



INSTRUCTIONS FOR THE BUILDING/ZONING TELECOMMUNICATIONS PERMIT APPLICATION

General Information

The application process for installation of telecommunications structures and facilities is pursuant to Code of Virginia Title 15.2 Chapter 22 Article 7.2 § 2316.4, 2316.4:1, 2316.4:2, and 2316.4:3. Section 2316 regulations classify specific terminology and describe zoning requirements for telecommunications structures and facilities. All telecommunications projects defined in the referenced regulations are subject to administrative review by the zoning administrator. These instructions are to serve as a helpful guide as you complete the Zoning Telecommunications Permit Application. Fees: \$100 each up to five, \$50 each additional.

Telecommunications projects covered under Section 2316:

Section 2316 of the Virginia code addresses small cell facilities, new telecommunications structures, and co-location of wireless facilities on existing structures. The table below describes permit eligible for a zoning administrative review. Zoning's review will rely entirely on the parameters set for in above regulations.

ADMINISTRATIVE PERMIT CATEGORIES		
Small Cell Facilities <i>(New Installation or equipment replacement)</i>	New Structure <i>(Installation or Construction)</i>	Co-location <i>(place a wireless facility on an existing structure)</i>
Basic requirements: <ol style="list-style-type: none">1. Each antenna is located inside an enclosure of no more than six cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all its exposed elements can fit within an imaginary enclosure of no more than six cubic feet2. All other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet, or such higher limit as is established by the Federal Communications Commission3. Must be located on private property	Basic requirements: <ol style="list-style-type: none">1. Structure does not exceed 50 feet above ground level2. Structure is designed to support small cell facilities3. Structure does not exceed 10 feet above the highest existing utility pole within 500 feet of the new structure in the same public right-of-way or line of utility poles4. Structure is not within the jurisdictional boundaries of a local, state or federal historic district5. Structure has not yet been installed, constructed, approved for installation or construction at the time of application filing	Basic requirements: <ol style="list-style-type: none">1. Wireless facility to be co-located may not be a small cell facility2. Co-locate means: to install, mount, maintain, modify, operate, or replace a wireless facility on, under, within, or adjacent to a base station, building, existing structure, utility pole, or wireless support structure3. Wireless facility means equipment means equipment at a fixed location that enables wireless communications between user equipment and a communications network. It includes radio transceivers, antennas, coaxial, or fiber-optic cable, regular and backup power supplies, and comparable equipment
<p>ANY GROUNDWORK LOCATED WITHIN A FLOODPLAIN/FLOODWAY WILL BE REQUIRED TO BE LOCATED ONE FOOT ABOVE BASE FLOOD ELEVATION. A PRE AND POST CERTIFICATE OF ELEVATION WILL BE REQUIRED.</p> <p>ALL EQUIPMENT MUST BE SCREENED INCLUDING ANTENNAS. PLEASE CONTACT THE ZONING DIVISION (540) 375-3036 FOR ADDITIONAL INFORMATION.</p>		

IF THE PROJECT DOES NOT FALL WITHIN ONE OF THE CATEGORIES ABOVE, THEN THIS IS NOT THE CORRECT APPLICATION FORM.

ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED FOR AN APPLICATION TO BE ACCEPTED.
TWO COPIES WITH SUPPORTING DOCUMENTS MUST BE SUBMITTED.

How many permit requests can I submit?

1. An application may be submitted for one (1) permit category only
2. An application for small cell facilities may contain up to thirty-five (35) small cell facilities
3. An application for a new structure may contain only one (1) permit request
4. An application to co-locate on an existing facility may contain only (1) permit request

BUILDING PLAN REVIEW/INSPECTION

Building plan review/inspection is required for installations and/or alterations:

1. If not exempt from VUSBC per VUSBC VCC Section 102.3
2. If involves any of the below per VUSBC VCC Section 108.1

- Alteration, penetration, or repair of any fire-resistance or smoke rated assembly, including exterior walls and interior walls and partitions
- Alteration or connection to any structural component, including post-tension concrete slab
- Installation of electric wiring except where exempt from permit application per VUSBC VCC Section 108.2

► APPLICATION SECTIONS

1. Project Type

Indicate whether you are applying for a **small cell facility, a new structure or to co-locate on an existing structure.**

Please select sub-categories as appropriate. Refer to the basic requirement for each category on page 1 of the instructions.

NOTE: New structure and co-location projects may require building plan review and inspection. Call the Building Official's Office (540) 375-3036 to find out if your project requires this review.

2. Applicant Information

Provide the contact information for the applicant. This is the person/entity to whom all correspondence from the Zoning Administrator will be directed.

- a) Indicate wireless service provider.
- b) Indicate your FCC license status.
- c) **If you have filed an annual plan with the county, include a copy with your application.**

3. Site Information

Enter physical location information for the property where the project is proposed to be installed. Include the address, zoning district and geographical coordinates.

- a) Visit the City of Salem's GIS Open Data Portal to search for the zoning district of the property.
- b) Indicate if the site is private or County-owned property.
- c) Provide any information on existing or planned communications facilities at this site.

4. Site Owner

Enter the contact information for the owner of the site identified in Item 3.

- a) A letter of consent from the site owner will be required as part of the supplementary documents submission.

5. Project Information

Provide a brief narrative description of the project.

6. Small Cell Facilities Questions

Provide an answer to each question. If your project is in the public right of way, contact the City of Salem Electric Department at 540-375-3030 to acquire the correct application form.

Equipment Measurements:

Provide measurements for the antenna being installed/replaced as well as measurements for the associated equipment.

- a) Enclosure

Definition: The term refers to a real or imagined three-dimensional space that houses an antenna

- b) Antenna

Definition: The term refers to communications equipment that transmits or receives electromagnetic radio signals used in the provision of any type

of wireless communications services. In the context of small cell facilities, antennas are located inside a three-dimensional enclosure of no more six cubic feet in volume, or, in the case of an antenna, that has exposed elements, the antenna and all its exposed elements could fit within an imagined three-dimensional enclosure of no more than six cubic feet.

- c) Associated Equipment Definition:

The term refers to equipment supporting the facility being installed. The following types of associated equipment are not included in the calculation of equipment volume for small cell facilities: electric meter, concealment, telecommunications demarcation boxes, back-up power systems, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

- d) Indicate the range of frequencies and maximum ERP for each antenna/facility

7. New Structure Questions

Provide a response to each question.

Contact the Building Official's Office at (540) 375-3036 to determine if building plan review/inspection is required.

8. Co-location Questions

Indicate the type of wireless facility being co-located.

9. Engineer's Certification

A licensed engineer must attest to the truth and accuracy of the statements made in the application.

10. Attachments

- Attach any required supporting documents identified on the application form.

11. Construction job costs

- a) List job cost per trade. Building permit fees are based on job costs.