

# **Small Cell Facility Permit Submittal Checklist**

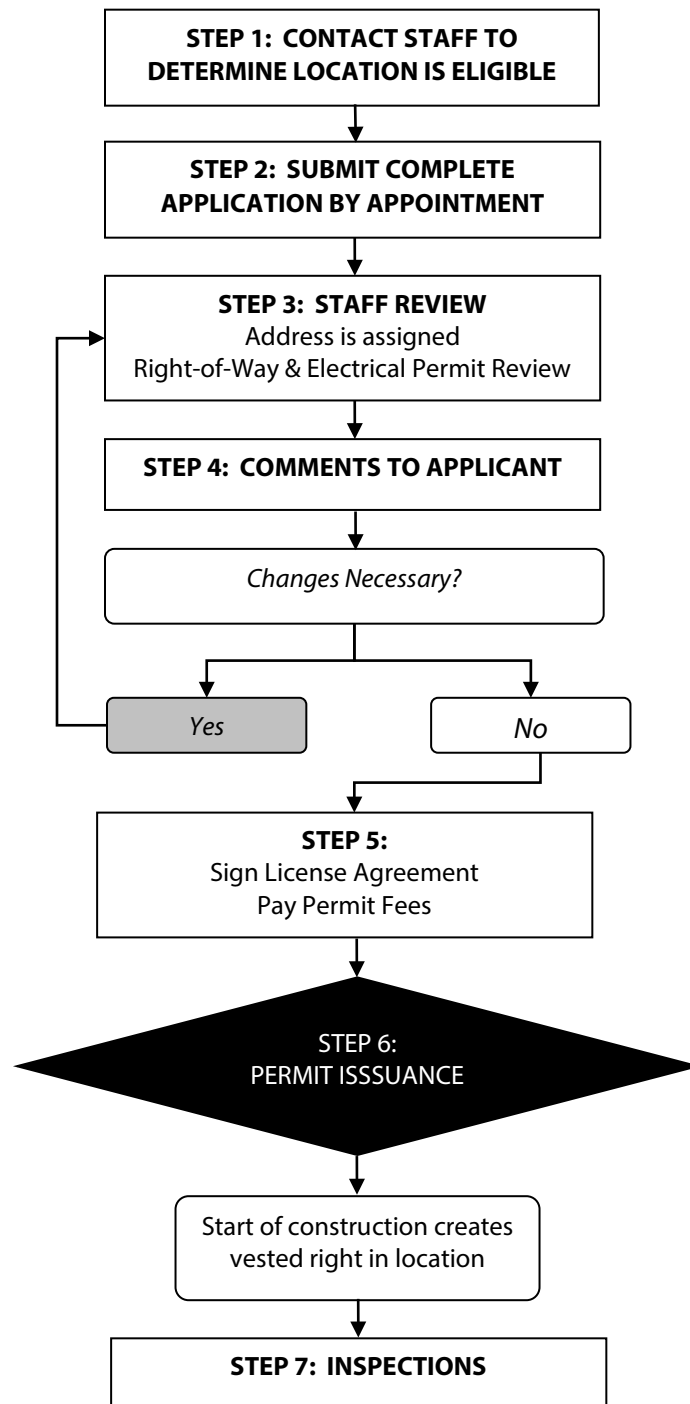
Applications for **Small Cell Facilities in the Right-of-Way** are reviewed by the Building and Inspection Services Division for compliance with electrical codes; by the Planning Division for compliance with locational, height, design, and spacing requirements; and by the Department of Public Works for conflict with sight distance, utilities or other right-of-way improvements. The following list of documents or information is required at the time of submission of application for permit:

- Completed City of Wheat Ridge **Building Permit Application** (for the electrical work) containing the following:
  - Contact information; property address can be left blank (an address will be assigned)
  - Contractor and subcontractor information
  - Detailed description of work to be performed
  - Contract value of all work to be performed
  - Printed name and signature of individual submitting application
- Completed City of Wheat Ridge **Right-of-Way Permit Application**.
- Two complete sets of plans containing the following (minimum 11" x 17" sheets):
  - Site Plan showing the proposed location and geographic coordinates of the facility
  - Elevations / design drawings including the proposed height, materials, and design
  - Electrical plans including the source of power
  - Structural plans (if mounted to existing pole) stamped by a Licensed Colorado Engineer
- Justification for the proposed location; use provided checklist
- Permission to use pole if a City-owned or third-party owned utility pole

**\*\*ALL APPLICATIONS MUST BE SUBMITTED BY APPOINTMENT WITH THE PLANNER OF THE DAY. CONTACT THE PLANNING DIVISION AT 303-235-2846 TO SCHEDULE AN APPOINTMENT AND TO CONFIRM THE PROPOSED LOCATION IS ELIGIBLE\*\***

**\*\*APPLICATIONS THAT ARE INCOMPLETE OR LACKING SUBMITTAL DOCUMENTS WILL NOT BE ACCEPTED OR HELD BY ANY DEPARTMENT\*\***

