

# ONE STOP PERMITTING

CITY OF BIRMINGHAM  
DEPARTMENT OF PLANNING, ENGINEERING & PERMITS  
710 20<sup>th</sup> Street, North  
ROOM 210, CITY HALL

Randall L. Woodfin  
Mayor

Katrina R. Thomas  
Director

<div>SMALL CELL PERMIT APPLICATION</div>		<div>Date: _____ Case No.: _____ Master No.: _____ Project No.: _____</div>	
Three (3) required sets of plans shall be included with this application.			
Please print or type legibly and fill in all that apply			
<div><input type="checkbox"/> APPLICANT      <input type="checkbox"/> CONTRACTOR</div> <div>NAME: _____</div> <div>ADDRESS: _____</div> <div>CITY/STATE/ZIP: _____</div> <div>PHONE:( ) _____ CELLULAR:( ) _____</div> <div>FAX:( ) _____</div> <div>EMAIL: _____</div>		<div><input type="checkbox"/> CONTRACTOR*      <input type="checkbox"/> DEVELOPER*</div> <div>NAME: _____</div> <div>COMPANY NAME: _____</div> <div>ADDRESS: _____</div> <div>CITY/STATE/ZIP: _____</div> <div>PHONE:( ) _____ CELLULAR:( ) _____</div> <div>FAX:( ) _____</div> <div>EMAIL: _____</div> <div><small>*Applicant is required to be authorized by owner to undertake work</small></div>	
CONTACT PERSON: _____		ADDRESS: _____	
CITY/STATE/ZIP: _____		PHONE:( ) _____ CELLULAR:( ) _____	
FAX:( ) _____		EMAIL: _____	
Fill out the supplemental form for Small Cell Applications-Small Cell Site Spreadsheet that can be accessed at the following link <a href="https://www.birminghamal.gov/wp-content/uploads/2020/07/SmallCellLocations.xls">https://www.birminghamal.gov/wp-content/uploads/2020/07/SmallCellLocations.xls</a> . Submit spreadsheet to <a href="mailto:SCSPermitApplication@birminghamal.gov">SCSPermitApplication@birminghamal.gov</a>			
Franchise Ordinance #: _____			
Company Site ID #: _____			
Supplemental License #: _____			
FCC License # / Permit #: _____			
Type of Installation (Check One):			
<div><input type="checkbox"/> Small Cell Equipment with Wireless Backhaul Solution</div> <div><input type="checkbox"/> Small Cell Equipment with Landline Backhaul Solution</div> <div><input type="checkbox"/> Small Cell Equipment with Landline Backhaul Solution &amp; Temporary Wireless Backhaul</div> <div><input type="checkbox"/> Wireless Backhaul Transmission Equipment Only</div>			
Attachment Height (ft.): _____		Weight of Equipment: _____	
Number of Antennas: _____		Antenna Dimensions: _____	
Pole Type:		Pole Alteration:	
<div><input type="checkbox"/> City Traffic Light Pole</div> <div><input type="checkbox"/> City Streetlight Pole</div> <div><input type="checkbox"/> City Decorative Streetlight Pole</div> <div><input type="checkbox"/> Alabama Power Pole</div> <div><input type="checkbox"/> Proprietary Pole</div> <div><input type="checkbox"/> Other</div>		<div><input type="checkbox"/> Pole Re-enforcement</div> <div><input type="checkbox"/> Pole Replacement – Standard Pole</div> <div><input type="checkbox"/> Pole Replacement – Smart Pole</div> <div><input type="checkbox"/> New Pole – Standard Pole</div> <div><input type="checkbox"/> New Pole – Smart Pole</div> <div><input type="checkbox"/> Stealth Design</div> <div><input type="checkbox"/> None</div>	
		Location of Equipment Shelter:	
		<div><input type="checkbox"/> Installed on Pole</div> <div><input type="checkbox"/> Installed in Ground (Vault)</div> <div><input type="checkbox"/> Other Location</div>	

**APPLICANT SHALL PROVIDE THE FOLLOWING IF APPLICABLE:**

The applicant’s name, address, telephone number, and e-mail address; and (b) the names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the applicant with respect to the filing of the application;

A general description of the proposed work and the purposes and intent of the small cell facility or facilities. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed;

Site plan and engineering design and specification, including engineering drawings to scale, of the proposed small cell facilities and related structures, including the location of radios, antenna facilities, transmitters, equipment shelters, cables, conduit, point of demarcation, backhaul solution, electrical distribution panel, electric meter, and electrical conduit and cabling, and support structure(s);

Design documents should include photo(s) of the existing pole and a photo simulation of the pole with attached equipment. Where applicable, the design documents should include specifications on stealth design, pole modification, and ADA compliance;

Map(s) designating with specificity the location(s) of the requested facilities; the geographic coordinates (GIS) of all antenna and other proposed facilities;

For city traffic light poles, verification that the pole is eligible for attachment;

A load bearing study that determines whether the pole requires re-enforcement or replacement in order to accommodate attachment of small cell facilities and/or equipment. If pole-reinforcement or replacement is warranted, the design documents should include the proposed pole modification;

Copy of the manufacturer’s detailed specifications for small cell equipment and antennas, including photographs or illustrations and a complete description of all pertinent physical and electrical characteristics;

Supporting information if stealth modifications are required in order to comply with the design standards (i.e. to blend with the character and style of the surrounding area) or criteria for installations;

Supporting information if the application seeks approval of a new pole, including design and specification drawings for the new pole, and a statement regarding the reason for and what other alternatives, if any, were identified but not utilized and why;

Applicable design and specification drawings if the proposed installation will require re- enforcement or replacement of an existing pole;

The number, size, type and proximity to the small cell facilities of all communications conduit(s) and cables to be installed;

Description of the utility services required to support the small cell facilities to be installed;

If the small cell facilities will be located on a support structure on the right-of-way that is owned by any entity other than the city or the applicant, a copy of any permit, license, lease, agreement, letter of authorization, or other documentation evidencing that the owner of that support structure authorizes the facilities to be attached thereto or agrees in principle to authorize that attachment (which documentation may be redacted as to business terms including rent or other fee or payment information); provided that, if the city issues the requested permit but it is subsequently determined that the applicant lacked such authority, the subject permit may be revoked and any license to use that part of the right-of-way be rescinded;

All permits and letters of authorization; Valid FCC license, where applicable, or other appropriate certificates or permits as required;

List of the contractors and subcontractors, including their contact information, authorized to work on the project;

A certification from a licensed engineer that the small wireless facility, associated equipment, and any associated new or replacement support structure, shall comply with all applicable codes, FCC rules and regulations; and

A declaration signed by an authorized representative of the applicant stating that the information in the application is true and accurate and that the small wireless facility and (if applicable) associated pole will be built in conformance and specification.

**FEES**

\$500.00 for an application seeking up to five (5) small cell facilities attached to existing support structures, with an additional \$100.00 for each attached small cell facility in excess of five; or  
 For an application to construct or install a new pole or support structure (i.e., not a collocation), a one-time fee of \$1,000.  
*Annual License Fee.* An annual license fee of \$270.00 is assessed per node in the right-of-way.

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_ Business License Number \_\_\_\_\_

**FOR STAFF USE**

Comments \_\_\_\_\_

By: \_\_\_\_\_

Plans Examiner \_\_\_\_\_ Permit Cost \$ \_\_\_\_\_

Clerk \_\_\_\_\_ Zoning \_\_\_\_\_ Historic District: \_\_\_\_\_ Receipt No. \_\_\_\_\_