



AUR,
08/05/2013

DEPARTMENT OF BUILDINGS
CITY OF CHICAGO

August 5, 2013

MEMORANDUM

RE: WIRELESS PERMIT PROCESS

The following wireless permit process has been standardized according to the scope of work and the applicable fees for each process have been assigned.

ELECTRICAL PERMIT ONLY

Additions of circuit breakers or replacing an existing service only (no installation of antennas or equipment is permitted under this review process.)

EASY PERMIT PROCESS

1. **Decommissioning of a wireless site** – (Complete removal of antennas, mounts and cabinets)

Requirements for this process comprise the following;

- EPP (Easy Permit Process) permit application.
- Provide a 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 number's etc. hired for the project.
- Original letter from the General Contractor (On the GC's Letterhead) stating they have been hired for the proposed work at that location.
(General Contractor's license number must appear on the letter to the city.)

Fees - DOB \$500.00 Flat Rate

Fees – Zoning \$75.00 Flat Rate

2. **Swapping of antennas like for like on the same mounts**-(No additional equipment on antenna mounts other than the replacement antenna will be permitted)

Requirements for this process include the following;

- EPP (Easy Permit Process) permit application.
- Provide a copy of the online electrical permit obtained for this project.
(Note: Low Voltage wiring requires an electrical permit.)



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- 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 number's etc. hired for the project
 - Original letter from the General Contractor (On the GC's Letterhead) stating they have been hired for the proposed work at that location.
(General Contractor's license number must appear on the letter to the city)
- ❖ Provide a Copy of the building permit or evidence of the established wireless use.

Fees - DOB \$500.00 Flat Rate.

Fees - Zoning \$75.00 Flat Rate.

**3. Installation of radio equipment (other than antennas) on existing towers, mounts, sleds, etc... ..
Examples (RRU, Frig, TIA, etc... ..)**

Requirements for this process include the following;

- EPP (Easy Permit Process) permit application.
 - Letter stamped by a licensed Structural Engineer confirming that the additional loading from the new equipment will not compromise the mount or any other structural member it may be attached to.
 - Provide a copy of the online electrical permit for the electrical work at this location.
(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 number's etc. hired for the project.
 - Original letter from the General Contractor (On the GC's Letterhead) stating they have been hired for the proposed work at that location.
(General Contractor's license number must appear on the letter to the city)
- ❖ Provide a Copy of the building permit or evidence of the established wireless use.

Fees - DOB \$500.00 Flat Rate.

Fees -Zoning \$75.00 Flat Rate.

EASY PERMIT PROCESS - With Plans

(No new platforms, sleds, load frames, or any other type of structurally designed framing or mount will be allowed through this process)

- 1. Addition of new antennas and associated equipment on existing mounts.**
- 2. Addition of new antennas and associated equipment on an existing platform.**
- 3. Addition of new antennas and associated equipment on an existing roof top load frame.**



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4. **Addition of new antennas and associated equipment to an established building penthouse, chimney, smokestack, water tank, or any existing roof top structure having a previously approved building permit.**
5. **Replacement cabinets or new cabinets on an existing load frame.**

Requirements for processes 1-5:

- EPP (Easy Permit Process) permit application.
 - Provide a 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 number's etc. hired for the project.
 - Original letter of intent from the General Contractor (On the GC's Letterhead) stating they have been hired for the proposed work at that location.
(General Contractor's license number must appear on the letter to the city)
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- ❖ Provide a Copy of the building permit or evidence of the established wireless use.
 - ❖ Cut Sheets of cabinets with the photos.
 - ❖ Letter stamped by a licensed Structural Engineer verifying the new antennas and cabinets which shall comply with the Municipal Code of Chicago.
 - ❖ Plan review and approval to be completed by City of Chicago-Department of Buildings reviewer prior to applying at the EPP permit desk.
 - ❖ Two (2) set of 11x17 plans of existing and proposed antenna layout.

Fees – DOB \$500.00 for all antennas, Flat Rate

Fees – DOB \$500.00 per cabinet, Flat Rate.

Fees – Zoning \$75.00, Flat Rate.

Full Building Permit

1. **Addition of new antennas on new mounts, relocating mounts, new equipment cabinets on new load frames, (any new structural support for new cabinets) for all roof top installations including new installations on structures such as chimney, smokestack, water tank, any existing roof top structure or on existing wireless communications tower:**

Requirements for this process;

- Complete Zoning submittal through the E-Plan review process for review and approval.
- Complete Department of Buildings submittal through the E-Plan review process for review, and approval.
 - ✓ Standard requirements for submission to the city of Chicago for a building permit.



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Fees – DOB \$500.00 for all antennas.
Fees – DOB \$500.00 per cabinet.
Fees – Zoning \$75.00 Flat Rate

2. New Cell Tower, Antennas, and equipment:

Requirements for this process;

- Complete Zoning submittal through the E-Plan review process for review and approval.
- Complete Department of Buildings submittal through the E-Plan review process for review, and approval.
- Complete Board of Underground submittal through the E-Plan review process for review and approval (Only applicable if the proposed caisson, footing, foundation, etc. exceeds 12 feet in depth)
✓ Standard requirements for a submission to the Board of Underground apply.

Fees – DOB \$1500.00 for the new tower.
Fees – DOB \$500.00 for the all antennas.
Fees – DOB \$500.00 per cabinet.
Fees – Zoning \$75.00.

Generator Permit (Natural Gas)

Required permits;

- Generator Permit
- Online Electrical Permit

For Questions about the Generator Permit Contact the Department of Public Health @ 312-745-7206

Generator Permit (With a fuel storage tank)

Required Permits;

- Generator permit
- Above Ground Storage Tank Permit
- Online Electrical Permit

For Questions about the Generator Permit Contact the Department of Public Health @ 312-745-7206

For Questions about the Above Ground Storage Tank Permit Contact the Department of Public Health @ 312-745-3152