## SMALL CELL FACILITY REVIEW PROCESS





**Building & Inspection Services**  
 7500 W. 29<sup>th</sup> Ave., Wheat Ridge, CO 80033  
 Office: 303-235-2855 \* Fax: 303-237-8929  
 Inspection Line: 303-234-5933  
 Email: [permits@ci.wheatridge.co.us](mailto:permits@ci.wheatridge.co.us)

**FOR OFFICE USE ONLY**

Date:

Plan/Permit #

Plan Review Fee:

**Building Permit Application**

**\*\*\* Complete all applicable highlighted areas on both sides of this form. Incomplete applications may not be processed. \*\*\***

**Property Address:** \_\_\_\_\_

**Property Owner** (please print): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Property Owner Email:** \_\_\_\_\_

**Tenant Name (Commercial Projects Only)** \_\_\_\_\_

**Property Owner Mailing Address:** (if different than property address)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_

**Architect/Engineer E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**City of Wheat Ridge License #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor E-mail Address:** \_\_\_\_\_

**For Plan Review Questions & Comments (please print):**

**CONTACT NAME** (please print): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CONTACT EMAIL** (please print): \_\_\_\_\_

**Sub Contractors (Must provide Wheat Ridge License No & Signed Subcontractor Authorization form):**

Electrical:	Plumbing:	Mechanical:
W.R. City License #	W.R. City License #	W.R. City License #

Other City Licensed Sub:  
City License #

Other City Licensed Sub:  
City License #

Complete all highlighted fields, if applicable.

COMMERCIAL

RESIDENTIAL

**Provide description of work:** For ALL projects, provide a **detailed** description of work to be performed, including current use of areas, proposed uses, square footage, existing condition and proposed new condition, appliance size and efficiency, type and amount of materials to be used, etc.

Sq. Ft./LF \_\_\_\_\_ BTUs \_\_\_\_\_ Gallons \_\_\_\_\_

Amps \_\_\_\_\_ Squares \_\_\_\_\_ For Solar: \_\_\_\_\_ kW \_\_\_\_\_ # of Panels \_\_\_\_\_ Requires Structural \_\_\_\_\_

**For Commercial Projects Only:** Occupancy Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Occupancy Load: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Project Value:** (Contract value or the cost of **all** materials and labor included in the **entire** project)

\$ \_\_\_\_\_

**OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT**

I hereby certify that the setback distances proposed by this permit application are accurate and do not violate applicable ordinances, rules or regulations of the City of Wheat Ridge or covenants, easements or restrictions of record; that all measurements shown and allegations made are accurate; that I have read and agree to abide by all conditions printed on this application and that I assume full responsibility for compliance with applicable City of Wheat Ridge codes and ordinances for work under any permit issued based on this application; that I am the legal owner or have been authorized by the legal owner of the property to perform the described work and am also authorized by the legal owner of any entity included on this application to list that entity on this application. I, the applicant for this building permit application, warrant the truthfulness of the information provided on the application.

**CIRCLE ONE:** (OWNER) (CONTRACTOR) or (AUTHORIZED REPRESENTATIVE) of (OWNER) (CONTRACTOR)

**Signature** (first and last name): \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**DEPARTMENT USE ONLY**

ZONING COMMENTS:

OCCUPANCY CLASSIFICATION: \_\_\_\_\_

Reviewer: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

BUILDING DEPARTMENT COMMENTS:

Reviewer: \_\_\_\_\_

PUBLIC WORKS COMMENTS:

Reviewer: \_\_\_\_\_

**Building Division Valuation:** \_\_\_\_\_



PERMIT # \_\_\_\_\_

**RIGHT-OF-WAY CONSTRUCTION PERMIT**

THIS PERMIT EXPIRES 90 DAYS FROM DATE OF ISSUE

(PLEASE **PRINT** CLEARLY and FILL IN **BOTH** SIDES OF FORM COMPLETELY)

Date \_\_\_\_\_

Anticipated Start Date \_\_\_\_\_

Applicant/Contractor \_\_\_\_\_

Contractor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone Number (\_\_\_\_) \_\_\_\_\_

List of Sub Contractor(s) \_\_\_\_\_  
\_\_\_\_\_

Location of Construction (address) \_\_\_\_\_

Description of Construction \_\_\_\_\_

Estimate of Total Construction Cost \$ \_\_\_\_\_ Materials Cost (**Portion in ROW**) \$ \_\_\_\_\_

- 1) Applicant/Contractor is required to be licensed & bonded in the City of Wheat Ridge.
- 2) ALL PERMITS must include a traffic control plan for the designated area of construction.
- 3) Permits will not be processed until the traffic control plan has been received and approved by the City.
- 4) Contractor is required to notify the City 24 hours (Monday-Friday) prior to commencement of construction.
- 5) Contractor is required to perform all testing and submit the test results to the City within 48 hours.
- 6) Contractor must notify businesses and residents that will be impacted by the construction 48 hours prior to beginning work.
- 7) All construction affecting City Right of Way will require Erosion/Sediment Control.
- 8) Construction shall not begin until permit fees have been paid and the permit has been issued.
- 9) The permit and traffic control plan (TCP) shall be available on the job site at all times. Absence of a permit on the job site may be grounds for issuance of a "STOP WORK ORDER".

