



HOW TO OBTAIN A WIRELESS TELECOMMUNICATIONS CONSTRUCTION PERMIT ELECTRONICALLY

Overview

The purpose of this guide is to assist with applicants with successfully obtaining a Wireless Telecommunications Construction Permit (TC Permit) to site, modify, or otherwise a deploy a personal wireless service facility in the public right-of-way as approved under a separate Wireless Facility Permit or 6409(a) Permit.

This electronic process is being implemented to facilitate the issuance of TC Permits while City Hall is closed to the public in light of the coronavirus pandemic. Appointments are required.

Required Application Materials

Before requesting an appointment, make sure you have all required application materials. Documents must be submitted in PDF format. Documents submitted in any other format will not be accepted. Name documents according to the convention below.

Document Naming Convention

All documents must be named beginning with the Wireless Facility Permit number (XXWIR-XXXX) followed by a hyphen, then the docname as defined in the table below.

- The WIR number is case sensitive and must be all caps with no spaces.
 - 19wir-0001 is not the same as 19WIR-0001
 - 19WIR-0001 is not the same as 19WIR - 0001 (note the spaces around the hyphen in the second)
- Place a dash immediately after the WIR number, no spaces
- Use the docname based on the document type defined in the table below. It must be all caps.
 - Tc appl is not the same as TC APPL

DOCUMENT NAMING CONVENTION FOR TC PERMIT APPLICATIONS

Type of Document	Docname	Example
Wireless Telecommunications Construction Permit Application <i>If a letter of authorization is required, attach it as the last page of the application.</i>	TC APPL	20WIR-0001-TC APPL
Documents Required as a Condition of Approval <i>e.g., Bond, bond amount justification/backup. All of these documents should be combined as one PDF.</i>	COA	20WIR-0001-COA
Contractor Insurance	INS	20WIR-0001-INS
Temporary Traffic Control Plan	TTCP	20WIR-0001-TTCP

- Contractor insurance: The City keeps contractor insurance on file. If you have previously submitted contractor insurance and it is still valid, you do not need to re-submit.
- A copy of the contractor's state license card and City business license are not required. Staff will electronically verify that these documents are valid.
- Construction documents are not required. Staff will electronically retrieve the approved plans from the City's server.



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Process

1. Request an appointment: Send all appointments via email to Thomas Check (thomas.check@smgov.net) with the subject line "TC Permit Appointment Request". In the body of the email, provide a minimum of two (2) desired appointment windows.
 - a. Appointments can be scheduled any day of the week that City Hall would normally be open to the public. Allocate 30 minutes per TC Permit application.
2. An event invite with a Skype teleconference will be sent to you along with a OneDrive link to place all application materials.
 - a. This link only works for the email address of the person requesting the appointment. If additional people need access to the OneDrive, provide those emails when requesting a submittal appointment.
3. Prior to your submittal appointment, upload all applications materials to the OneDrive link provided. Name the files according to the convention in this guide, create a separate folder for each application.
4. At the time of your submittal appointment, a City staff member will review all submitted materials. If all required documents are provided, a TC Permit will be emailed to you for signature.
 - a. Fees will be invoiced. If you are unable to pay fees online, please let us know.
5. Review and sign the TC Permit and email it back to the City staff member processing the application.
6. The City staff member will sign the TC Permit and provide a copy of the approved plans and an inspection card.
7. Print out the permit, plans, and inspection card. They must be maintained on the jobsite at all times.