



**NEW TOWER &
CO-LOCATES TO
EXISTING TOWERS
CHECKLIST**
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Tallahassee, Florida 32301

New Towers

The following are approvals and submittal requirements for new towers:

- Land Use Compliance Certificate
 - Site Plan approval
 - Certificate of Concurrency
 - Environmental Permit
 - City Power Engineering sign-off on plans
 - Building Permit Submittal requirements
- a) Commercial permit application, including applicant's fax and phone and e-mail address
 - b) Contractors name, license number, address, phone, fax number and e-mail address
 - c) Owners affidavit designating contractor as agent for owner <http://www.tal.gov.com/growth/pdf/owners-affidavit.pdf>
 - d) Two sets of approved site plans
 - e) Two sets of sealed tower plans with wind loads indicated per ANSI/TIA/EIA 222 -G & ASCE 7
 - f) Two sets of electrical plans for tower and control equipment
 - g) Two sets of engineered plans for control building(s) if proposed
 - h) One signed and sealed soils report

Co-locate On or Upgrades to Existing Tower(s) or Building

The following are approvals and submittal requirements for all co-locates and or upgrades of antenna:

- a) Commercial permit application, include applicant's fax and phone and e-mail address
- b) Contractors name, license number, address, phone, fax number and e-mail address
- c) Tower owner Owner's Affidavit <http://www.tal.gov.com/growth/pdf/owners-affidavit.pdf>, designating the contractor as agent for property owner, **or**, the Tower Permit -Agent Authorization Form if the tower lessee is authorizing the contractor to perform work on the tower <http://www.tal.gov.com/growth/pdf/tower-agent.pdf>
- d) Two sets of signed and sealed plans detailing all equipment and all new connections to existing tower or other structures
- e) Structural Analysis to indicate wind load per ANSI/TIA/EIA 222-G & ASCE 7 and Section 1609.1.1, 2010 Florida Building Code. Indicate tower does not supply essential services.
- f) Two sets of electrical plans for tower and control equipment
- g) Two sets of plans with construction details for control building(s) if proposed
- h) Signed and sealed structural analysis from an Florida Engineer certifying that the existing tower is capable of supporting new dead loads, and new live loads per wind design requirements of the 2010 Florida Building Code.
- i) If the tower and or antenna arrays are to be mounted on an existing roof or structure, provide a structural analysis/letter from structural engineer certifying the capacity of roof and building to accommodate new dead/live loads including imposed wind load forces per ANSI/TIA/EIA 222 & ASCE 7 and Section 1609.1.1, 2010 Florida Building Code.
- j) Power Engineering sign-off may be required if separate service is provided for new equipment.