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| **Personal Wireless Service Facility Supplemental Application Form #1** **90-Day Deadline for Collocations Not Qualifying as a  6409(a) Eligible Facilities Request [47 U.S.C. §332(c)(7)]** **Minimum Submittal Checklist** | | | |
| **Application Number:** |  | **Date:** |  |
| **Applicant:** |  | **Phone:** |  |
| **E-Mail:** |  |
| **Street Address:** |  | | |
| **Description of Work:** |  | | |

**PLEASE NOTE:**

1. Section 107.2.1 of the Oregon Structural Specialty Code (OSSC) requires that, “construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws.”
2. It is the responsibility of the applicant to verify the completeness of the permit submittal. Please complete all attached forms and checklists and provide any required additional information at the time of permit request (See “Applicant to complete this section”).
3. Initial reviews will only verify minimum submittal requirements have been met. Completing the attached forms will not guarantee plan approval. A complete plan review will be performed once a complete set of coordinated documents has been submitted.
4. It is the responsibility of the applicant to thoroughly research historic wireless permit records to ensure information presented in the permit documents is accurate. Some historic information will not be available on Portland Maps, including permits that are Under Review, Expired, or Abandoned. Please visit [How to Request Public Property Records from Development Services | Portland.gov](https://www.portland.gov/bds/how-request-public-property-records) for further information on the records research process.
5. A valid form of payment for intake fees will be required within 48 hours of receiving notice of the payment amount.
6. Please note: all Checksheet responses must be submitted simultaneously, as one complete packet. BDS will not accept single Checksheet responses if more than one Checksheet is outstanding.

**Personal Wireless Service Facility Supplemental Application Form #1**

**90-Day Deadline for Collocation Not Qualifying under 6409(a)**

**47 U.S.C. §332(c)(7)**

|  |
| --- |
| **47 U.S.C. Section 332(c)(7)(B)(ii)** states that “a State or local government or instrumentality thereof shall act on any request for authorization to place, construct, or modify personal wireless service facilities within a reasonable period of time after the request is duly filed with such government or instrumentality, taking into account the nature and scope of such request.”  “Reasonable period of time” was defined as 90 days for processing collocation applications (not qualifying under 6409(a)). |

