



# Communication Towers

## Permit Requirements for Communication Towers

**Building Permit Required:** A permit is required for communication towers and all related equipment shelters and fences.

**Prerequisites:** Approval by the Planning and Zoning Division: One copy of the approved site development plan shall be forwarded to the Building Division from the Planning and Zoning Division prior to the issuance of any permits. Contact the Planning & Zoning Division for details. (319) 892-5130

### Permit Application Information Required:

- A description of the work for each structure
- The valuation of the work to be performed for each structure
- The property street address (issued by County Engineering Department)
- Brief legal description of the property
- The property owner and address
- The tower owner, address, contact name and telephone number
- The equipment owner, address, contact name and telephone number
- The contractor company name, address, contact name and phone number.
- Note: The State of Iowa requires all contractors be Registered with the State Department of Labor.

Permit application shall be in person at the offices of Linn County Building Division. The above information will be entered into our permit system and a building permit fee determined from the valuation of the work. The permit application must be signed by the contractor, owner or the owner's authorized agent and the associated fees paid.

Allow two weeks for a plan review following plan submittal and application. When all conditions have been met, the building permit will be issued and sent to the applicant. Work is not authorized to begin until the permit has been issued.

**Plans:** Two complete sets of plans and specifications are required when applying for a Building Permit. One set will be retained by the Building Division and one set will be marked JOB COPY and returned to the applicant when the permit is issued. Plans shall be drawn to scale. The plans may be 11" X 17" format or larger. (Engineering calculations and soils reports- may be 8 ½ X 11 format). The following information plans and details are required:

1. Two copies of a soils report prepared by a qualified geo-technical firm
2. Two sets of tower drawings and engineering specifications certified by an Iowa Licensed Professional Engineer and including:
  - a. Design Criteria
  - b. Referenced Standards
  - c. Foundation design based on soils report
  - d. Tower design
3. Two sets of drawings for communication buildings and/or other buildings or structures, including:
  - a. Foundation design
  - b. Plan and Section drawings
  - c. Prefabricated buildings require certification by an Iowa Licensed Professional Engineer or third party inspection report or a model code Evaluation Report
4. Specifications on fencing

**A Separate Electrical Permit is required.**

An Electrical Permit is required for electrical work performed at the site including the Grounding Ring. The permit must be obtained and the work performed by an Electrical Contractor licensed to perform work in the State of Iowa.

**Other Information**

After application, the building inspector does a thorough plan review. When the plans are approved, the building permit is issued and construction is authorized to begin. The white permit card must be posted so it is visible from the road. The applicant or holder of the permit is responsible for calling for required inspections and for keeping the work open and accessible for inspection purposes. The building/structure must not be occupied/used until **Final Inspection** has been completed and approved and the required **Certificate of Completion** has been issued by the Building Division.

**Inspections Required:**

- **Footings and foundations:** when excavation and forms are complete, reinforcing is set and before pouring concrete.
- **Electrical:** before electrical work is covered
- **Electrical Service:** before meter set. Linn County inspection tag is required prior to setting meter and energizing electrical system.
- **Final Inspection** when work is complete. **Certificate of Occupancy** is required.

**Other contacts:**

<b>County Engineer</b>	<b>Phone 892-6400</b>	<b>Fax 892-6419</b>
(Road Access and Addressing)	1888 County Home Road, Marion	

<b>Planning &amp; Zoning Division</b>	<b>Phone 892-5130</b>	<b>Fax 892-5155</b>
(Site Development Plan and Zoning Requirements)		