



# Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor  
Jacqueline T. Williams, Director

## PLAN SUBMITTAL CHECKLIST NEW COMMUNICATION TOWER SITES & ANTENNA CO-LOCATIONS

1. Generally, **three (3)** separate permit applications shall be filed; **one for antenna tower structure, one for equipment shelter building, and one for fences over 6 feet in height.** To expedite the plan approval process, please assemble all loose documents into three complete sets.
2. Submit a site Plan indicating all structures on the site such as towers, fences, equipment shelters, electrical service and utility locations, ice bridges, fuel tanks, generator equipment etc., if applicable.
3. Any fuel tank with combustible liquid for generators & equipment may require additional permits from the local fire official or State Fire Marshal.
4. Soil Test and Geotechnical Engineer's report and foundation recommendations for new towers. Provide foundation and concrete reinforcing details for caissons or pier foundations.
5. Structural Design criteria for new towers and antenna co-locations:
  - Indicate structural design loads as required by OBC Chapter 16 (dead load, wind, seismic, ice etc.), section 3108 OBC, and TIA/EIA-222 for new tower structures.
  - For co-location of new antennas on existing towers, provide documentation from an Ohio Registered Design Professional indicating that the existing tower is capable of supporting the additional loads that are being added to the existing structure.
6. Shop drawings for the tower structure, platforms, antennas and any equipment mounted on the tower. Provide complete details for all bolted or welded connections. Guardrails are required for equipment platforms that function as the service access for equipment.
7. Electrical details, service riser diagrams, grounding methods, conductor size and type and electrical requirements for all equipment.
8. Equipment shelters that are approved as Industrialized Units per OBC 113.1 require three complete sets of the State of Ohio approved Industrialized Unit documents reflecting the current version of the Ohio Building Code. Include details of all site related work such as foundation design, electrical service, exterior stairs or any other work not part of the I.U. approval.
9. Due to the unusual magnitude of tower structures, OBC section 1704.1 requires the owner to employ one or more Special Inspectors to provide inspections during construction for concrete construction and reinforcing, as well as all bolted and welded steel connections. The Special Inspector shall coordinate the record keeping of these inspections with the Division of Industrial Compliance Structural Inspectors.
10. Submit applicable fees for structural, electrical, mechanical, and IU fees, for plan review and process when applicable.

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