**Permit Tech Minimal Submittal Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant to complete this section | | | Code Section | **PERSONAL WIRELESS SERVICE FACILITIES** **PERMIT TECHNICIAN REVIEW**  **COMPLETENESS CHECKLIST** | COP Staff | |
| NA | Prov’d | Sheet | Prov’d | Req’d |
| **General Information** **(required on all projects)** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | Completed Building Permit Application | **☐** | **☐** |
| **☐** | **☐** |  |  | Site, Architectural, Civil, Structural, Electrical and  Landscape (where applicable) plans for the area of proposed work  and areas affected by the work. | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | **Drawings are legible and archivable**   * Minimum text size 3/32” or size 10 font * Drawings to scale, fully dimensioned and labeled * Line quality and contrast must be easy to read and strong (dark) enough to scan. Black lines and lettering on white paper works best. Please note that photographs, gray-scale drawings and renderings do not scan well. * Copyright law protects the duplication of drawings without the owner’s consent. Re-use of architectural drawings without a copyright release is prohibited. | **☐** | **☐** |
| **☐** | **☐** |  |  | Verify all stamped structural plans show Architect/Engineer is registered  in Oregon, are signed and have stamp expiration date that is current. | **☐** | **☐** |
| **Site Plan** (**required for all projects)** | | | | | | |
| **☐** | **☐** |  | 107.2.5 | Property Address | **☐** | **☐** |
| **☐** | **☐** |  |  | R Number | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.5 | Legal Description | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.5 | North Arrow | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.5 | Property Lines with Dimensions | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.5 | Adjacent Street Names | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.5 | Proposed and Existing Structures on Site with Setbacks | **☐** | **☐** |
| **☐** | **☐** |  |  | Utilities including gas lines, power poles, street lights, and all new and existing water meters and water piping with points of connection to City water system | **☐** | **☐** |
| **☐** | **☐** |  |  | Location, dimensions and area (in square ft.) of all existing and proposed paving | **☐** | **☐** |
| **☐** | **☐** |  |  | Landscaping, proposed and existing as required by land use review  or zoning code for project, and erosion control plan (if any ground disturbance) | **☐** | **☐** |
| **☐** | **☐** |  |  | Tree Preservation Plan. If expanding the lease area, then how all trees 6 inches or greater in diameter: Identify tree diameter (inches), species, and location. [Tree preservation requirements](https://www.portland.gov/bds/permit-review-process/www.portland.gov/trees/resources/trees-and-development) may apply to your project.  If tree preservation applies, your site plan must show the root protection zones around the trees to be preserved as outlined in Title 11, Tree Code. | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.5 | Easement types and locations (water, sewer, power, access, etc.) | **☐** | **☐** |
| **Building Code Summary (required for all projects)** | | | | | | |
| **☐** | **☐** |  | 101.1 | Building Code edition utilized listed on drawings | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Description of scope of work | **☐** | **☐** |
| **☐** | **☐** |  |  | Building location | **☐** | **☐** |
| **☐** | **☐** |  |  | Building owner | **☐** | **☐** |
| **☐** | **☐** |  |  | Use of building | **☐** | **☐** |
| **☐** | **☐** |  | 602.1 | Building construction type (IA, IB, IIA, etc.) | **☐** | **☐** |
| **☐** | **☐** |  | 302.1 | Occupancy classification (A, B, M, etc.) | **☐** | **☐** |
