

Wireless Permit Requirements

The Plan Review Fee is due at the time of application submittal. Please allow a minimum of 15 working days for review and comments. No construction or alterations may begin until a permit has been issued.

***Submit a Thumb Drive in PDF format**

☐ **BUILDING PLANS**

- Elevations
- Approved Plat
- Floor plan
- Roof plan
- Door, window, and hardware schedule (if applicable)
- Structural plans
- Foundation plan designed by a State of Texas licensed professional engineer (if applicable)
- Construction details: interior and exterior wall sections, interior finish, interior elevations, etc.
- Mechanical, electrical (including riser diagram), and plumbing (including riser diagram) plans.
- COMcheck or equivalent energy code compliance report. (Size: 8.5" x 11")
- Fire protection plan for fire-rated walls, ceilings, and floors (if applicable)
- Architect's or engineer's seal and signature as required by state law
- Site Plan- Location of building on property and setbacks
- Civil Plans

☐ **SITE PLAN**

- Shows location of building on property and setbacks (**bound separately from building plans**)

☐ **CIVIL PLANS**

- **2 SETS of Paving, Drainage and Utility Plans prepared by a Texas-Registered Civil Engineer for any improvements on the ground**

☐ **MAP - LOCATION**

☐ **CERTIFICATE OF INSURANCE FOR TENANT**

☐ **CERTIFICATE OF INSURANCE OF GENERAL CONTRACT**

☐ **CURRENT FULLY EXECUTED LEASE WITH CITY SECRETARY AND CONTRACT NUMBER**

☐ **FAA APPROVAL EVIDENCE**

☐ **FCC APPROVAL EVIDENCE**

The permit becomes null and void if work or construction authorized is not commenced with 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.