



In order to ensure consistency in review and submittal requirements, the following criteria must be used when applications for the free-standing monopole (cellular tower) antennas and associated structures are received for construction permits.

The building permit application may be submitted with the site plan application. The project must receive final site approval, prior to permit issuance, to ensure the use is approved and proper screening is provided.

Initial Free-Standing Monopole Submittal checklist:

- Site plan (must receive approval prior to permit issuance if submitted concurrently)
- Soils engineering report or utilize the minimum soil values allowed by the IBC, must be field verified.
Note: when submitting standard plans only, the minimum soil values allowed by the IBC will be required.
- Structural calculations:
 - For foundation using soil values based on information above.
 - For monopole structure, anchor bolts, baseplate, and reinforcing steel results.
 - Maximum Loads are to be placed on the plans for future reference results.
- When using elements that have an evaluation report, the evaluation report number must be listed on the plans. Include current copy of report for use by the field inspector.
- Special inspection form for caisson or drilled pier foundation, high strength bolting, field welding, reinforcing steel, and concrete (over 2,500 psi).
- Electrical plans including, but not limited to, site plan, one-line diagram of service (and grounding detail) or feeder, available fault current at equipment location, indicate branch circuits and loads, total load calculations (existing and/or additional), and conductor size where applicable. This information will be reviewed by the inspector in the field.
- Screening fences over six feet in height from grade require structural calculations.
- All plans and calculations are to be sealed and signed by the responsible Arizona Registrant.

Additional Antenna or Increase in Height to Existing Monopole Checklist:

- Plans and calculations previously listed
Exception: If existing structure and foundation are to be used without modification, provide a comparative analysis that shows the new configuration subjects the existing structure to code minimum loads less than or equal to the original design loading. Maximum loads are to be placed on the plans for future reference.
- If monopole is being extended, give details and calculations for the extension and connections to the existing pole.
- The Professional Engineer for the foundation design (if different from the monopole design) must acknowledge the load (i.e. shop drawing stamp) from the monopole structure.
- If bolts are intended to be snugfitted so that no inspection is required, the statement to do so must be on the construction drawing/plans.

Note:

Permits over the counter require structural peer review by city-certified structural peer reviewer – subject to random audit as noted in the Self-Certification Program. The following is a list of approved Structural Peer Reviewers - [self-cert-structural-peer-reviewers.pdf](#)