| **☐** | **☐** |  | 503.1 | Building height and area | **☐** | **☐** |
| **☐** | **☐** |  |  | Any other applicable Building Code information | **☐** | **☐** |
| **Architectural Drawings** | | | | | | |
| **☐** | **☐** |  |  | Clearly distinguish between existing and proposed work | **☐** | **☐** |
| **☐** | **☐** |  |  | Roof plan depicting location of equipment in relationship to existing roof elements | **☐** | **☐** |
| **Electrical Plans:** | | | | | | |
| **☐** | **☐** |  |  | Location of wiring | **☐** | **☐** |
| **☐** | **☐** |  |  | Location of generators | **☐** | **☐** |
| **☐** | **☐** |  |  | Location of lights | **☐** | **☐** |
| **☐** | **☐** |  |  | Location of fans | **☐** | **☐** |
| **☐** | **☐** |  |  | Show compliance with Building Code electrical requirements | **☐** | **☐** |
| **Civil Plans (When applicable):** | | | | | | |
| **☐** | **☐** |  |  | Erosion Prevention and Control Plan, Utility and Storm Water Drainage Plan | **☐** | **☐** |
| **☐** | **☐** |  |  | Grading Plan, Excavation/Shoring Plan | **☐** | **☐** |
| **FOR INTERIOR WORK ONLY:** | | | | | | |
| **☐** | **☐** |  |  | Full floor plans of each impacted floor with proposed work and fire rated elements | **☐** | **☐** |
| **FOR NEW OR MODIFIED FIBER REINFORCED PLASTIC MATERIAL (FRP)** | | | | | | |
| **☐** | **☐** |  |  | For FRP screens, verify that the design meets requirements of the City of Portland’s FRP guideline. https://www.portlandoregon.gov/bds/article/393597 | **☐** | **☐** |
| **☐** | **☐** |  |  | Please provide a valid approval report, such as an International Code Council Evaluation Service (ICC-ES) report or City of Los Angeles Research Report (LA-RR). This report must be current and must be based on the acceptance criteria for antenna enclosure systems given in ICBO - AC 141. | **☐** | **☐** |
| **☐** | **☐** |  |  | Please provide a copy of the FRP manufacturer’s quality control manual. | **☐** | **☐** |
| **FOR NEW ICE DAMS OR COVERS** | | | | | | |
| **☐** | **☐** |  |  | Is there a new ice dam or cover over 120 sq. ft.? **☐ Yes ☐ No IF YES, AN ADDITIONAL BUILDING PERMIT IS REQUIRED FOR THIS STRUCTURE** | **☐** | **☐** |
| **☐** | **☐** |  |  | Show distance from the property line | **☐** | **☐** |
| **☐** | **☐** |  |  | Address allowable opening percentage for sides adjacent to interior lot lines | **☐** | **☐** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant to complete this section | | | Code Section | **PERSONAL WIRELESS SERVICE FACILITIES**  **COMPLETENESS CHECKLIST**  **LAND USE PLANNER REVIEW** | COP Staff | |
| NA | Prov’d | Sheet | Prov’d | Req’d |
|  | **☐** |  | 33.274.060 | Completed Radio Frequency Transmission Registration Form (attached to this application) | **☐** | **☐** |
|  | **☐** |  | 33.274.040.C.5 | Letter from a registered professional RF engineer, including professional stamp and/or certification number, or by a qualified licensed engineer with a Federal Communications Commission First Class or General Radio-Telephone License. | **☐** | **☐** |
| **☐** | **☐** |  | 33.274.040.D.3 | Acoustical engineer report if equipment in or within 50 feet of an “R” or “IR” zone property. | **☐** | **☐** |
| **☐** | **☐** |  |  | Land use review number(s) for any prior land use review related to this wireless facility? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provide written analysis demonstrating compliance with conditions of any review(s) in permit drawings. | **☐** | **☐** |
| **☐** | **☐** |  |  | New land use review required for this facility?  Provide Land Use Review Application Submittal Form for Personal Wireless Facilities  Land use number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **☐** | **☐** |

