



COUNTY OF STAFFORD

DEPARTMENT OF PUBLIC WORKS

Plan Submission Requirements for Cell Towers and Associated Equipment

CHECKLIST

- Completed and signed Commercial New application for new cell towers or a Commercial Change application for alterations to an existing tower or new/replaced antennas.
- A site plan drawn to scale showing property boundaries, tower location, tower height, guy wires, and related ground anchors, any proposed structures, parking, fences, and landscaping. Existing conditions surrounding the site such as any structures, fences, etc., shall also be shown. The site plan should also include a vicinity map.
- Stamped drawings and calculations detailing the design basis for the tower or support structure, and a certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222-G, latest revision standards and as referenced in 2012 IBC chapter 16. This certification shall also show that the proposed tower is designed for co-location.
- Detailed Plans submitted on a RW disc.
- For new towers, a soils analysis and a completed sealed *Stafford County Soils Analysis* form. Include locations of borings and boring log from geotechnical engineering company that compiled the soil investigation report.
- A completed and appropriately signed Stafford County Special Inspections form for Cell Towers and co-locations new or replacement of antenna equipment. For new towers, follow Special Inspections Procedure per IBC Chapter 17. See Document Requirements for new Cell Towers Antenna, Dish Replacements, and electronic communications equipment on existing Towers.
- Identification of the owners, operators, and call signs of all telecommunications antenna and equipment existing and to be located on the site.
- Written authorization from the site owner allowing the applicant to submit the application.
- Certification by the Federal Aviation Administration (FAA) that the proposed activity complies with FAA requirements. New towers require a written description of opportunities for future co-locations on the tower. Airport approval is only required for new towers or any height changes to existing structures. Co-locates on existing towers are exempt from the airport letters if there is no increase in height.
- Elevation Certificate, if in a flood zone.

Document Requirements for New Cell Towers, Antenna, Dish Replacements, and Electronic Communications Equipment on Existing Towers

Antenna and Dish replacement applications must be accompanied by a Statement of Special Inspection for cell towers and equipment replacement on existing towers. This must include:

- The Stafford County Special Inspection for Cell Towers and Antennas filled in its' entirety with all signatures.
- A separate letter from the Design/Structural Engineer of record. This letter must be on Company letterhead and state the required inspections the 3rd Party Inspection Engineer firm are responsible for inspecting. *See examples below for inspection requirements.
- Identify new components.
- Identify the cell tower type:
 - **The Monopole Tower**
 - **The Lattice Tower**
 - **The Guyed Tower**
 - **Concealed and Stealth® Towers**
- A certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222-G, latest revision standards for the new/replacement antennas /apparatus fastened to the tower.

Examples of required inspections are, but not limited to the following:

- Oversee and verification of mounting the antennas/dish to the existing tower.
- Certify the size and grade of the steel and members for additional supports and bracing needed in accordance with Tower Structural Analysis.
- Verify the grade and size of the bolts.
- Verify any field welding need for the project.
- Cold galvanization of steel at connections if required.
- If the project includes a pre-fabricated shelter, certification for the footings, steel and slab. A separate application must be completed for a shelter. An electrical application must be completed and submitted for; electrical services, bonding requirements for the tower and equipment.

2012 International Building Code with 2012 Virginia Uniform Statewide Building Code amendments
SECTION 1705

REQUIRED VERIFICATION AND INSPECTION

- **1705.1 General.** Verification and inspection of elements of buildings and structures shall be as required by this section.
- **1705.1.1 Special cases.** *Special inspections* shall be required for proposed work that is, in the opinion of the *building official*, unusual in its nature, such as, but not limited to, the following examples:
 - Construction materials and systems that are alternatives to materials and systems prescribed by this code.
 - Unusual design applications of materials described in this code.
 - Materials and systems required to be installed in accordance with additional manufacturer's instructions that prescribe requirements not contained in this code or in standards referenced by this code.
- **1705.2 Steel construction.** The *special inspections* for steel elements of buildings and structures shall be as required in this section.
- **1705.2.1 Structural steel.** Special inspection for structural steel shall be in accordance with the quality assurance inspection requirements of AISC 360.



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Statement of Special Inspections for Cell Towers and Related Equipment

ADDRESS OF PROJECT: _____

SUBDIVISION: _____ LOT #: _____ PARCEL #: _____

PROJECT CONTACT NAME: _____ CONTACT PHONE #: _____

PROPERTY OWNER(S): _____

OWNER(S) MAILING

ADDRESS: _____

OWNER PHONE #: _____ OWNER EMAIL: _____

CONTRACTOR: _____ LICENSE #: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____ EMAIL: _____

VCC. CODE ADDITION: _____ SEISMIC DES. CAT. : _____ PROBLEM SOILS: _____ (Y/N) FILL: _____ (Y/N)

TYPE OF TOWER (e.g. monopole, self-supporting lattice, etc.): _____

HEIGHT OF TOWER (from ground to highest point): _____

PROJECT DESCRIPTION AND INFORMATION RELATIVE TO PERMIT REQUEST: _____

ALL SIGNATURES REQUIRED

TOWER OWNER NAME: _____ SIGNATURE: _____

PROPERTY OWNER NAME: _____ SIGNATURE: _____

ENGINEER OF RECORD NAME _____ SIGNATURE: _____

STRUCTURAL ENGINEER NAME: _____ SIGNATURE: _____

SPECIAL INSPECTION ENGINEER OF RECORD:

NAME _____ COMPANY _____

SIGNATURE _____

BUILDING OFFICIAL'S ACCEPTANCE _____

ATTACH ENGINEER OF RECORD LETTER WITH SCOPE OF INSPECTIONS TYPES