

Required permitting for alterations to existing telecommunication installations

Guideline: G-1

Effective: April 2022

Overview:

Building Safety & Planning are frequently asked by telecommunication companies if and when a permit is required to replace or add equipment to an existing tower or building including city owned water towers. The following is intended as a *general* guideline for such installations.

Details:

A Building Permit and Zoning Certificate is **REQUIRED** for the following alterations and additions to existing telecommunication installations:

1. The replacement of tower or building mounted antennae/equipment of larger size or load.
2. New tower or building mounted antennae/equipment.
3. Replacement of ground mounted equipment or equipment platforms of a larger size or footprint.
4. New ground mounted equipment, equipment platforms or structures.

A Building Permit and Zoning Certificate is **NOT REQUIRED** for the following alterations of existing telecommunication installations:

1. The replacement of existing tower or building mounted antennae/equipment of the same size (or smaller) and the same (or less) load.
2. The replacement of existing ground mounted equipment of the same size and footprint (or less). An Electrical Permit may be required based on the line voltage of the equipment served and a Fuel Gas Permit may be required for replacement natural gas generators.

For installations on city owned buildings or structures the city agency (typically RPU) needs to be listed as the property owner and as a “notice recipient” in the appropriate fields of the online application.