**Radio Frequency Transmission Facility Registration Form**

Per Portland City Code Chapter 33.274, Radio Frequency Transmission (RFT) Facilities, all existing RFT facilities must be registered with the City. This includes exempted facilities that are allowed by right, as well as facilities that have been approved through any Land Use Review procedure. Please register each facility separately using this form.

|  |  |  |
| --- | --- | --- |
| **Broadcast** | **Wireless** | **Type of Installation** |
| **☐** TV  **☐** Radio, AM  **☐** Radio, FM  **☐** Other | **☐** Cellular  **☐** PCS  **☐** Broadband  **☐** SMR  **☐** DAS  **☐** Paging |  Collocation on...  **☐** Existing tower  **☐** Water tank  **☐** Rooftop  **☐** Other:    \_ |
| FAA approval needed **☐** Yes **☐** No | | |

**Cellular Service Provider**

Name       Regional Facility Manager Name

Address

Phone       Email

**Applicant**

Name       Address

Phone       Email

**Owner of Structure**

Name       Address

Phone       Email

**Structural Requirements for Personal Wireless Service Facilities  
Existing Monopole or Monopine – Shot Clocks: 1, 3, 4**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant to complete this section | | | Code Section | **PERSONAL WIRELESS SERVICE FACILITIES**  **STRUCTURAL REVIEW**  **EXISTING MONOPOLE OR MONOPINE** | COP Staff | |
| NA | Prov’d | Sheet | Prov’d | Req’d |
| **SHOT CLOCKS: 1,3,4** | | | | | | |
| **PE- 1 OPEN PERMITS ON SITE:** | | | | | | |
| **☐** | **☐** |  |  | Are there any EXPIRED, SYSTEM EXPIRED or ABANDONED permits on this site? If yes, please provide a list of the open wireless permit application numbers and provide documentation (photos, inspector report) showing none of the work included in the open permit has been constructed. | **☐** | **☐** |
| **☐** | **☐** |  |  | Are there any APPROVED TO ISSUE, ISSUED, or UNDER INSPECTION permits on this site? If yes, please provide a list of the open wireless permit application numbers and provide documentation showing that the open work has been included in the proposed permit application or that the open work will not impact or be impacted by the work proposed in the open permit. | **☐** | **☐** |
| **PE – 2 APPLICATION MATERIALS:** | | | | | | |
| **☐** | **☐** |  | **107.2.1** | Does the project description match the work that is shown on the permit documents? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Are the weight and dimensions of all proposed equipment shown on the drawings? | **☐** | **☐** |
| **PLAN DOCUMENT CHECKLIST:** | | | | | | |
| **☐** | **☐** |  | **107.2.1** | Are existing conditions and proposed work clearly distinguished? | **☐** | **☐** |
| **IF THIS PERMIT IS NOT FOR A MONOPOLE OR TOWER INSTALLATION, SKIP TO SECTION R-1** | | | | | | |
| **SITE DEVELOPMENT:** | | | | | | |
| **☐** | **☐** |  | **107.2.1** | Is a current soils report or a copy of the original soils report provided? | **☐** | **☐** |
| **PE-3 EXISTING MONOPOLE OR TOWER PLANS AND CALCULATIONS:** | | | | | | |
| **☐** | **☐** |  | **107.2.1** | Is there an elevation(s) of the existing monopole/tower showing all equipment being supported on the tower? Do these elevations match the elevation shown on the last permit issued? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Is there a plan view showing all existing antennas at the elevation where work is being proposed? Does this plan view indicate which of the existing antennas are to be removed and/or replaced? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Is there an elevation of the proposed monopole with proposed attachments, including the elevation of each level of antennas? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Is there a plan view showing all existing and new antennas at the level of the work proposed in the permit? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Is the existing pole foundation shown on the permit documents? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Are there calculations showing that the existing monopole, existing foundation, and anchorage of the pole to the foundation are structurally adequate to support the proposed loading? | **☐** | **☐** |
| **☐** | **☐** |  | **1604.4** | Do the calculations provided show that all structural elements of the pole/tower are at a D/C ratio of less than 105%? | **☐** | **☐** |
| **☐** | **☐** |  | **1604.4** | If the tower/pole must be reinforced, are there complete calculations showing the structural adequacy of the reinforced pole, including the components of the reinforcements? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Is the pole reinforcement completely detailed on the permit drawings? Are the details site specific? | **☐** | **☐** |
| **IF THIS PERMIT IS NOT A MONOPINE, SKIP TO SECTION M-1** | | | | | | |
| **PE – 4 MONOPINES/FAKE TREES:** | | | | | | |
| **☐** | **☐** |  | **107.2.1** | Does the information provided address all the items listed under either new or existing monopole requirements? | **☐** | **☐** |
| **☐** | **☐** |  | **107.2.1** | Are the branches and branch connections completely detailed? | **☐** | **☐** |
| **☐** | **☐** |  | **1604.4** | Are there calculations showing the pole and branch structures and connections are structurally adequate? | **☐** | **☐** |

