

	<p align="center">City of Casa Grande Development Center Policies & Procedures</p>	<p>Effective Date: July 1, 2016</p>
	<p>Title:</p> <p align="center">Cell Tower Plan Submittal Requirements</p>	<p>Date Reviewed: July 1, 2016</p>
		<p>Department of Primary Responsibility: Building Safety</p>
		<p>Policy Number: B - PR - 006 – 2016</p>

The requirements in this document are a guide and are NOT all-inclusive, as your design will dictate the plan details required to show codes compliance of your installation. The City does a plan review to check for code compliance before issuing a building permit. During the planning stages of a project, we sometimes have several meetings with owners and the design team to discuss code issues and answer questions. After the design is finalized, the City does a plan review that, to the best of our ability, identifies code issues to be corrected before the permit is issued and construction starts on the structure.

Resubmissions of revised drawings per City comments shall be one complete submission. The applicant may either submit new complete sets of drawings or the corrected pages. IF submitting only the corrected pages applicant must remove and replace these pages in City offices. The city WILL NOT replace pages in ANY plan set. A complete digital copy of the final City Reviewed Plans is to be submitted before the permit is picked up.

Design Professional Required.

The City requires that all building plans and their structural, mechanical, electrical, plumbing, fuel gas, or fire protection systems be prepared by a design professional. The design professional shall be registered under ARS Title 32 and shall affix his official seal and signature to said drawings and specifications for all occupancies.

New Cell Tower

New cell tower construction requires city zoning approval before submitting a completed commercial permit application with supporting documentation to the Development Center. Commercial permit applications are available at the Development Center or <http://casagrandeaz.gov/dept/planning/building-division/permits/>. Once the submitted plans are accepted as substantially complete a review for codes compliance is scheduled and must be completed before a permit may be issued.

Please note that:

1. Two (2) paper and one (1) digital set of structural drawings and calculations, including complete electrical drawings, sealed by the appropriate Arizona Registrants must be submitted for review.
2. City building inspectors will inspect accessible support structures and accessible foundations for tower construction. City inspectors will inspect all grade level cabinets and equipment shelters.
3. Tower erection contractors are required to hire IBC Chapter 17 Special Inspectors, approved by the Chief Building Official, for inaccessible foundation inspections and structure 'aloft' inspections. City inspectors do not climb towers and the city assumes no liability for items aloft. Installers / owners have sole liability.
4. A written Final Inspection Report must be submitted to the Chief Building Official by the approved special inspectors, prior to the issuance of the city required Certificate of Completion for construction of the tower.

Co-Locate or Antenna Updates or Replacements

If you wish to co-locate or update an antenna on existing installation, you must check with city zoning for any required approval before submitting a completed commercial permit application with supporting documentation to the Development Center. Co-locates or upgrades require the same plan sets and information as for new towers.

The attached Special Inspector Designation form must be returned to the Development Center before the permit is issued.

Special Inspector Designation for Small Projects

A. Project Identification

Project: _____ Date: _____
 Address: _____
 Permit number _____ Standard Plan number _____

B. Designation of Special Inspector Design Professional in Responsible Charge by Owner

As the owner of this project, in compliance with the International Building Code Section 1704 as adopted requiring the employment of a Special Inspector, I do hereby designate the Architect or Engineer named below to be in responsible charge of the Special Inspections Program.

 Original Signature of Owner Print Name

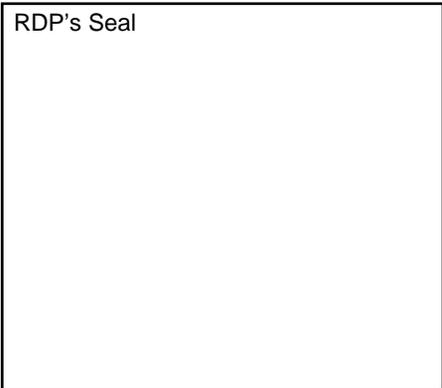
C. Special Inspection Responsibility Certificate

In accordance with Chapter 17 of the International Building Code as adopted the following list of inspections are the required Special Inspections with the assigned special inspectors for each inspection. As Registered Design Professional in Responsible Charge, I certify that I am familiar with and hereby assume full responsibility for the Special Inspection Program for this project.

Required?	REQUIRED SPECIAL INSPECTION	SPECIAL INSPECTION PERSONEL
	Concrete	
	Bolts Installed in Concrete	
	Post Installed Anchors	
	Ductile Moment-Resisting	
	Reinforcing and Pre-stressing Steel	
	Welding	
	High Strength Bolting	
	Structural Masonry	
	Reinforced Gypsum Concrete	
	Insulating Concrete Fill	
	Piling, Drilled Piers and Caissons	
	Shotcrete	
	Special Grading, Excavation and Filling	
	Smoke Control Systems	
	Spray-Applied Fireproofing	
	Mastic and Intumescent Fire-resistive	
	Fire-resistant Penetrations and Joints	
	Exterior Insulation and Finish Systems (EIFS)	
	Special Cases – List on Separate Sheet	

ATTACH THE SPECIAL INSPECTOR'S QUALIFICATIONS AND CONTACT INFORMATION TO THIS DOCUMENT.

Print Name _____ Arizona Registration Number _____ Date _____
 Firm Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____ Phone No: _____
 Fax: _____ Email: _____



Frequency of interim report submittals to the Building Official:
 Weekly Bi-Weekly Monthly Other - specify: _____

 Accepted by Building Official Date