
	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date: January 22, 2020</b>
		<b>Supersedes Policy Dated: February 20, 2017</b>
	<b>2.12 Existing Radio/Cell Towers New/Replacement Antenna Installation</b>	<b>Issued by:</b> <b>Eric M. Mays, P.E.</b>  <b>Building Official</b>

This establishes the requirements for permits and inspections, for the installation of new or replacement antenna on existing towers.

The Structural Engineer of Record shall evaluate the loading created by the new or replacement antenna. A Building Permit is not required for installation of a new or replacement antenna when the installation complies with all the following criteria:

1. Tower Analysis (Tower Stress Level Rating)

$$\frac{\text{Structural Stress Due to Existing \& New}}{\text{Tower Structural Capacity}} \leq 1.00$$

2. Foundation Analysis (Factor of Safety)

$$\frac{\text{Foundation Load Capacity}}{\text{Maximum Applied Load Due to Existing \& New}} \geq 1.00$$



3. Anchor Bolt Analysis (Anchor Bolt Stress Ratio)

$$\frac{\text{Maximum Rod Load Due to Existing \& New}}{\text{Allowable Axial Load Capacity}} \leq 1.00$$

If a Building Permit is required, a Building Permit Application with Structural Plans and calculations will be submitted for review and approval. Mandatory third-party inspections will be required. Third-party inspections must be performed by an inspector from the PWC “Approved Third-Party Inspectors-Building” list and will be monitored by the Construction Inspections Branch.

The process will be as follows:

1. The Third-Party Company will perform inspections and complete the PWC Third-Party Certification Form.
2. Upon completion, the contractor or agent is responsible for uploading the third-party certification through the customer’s online Development Services ePortal account before scheduling the final inspection.

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3. The contractor or agent is responsible for confirming receipt of the certification and then scheduling the final inspection (150c). The final inspection cannot be approved without the Third-Party Inspection Certification.
4. Once all previous requirements are met, the final inspection will be administratively approved.