

Permit Application Procedures and Submittal Requirements for
Cellular Telecommunications Tower

Knox County Code Administration & Inspection
Phone: (865) 215-2325
Fax: (865) 215-2325

SCOPE: The following steps need to be taken before applying for a cellular telecommunications tower permit.

APPLICATION

1. Applicant must a ***Certified Street Address*** with the ***CLT Map and parcel number*** corresponding to the property to be permitted. This information can be found on the owner's tax notice or at the Property Assessors office on the 2nd floor of the City County Building or by calling (865) 215-2360.
2. Applicant will need to go to ***Register of Deeds*** on the 2nd floor or call 215-2330 to obtain the cabinet and slide number of the recorded survey. (this information is not on your deed)
3. A ***stamped approved development plan*** is required from MPC when permitted as a Use on Review.
4. Two ***site plans*** are required showing position of all new construction in relationship to the property lines. Include dimensions from the base of the tower to property lines. Compliance with screening requirements must also be shown.
5. Two sets of ***State of Tennessee Licensed Engineer sealed plans*** need to be submitted which include all foundation and structure plans for all equipment and tower.
6. The ***State of Tennessee licensed engineer's name***, address, phone and fax numbers are required.
7. The ***building contractor's name***, address, phone/fax numbers, license number, business license and proof of Workman's Compensation is required.
8. The ***estimated construction cost*** is required.
9. A ***Letter of Intent*** for co-location as required by 4.92.02(b)
10. ***Maps of coverage area*** and search radius showing existing facilities and written evidence of why co-location is not feasible as required in 4.92.02(c).
11. ***Financial arrangement*** to provide for tower removal. Applicant must provide written evidence of approval by the County Law Director and by the County Finance Director as required by 4.92.03(3).

ORDINANCE CHANGE IS PENDING WHICH MAKES ALL TOWERS A USE-ON REVIEW EXCEPT FOR IN A FEW ZONES. CALL FOR UP TO DATE INFORMATION.

PLAN REVIEW

When all information is obtained the application is sent through the review process.

1. **Site engineering and hydrology** requirements are checked first.
2. **Code Enforcement** requirements are checked second.
3. **Building and structure** requirements are checked third.
4. **Fire code** requirements are checked last.

PERMIT ISSUANCE

1. When all required plans and information have been received and approved they are returned to the Permit Technician.
2. The Permit Technician then calls the applicant to notify them their permit is ready. Any application not approved or picked up within 6 months is void and reapplication is required.
3. Applicant or contractor may sign permit, pay fees, pick up approved drawings and begin construction.

INSPECTION

1. A schedule of required inspections will be given with the approved permit.
2. **It is the contractor's responsibility to schedule each required inspection through the Code Administration office (865) 215-2325.** The Registered Engineer may perform the required inspections in lieu of the building inspectors. The engineer shall submit a letter to this office verifying inspection with their professional seal on it.
3. Any inspection that is rejected must be re-inspected after corrections are made. Contractor shall reschedule inspection.
4. A **CERTIFICATE OF COMPLETION** will be issued when final inspection is passed.

NOTE: EACH REINSPECTION WILL COST AN ADDITIONAL \$30.00 FEE