*For Details see **Permit Testing & Inspection Requirements** and/or **Chapter 21; Article II.** of City Code of Laws located on City Website.*

**FOR NOTIFICATION OF COMMENCEMENT OF CONSTRUCTION**

CALL (303) 235-2861 or (303) 235-2869

**(Have the following information available when scheduling inspections)**

•Permit #            •Location of Cut            •Type of Work            •Contact Name            •Contact Phone #

All work shall be in accordance with the City of Wheat Ridge Standard Drawings and Specifications, Permit Testing & Inspection Requirements and Encroachment Permit Resolution. The applicant shall assume full responsibility and liability, hold harmless and indemnify the City, and pay for all damages or claims resulting from said construction. The Applicant shall notify the appropriate utility companies for locates, and impacted businesses or residents 48 hours prior to construction.

\_\_\_\_\_  
Applicants Name (Printed)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
ISSUING OFFICIALS SIGNATURE

\_\_\_\_\_  
DATE OF ISSUE/APPROVAL

**PERMIT FEE'S TO BE CALCULATED BY CITY**

**STRUCTURES: \$80 EACH - (Fill in quantity for each)**

\_\_\_ Crosspan \_\_\_ Fillet \_\_\_ Curb Ramp \_\_\_ Drive Cut \_\_\_ Manhole \_\_\_ Other \_\_\_\_\_

**TOTAL CONCRETE STRUCTURE FEES \$ \_\_\_\_\_**

**SURFACE WORK: \$.30 SF (\$60 minimum for ea. entry) - (Fill in cut size)**

\_\_\_\_\_ Sidewalk \$ \_\_\_\_\_ Curb/Gutter \$ \_\_\_\_\_ Curbwalk \$ \_\_\_\_\_

\_\_\_\_\_ Sub-grade Prep \$ \_\_\_\_\_ Pavement \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Describe Other \_\_\_\_\_

**TOTAL SURFACE FEES\$ \_\_\_\_\_**

**SUB-SURFACE WORK: \$.40 SF (\$80 minimum for ea. entry) - (Fill in cut size) - (Separate permit / each utility)**

\_\_\_\_\_ Water \$ \_\_\_\_\_ Sewer \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_

\_\_\_\_\_ Phone \$ \_\_\_\_\_ Cable \$ \_\_\_\_\_ Inlet \$ \_\_\_\_\_ Storm Sewer \$ \_\_\_\_\_

\_\_\_\_\_ Boring (@\$.40 Lineal Ft. \$ \_\_\_\_\_ Potholes (\$25 each) \$ \_\_\_\_\_ Irrigation \$ \_\_\_\_\_

\_\_\_\_\_ Monitoring Well (\$80 per well) \$ \_\_\_\_\_ Traffic Signal \$ \_\_\_\_\_ Street and Ped light \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Describe Other \_\_\_\_\_

**TOTAL SUB-SURFACE FEES \$ \_\_\_\_\_**

3.5 % Materials Fee (figured from page 1) \$ \_\_\_\_\_

Total Fees for Structures \$ \_\_\_\_\_

Total Fees for Surface Work \$ \_\_\_\_\_

Total Fees for Sub-surface Work \$ \_\_\_\_\_

Storm Water Compliance Fee (\$165.00 for less than one acre)  
 (350.00 for one-29 acres)  
 (540.00 for 30 acres or more) \$ \_\_\_\_\_

Traffic Control Only Fee (\$25/plan) \$ \_\_\_\_\_

**Surcharge Fee** (Equal to Sum of all Fees) **\$ \_\_\_\_\_**

PERMIT FEE \$ 100.00

**TOTAL FEES DUE** (including surcharge if applicable) **\$ \_\_\_\_\_**

**Re-inspection Fee @ \$65/day for \_\_\_\_\_ days (add to Total Fees Due) \$ \_\_\_\_\_**

**Surcharge for working without a permit equals a double fee of no less than \$250 \$ \_\_\_\_\_**

**Permits in excess of two million dollars equals 1.5 x Inspector Wage \$ \_\_\_\_\_**

- Inspection fees will be charged based on actual time expended by inspectors. The estimated permit fee shall be collected at the time of permit application. Should the permit fee exceed the estimated fee, the fee shall be re-estimated and collected. Over-estimated fees shall be refunded.

INCLUDE ON A SEPARATE SHEET OF PAPER A SKETCH SHOWING WORK AREA, KIND OF WORK AND TRAFFIC CONTROL

LANE CLOSURE WILL BE REQUIRED  YES  NO

## Small Cell Location & Justification

Section 26-615.H of the City Code permits small cell facilities in the right-of-way in under the following priority, ranked 1-5. Check the item that applies to your proposed facility.

- 1. City-owned utility pole (removed and replaced with new pole, conveyed back to City)
- 2. City-owned utility pole (attached to existing pole)
- 3. Third-party owned utility pole with owner's permission (attached to existing pole)
- 4. Traffic signal pole or mast arm (requires City or CDOT approval)
- 5. New freestanding or ground-mounted facility

Explain the reason for choosing the type of facility, and why other higher-priority locations were not selected, if applicable (*required*):