>Department of Buildings Fees:</u> \$750.00 for all antennas (Flat Rate) \$750.00 per cabinet (Flat Rate)</p> <p><u>Department of Planning—Zoning Administration Fees:</u> \$75.00 (Flat Rate)</p>

Wireless Communication Standard Plan Permit Process

SCOPE OF WORK	REQUIREMENTS
<p>1. Addition of new antennas and associated equipment on NEW structurally designed framing, platforms, rooftop load frames, sled mounts, etc.</p> <p>2. Addition of structural support for existing or new cabinets</p>	<ul style="list-style-type: none"> • Create Standard Plan Building Permit Application online (online and e-plan permit applications shall be created by an Illinois-licensed architect/structural engineer OR City of Chicago-licensed Expediter ONLY) • Zoning Submittal via the E-Plan review process for review and approval. • Department of Buildings submittal via the E-Plan process for review and approval • Standard Requirements for Standard Plan Process submittal apply (see permit checklist)
	<p><u>Permit Fees for Standard Plan Wireless Communication Permits :</u></p> <p>\$750.00 for all antennas (Flat Rate) \$750.00 per cabinet (Flat Rate)</p> <p><u>Department of Planning—Zoning Administration Fees:</u> \$75.00 (Flat Rate)</p>

Wireless Permit Processes

Wireless Communication Standard Plan Permit Process (cont.)

SCOPE OF WORK	REQUIREMENTS
3. New Wireless Communications Cell Tower/Monopole	<ul style="list-style-type: none"> Create Building Permit Application online (online and e-plan permit applications shall be created by an Illinois-licensed architect/structural engineer OR City of Chicago-licensed Expediter only) Zoning Submittal via the E-Plan review process for review and approval. Department of Buildings submittal via the E-Plan process for review and approval—Standard Requirements for Standard Plan Process submittal apply (see permit checklist) Office of Underground Coordination submittal through CDOT E-Plan process for review and approval (Only applicable if the proposed caisson, footing, foundation, etc. exceeds 12 feet in depth) - OUC Standard Requirements for submission apply.
	<p>Permit Fees for Standard Plan Wireless Communication Permits : \$900.00 for new wireless communications tower or monopole Department of Planning—Zoning Administration Fees: \$75.00 (Flat Rate)</p>

Wireless Electrical Only Permit Process

SCOPE OF WORK	REQUIREMENTS
Additions of circuit breakers or replacing an existing service only (NO INSTALLATION OF ANTENNAS or EQUIPMENT allowed)	<ul style="list-style-type: none"> Online Electrical Permit submittal by City of Chicago licensed Electrician

Small Cell Telecommunications Installations Process

SCOPE OF WORK	REQUIREMENTS
Small Cell Antennas on vertical structures (telephone poles, utility poles, street light poles, traffic light poles or new poles)	<ul style="list-style-type: none"> Small Cell Telecom Antennas installed on vertical structures in the Public Way Structures (telephone, utility, street light and traffic light poles) do NOT require a permit from the Department of Buildings. Permits for these installations shall be obtained from Chicago Department of Transportation (CDOT) and the Bureau of Electricity.

Wireless Monopole/Tower Wrecking/Demolition Permit Process

SCOPE OF WORK	REQUIREMENTS
Removal of Existing Wireless Communications Tower or Monopole	The removal of Wireless Communication Cell Tower and Monopole Structures require a Wrecking Permit submittal via the Easy Permit Process desk at City Hall Room 900. This is required even if the tower or monopole is going to be relocated.