**Structural Requirements for Personal Wireless Service Facilities  
Rooftop Installation – All Shot Clocks**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant to complete this section | | | Code Section | **PERSONAL WIRELESS SERVICE FACILITIES**  **STRUCTURAL REVIEW**  **ROOF TOP INSTALLATION** | COP Staff | |
| NA | Prov’d | Sheet | Prov’d | Req’d |
| **SHOT CLOCKS: ALL** | | | | | | |
| **R – 1 ROOF TOP OR BUILDING INSTALLATIONS:** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | Are structural framing plans shown in all areas affected by this proposed work? (The plans must show a complete vertical and lateral load path). This includes all roof and floor framing, penthouse framing, platform framing, parapet framing, FRP structure framing, and any other structural element that will have revised loading as a result of the proposed work. | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is there a plan layout locating all proposed and existing equipment? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Do the drawings clearly identify the floor/roof levels where each piece of proposed equipment is to be installed? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Are there complete details showing the attachment and seismic/lateral restraints of all equipment? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations showing that the existing structure is structurally adequate? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations showing that all attachment details are structurally adequate? | **☐** | **☐** |
| **IF THERE ARE NO FRP STRUCTURES ON THIS SITE, SKIP TO SECTION M-1** | | | | | | |
| **R – 2 ROOF TOP SCREENS AND FIBER REINFORCED PLASTIC SCREENING (FRP) (NEW AND EXISTING):** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | If this is a new or existing FRP structure, are there framing plans of the proposed/existing structure, including the structure that supports the screen? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | If this is a new or existing FRP structure, are there elevations of the proposed/existing screen structure, including any platform supporting the screen and any building structure supporting the screen/platform? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | If this is a new or existing FRP structure, have screen dimensions (plan and elevation) been shown on the drawings? | **☐** | **☐** |
| **IF THIS IS AN EXISTING FRP STRUCTURE THAT IS NOT BEING MODIFIED, SKIP TO SECTION M-1** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | If this is a new FRP structure, are all structural members clearly defined, including FRP sizes, type, and manufacturer? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | If this is a new FRP structure, are all connections clearly detailed? Include all FRP structure connections and connections to the supporting structure. | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | If this is a new FRP structure, are there calculations showing that the entire structure, including the support at the base, is structurally adequate? Do calculations address vertical and lateral loading? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | If this is a new FRP structure, are there framing plans of the existing building that supports the new structure? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | If this is a new FRP structure, are there calculations showing that the existing building structure can support the new structure? | **☐** | **☐** |
| **THE FOLLOWING ITEMS APPLY TO NEW FIBER REINFORCED PLASTIC SCREENING,  BASED ON THE REQUIREMENTS OF CITY OF PORTLAND CODE GUIDE IBC/26#1:** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | Is the FRP fabricator specified on the drawings? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is there a valid test report for the product being specified? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is the FRP product classified as CC1 or better? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Does the FRP Product have a flame spread less than or equal to 50? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations for the FRP structure that are based on the values listed in the test report? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Verify the FRP screen does not have a roof diaphragm. | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Verify the FRP structure lateral system consists of FRP braces, or a non-FRP material (wood, steel). | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Are all the connections made using FRP or steel bolts or threaded rods? EPOXY OR ADHESIVE CONNECTIONS ARE NOT ALLOWED. | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is the height of the FRP screen less than or equal to 10’-0” above the elevation of the lowest point of attachment of the FRP screen to the structure? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is rooftop screening at least 10’-0” away from any interior property line? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is rooftop screening at least 5’-0” away from any mechanical equipment? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Does the rooftop screening allow for clear access to the roof by the fire department? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is the rooftop screening located so the drainage is not impacted? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is the rooftop screening located so that is does not obstruct access to any means of egress or emergency escape and rescue for the occupants of the building? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Is the rooftop screening located so there are access pathways on three sides of the screen? | **☐** | **☐** |

**Structural Requirements Form – All Shot Clocks**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant to complete this section | | | Code Section | **PERSONAL WIRELESS SERVICE FACILITIES**  **STRUCTURAL REVIEW** | COP Staff | |
| NA | Prov’d | Sheet | Prov’d | Req’d |
| **SHOT CLOCKS: ALL** | | | | | | |
| **M – 1 SITE DEVELOPMENT** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | If the site improvements being proposed are on a site with liquefiable soils or a slope exceeding 20%, is a soils report provided? | **☐** | **☐** |
| **M-2 MISCELLANEOUS ANTENNA MOUNTS (Parapets, Wood Poles, Water Tanks, Stacks, Light Poles):** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | If this installation is on a City of Portland water tank, has the Portland Water Bureau, Property Management Group approved the installation? Provide documentation. | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | If this installation is on a non-building structure (free standing frame, light/sign/flag pole, etc.) are there details defining the structure that is supporting the new equipment? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Are there details showing how the new equipment is attached to the existing structure? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations showing that the existing structure can support the proposed loads? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations showing that the attachment connections are structurally adequate? | **☐** | **☐** |
| **M – 3 MISCELLANEOUS EQUIPMENT (Racks, Cabinets, Batteries, Generators, Ice Canopies, Etc.):** | | | | | | |
| **☐** | **☐** |  | 107.2.1 | Is the structure supporting each piece of equipment shown on the drawings? (concrete slab, including dimensions and thickness, floor framing, roof framing, wall or parapet structure, etc.) | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Are the height, width, depth, and fully loaded weight shown on the drawings for each rack, cabinet, battery, generator, ice canopy, etc.? | **☐** | **☐** |
| **☐** | **☐** |  | 107.2.1 | Are all connections to structure completely detailed? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations showing that the existing mounting structure is structurally adequate? | **☐** | **☐** |
| **☐** | **☐** |  | 1604.4 | Are there calculations showing that the proposed connections/restraints are structurally adequate? | **☐** | **☐** |