



## 2019 COMMUNICATIONS TOWER PERMIT SUBMITTAL CHECKLIST

Permit No.: \_\_\_\_\_ (for use by City Staff)

**This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail is included before accepted for review.**

**APPLICANT SIGNATURE REQUIRED ON PAGE 2 OF 2 OF THIS DOCUMENT**

### DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

[PlanSubmittal@CityofSLT.US](mailto:PlanSubmittal@CityofSLT.US)

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

**All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:**

- ✓ **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
  - File to be Named: Address\_Permit#\_PC#\_CityApplications
- ✓ **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
  - File to be Named: Address\_Permit#\_PC#\_Plans
- ✓ **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
  - File to be Named: Address\_Permit#\_PC#\_SupDocs
- ✓ **PDF #4 – Planning Approval documentation on One (1) single PDF.**
  - File to be Named: Address\_Permit#\_PC#\_PlanningApproval

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #

PC# Refers to Plan Check # Starting with PC1

## PDF Submittal Requirements Checklist

|                             |  | Applicant Use: |     |  | Staff Use Only:                     |         |  |
|-----------------------------|--|----------------|-----|--|-------------------------------------|---------|--|
|                             |  | Included       | N/A |  | Included                            | Missing |  |
| PDF # 1 - Applications      |  |                |     | Permit Worksheet   | <a href="#">Click here for Link</a> |         |  |
|                             |  |                |     | Permit/Plan Review Application                             | <a href="#">Click here for Link</a> |         |  |
|                             |  |                |     | Property Owner Authorization                               | <a href="#">Click here for Link</a> |         |  |
|                             |  |                |     | Communications Tower Building Submittal Checklist          | This Form                           |         |  |
|                             |  |                |     | Credit Card Authorization Form                             | <a href="#">Click here for Link</a> |         |  |
| PDF # 2 - Plans             |  |                |     | All Plans Combined in order per plan index on cover sheet  |                                     |         |  |
|                             |  |                |     | Liberty Stamps included on plans (if applicable)           |                                     |         |  |
| PDF #3 Supporting Documents |  |                |     | Cover Sheet for Supporting Documents                       |                                     |         |  |
|                             |  |                |     | Structural/Engineering Calculations (if applicable)        |                                     |         |  |
| PDF #4 PLANNING APPROVAL    |  |                |     | Copy of Acknowledged Planning Approval (if applicable)     | -                                   |         |  |
|                             |  |                |     | Copy of Receipt showing Planning Fees Paid (if applicable) | -                                   |         |  |

| Plan Sheet Numbers Checklist to be completed by applicant  |  | Sheet # |
|--|--|---------|
| <b>Plan sets shall consist of:</b>   |  |         |
| <b>General Information Pages</b>   |  |         |
| Plot/Site Plan   |  |         |
| Architectural Plans including: Floor plan, elevations, sections, etc.  |  |         |
| Structural Plans including: Foundation plan, tower framing plan with section drawings, section drawings and all structural details as appropriate.   |  |         |
| Project name & address, as well as project owner's name, address and phone number  |  |         |
| Zoning with Planning Project Conditions (if applicable)  |  |         |
| Name, title, address, phone number of design professional  |  |         |
| Current applicable codes   |  |         |
| Assessor Parcel Number (APN)   |  |         |
| Gross square footage for each building and tower footprint   |  |         |
| Detailed description of scope of work and pages numbered (x of y)  |  |         |
| Index of drawings  |  |         |
| Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow                       |  |         |
| Stamp & wet signature of design professional (all sheets)  |  |         |
| Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, embedded anchors, structural masonry, welding, high strength bolts, etc. |  |         |
| <b>Plot/Site Plan</b>  |  | Sheet # |
| Lot dimension showing whole parcel and property lines  |  |         |
| Building footprint-providing dimensions to property lines  |  |         |
| <b>Foundation Plan</b>   |  | Sheet # |
| Show all new and any existing foundation/footings  |  |         |
| Plan view required – ¼ inch per foot scale   |  |         |
| Show footing details, exterior and interior pier / spread footing legends, grade beams, etc. (frost depth 18")   |  |         |
| Show locations and provide installation details for all embedded hardware and reinforcing steel  |  |         |

|  |  |           |
|--|--|-----------|
| <b>Electrical Plan</b>   |  | Sheet #   |
| Show circuits for devices and lighting including nonresidential indoor daylighting control requirements  |  |           |
| A/C rating (new building) and service upgrades   |  |           |
| Feeder conduit and conductor (type, size, etc.)  |  |           |
| Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)  |  |           |
| Indicate main disconnect size  |  |           |
| Indicate grounding electrode, conductor location and size  |  |           |
| A completed electrical plan and single line electrical diagram must be provided  |  |           |
| Service entrance-conduit and wire size   |  |           |
| Complete load calculation – Based on square foot area, including 125% for continuous load and largest motor  |  |           |
| Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.  |  |           |
| <b>8. Separate Required Approvals</b>  |  | Check Off |
| Special Inspection Forms <a href="http://www.cityofslt.us/DocumentCenter/View/5715">http://www.cityofslt.us/DocumentCenter/View/5715</a>                               |  |           |
| Planning Division: Final acknowledgment of the planning permit (530) 542-6020  |  |           |
| Public Works Department: Clearance to assure compliance with encroachments and storm water permits may be required for certain activities or structures (530) 542-6034 |  |           |

## DEFERRED SUBMITTALS

*All Deferred items must be listed on title sheet of plans.*

*If there are extenuating circumstances, some documents or required information may be accepted as a "Deferred Submittal". Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.*

**All construction shall comply with the minimum requirements of the following codes effective January 1, 2017**

2016 California Building Code (CBC) <http://www.bsc.ca.gov/codes.aspx>  
2016 California Plumbing Code (CPC)  
2016 California Mechanical Code (CMC)  
2016 California Electrical Code (CEC)  
2016 Residential and Non-Residential Energy Standards  
2016 CALGreen  
2017 California Retail Food Code (CRFC) <https://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>  
Other prevailing City Ordinances and State Laws

### Design requirements shall apply as follows:

- Minimum soil bearing pressure of 1,500 pounds per square foot (the project Engineer may claim up to 2,000 psi without a soils report)
- The Basic Wind Speed is 110 mph, 3 second gust, Exposure B (within 300 feet of the Lake Shore = Exposure C)
- Seismic Site Design Category D
- Climate Zone 16
- Ground Snow Load 150 lbs.
- Wildland Urban Interface (WUI) Codes and Standards

**I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

**Applicant (Applicant Representative) Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_