

Cellular Tower Permit

(New Cellular Tower, Co-Locates, Antenna Upgrades & Ground Equipment Additions)

Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864 - 467 - 7060

Requirements to secure a permit for Cell Towers, Co-Locates, and other related equipment:

1. Existing Antenna Upgrades (REPLACEMENT):

No permit is required for the following type of upgrade/replacement work:

1. Replacement of antennas being installed at the same height, location and number as antennas being removed.
2. Replacement of existing coax cables.
3. Replacement of any low voltage ground equipment.
4. Replacement of any other ground equipment not requiring more than the following:
The replacement or addition of high voltage electrical work on existing metered services that is in conjunction with any of the 3 previous items (typically 4 circuits or less).

2. New Cellular tower construction requirements:

The Zoning Department 864-467-7425 will verify the zoning classification and setback requirements.

- A. **Plan Review** is required. See the Forms and Applications page for additional information. Provide completed Cellular Building/Zoning Application. All prefab Modular Units must have a SC State Building Codes Council approved Compliance Number.
- B. **Site Plan Review** is required. See the Forms and Applications page for additional information. Dimensions from the Tower (or other equipment) and buildings as well as to the property lines are required. Zoning setbacks shall be indicated on these plans as well as fire hydrant locations. This Site Plan must be of the Entire Property, enlarged plans may be necessary for clarification. These are the same plans as required by the Land Development department.
- C. **Electrical Plan Review** is required. Provide Meter / Disconnect Panel Box Riser Diagram, for each disconnect. Include Amperage, and Size / Number of breakers. Any equipment with electrical connections will be required to be tied down in an approved permanent manner, and will be inspected for compliance.
- D. Provide structural design criteria as referenced in IBC sections 1603.1.4 and 1603.1.5. On plans provide maximum number of antennas and elevation of each and a cable routing plan.
- E. [Special Inspections Procedure](#) per IBC Chapter 17. The required inspections are: Steel frame 1705.2, High Strength Bolts 1706.1, Concrete 1705.3, Soils 1705.6.
- F. **Approval letters** from **FAA** and all three local **Airports** must be provided as outlined in the Zoning Ordinance Section 11.4. See below for Airport Contacts. Local airport approval is only required for new towers or any height changes to existing structures.
- G. Provide **NIER** report as required by Zoning Ordinance 11.4., sealed and signed by an engineer.
- H. A South Carolina licensed General Contractor is required to pull the main permit for this type of work. All plan review and building permitting fees are charged at the time the permit is picked up. Electrical permits can be purchased by a SC licensed Electrical Contractor once the main permit has been pulled.

3. New Co-locate, Pole and Building Mount installations:

- A. **Plan Review** is required. See the Forms and Applications page for additional information. Provide completed Cellular Building/Zoning Application. All prefab Modular Units must have a SC State Building Codes Council approved Compliance Number.
- B. Provide **Structural Analysis** of tower with all existing and proposed antennas in reference to IBC sections 1603.1.4 and 1603.1.5. Including a cable routing plan, sealed and signed by a structural engineer.
- C. **Electrical Plan Review** is required. Provide Meter / Disconnect Panel Box Riser Diagram, for each disconnect. Include Amperage, and Size / Number of breakers. Any equipment with electrical connections will be required to be tied down in an approved permanent manner, and will be inspected for compliance.
- D. Provide a completed **FCC “Evaluation of Categorical Exclusion” checklist** (a copy is here below) if all antennas on the tower will be above 10 meters, or a **NIER** report as required by Zoning Ordinance 11.4., sealed and signed by an engineer.
- E. **Approval letters** from **FAA** and all three local **Airports** must be provided as outlined in the Zoning Ordinance Section 11.4. See below for Airport Contacts. Local airport approval is only required for new towers or any height changes to existing structures. Co-locates on existing towers are exempt from the airport letters if there is no increase in height.
- F. A South Carolina licensed General Contractor is required to pull the main permit for this type of work. All plan review and building permitting fees are charged at the time the permit is picked up. Electrical permits can be purchased by a SC licensed Electrical Contractor once the main permit has been pulled.

4. Generators:

- A. **Plan Review** is required. See the Forms and Applications page for additional information. Provide completed Cellular Building/Zoning Application. All prefab Modular Units must have a SC State Building Codes Council approved Compliance Number.
- B. **Electrical Plan Review** is required. Provide Meter / Disconnect Panel Box Riser Diagram, for each disconnect. Include Amperage, and Size / Number of breakers. Any equipment with electrical connections will be required to be tied down in an approved permanent manner, and will be inspected for compliance.
- C. A SC licensed Electrical Contractor is required for this type of work. All plan review and building permitting fees are charged at the time the permit is picked up.

5. **Greenville County does not permit cell towers locations in roadway or power company rights of way.**

Greenville County Zoning Administration

301 University Ridge, Suite 4100
Greenville, SC 29601
864/ 467-7425

<https://www.greenvillecounty.org/Zoning/default.aspx>

FEDERAL AVIATION ADMINISTRATION (FAA)

Southern Regional Office
Air Traffic Division, ASO 520
1701 Columbia Ave.
College Park, GA 30337
404/ 305-5585

<http://www.nw.faa.gov/airports/Forms/Airspace/7460FORM.doc>

Greenville Spartanburg Airport (GSP)

Cody Bauman
Director of Operations
2000 GSP Drive Suite 1
Greer, SC 29651
864/ 848-6277
Email: cbauman@gspairport.com

Donaldson Center Airport

Peter Cevallas
2 Exchange St.
Greenville, SC 29605
864/ 277-3152
864/ 277-6766 (fax)

Greenville Downtown Airport

Joe Frasher
100 Tower Drive, Unit 2
Greenville, SC 29607
864/ 242-4777
864/ 242-4870

Checklist for Local Government To Determine Whether a Facility is Categorically Excluded

(Taken from the FCC's "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance", Appendix A)

Purpose: The FCC has determined that many wireless facilities are unlikely to cause human exposures in excess of RF exposure guidelines. Operators of those facilities are exempt from routinely having to determine their compliance. These facilities are termed "categorically excluded." Section 1.1307(b)(1) of the Commission's rules defines those categorically excluded facilities. This checklist will assist state and local government agencies in identifying those wireless facilities that are categorically excluded, and thus are highly unlikely to cause exposure in excess of the FCC's guidelines. Provision of the information identified on this checklist may also assist FCC staff in evaluating any inquiry regarding a facility's compliance with the RF exposure guidelines.

BACKGROUND INFORMATION

1. Facility Operator's Legal Name: _____
2. Facility Operator's Mailing Address: _____
3. Facility Operator's Contact Name/Title: _____
4. Facility Operator's Office Telephone: _____
5. Facility Operator's Fax: _____
6. Facility Name: _____
7. Facility Address: _____
8. Facility City/Community: _____
9. Facility State and Zip Code: _____
10. Latitude: _____
11. Longitude: _____

All information set forth is true, accurate and complete

Signed: _____ Date: _____
 Title: _____

Continue
 →

Checklist (page 2)

EVALUATION OF CATEGORICAL EXCLUSION

12. Licensed Radio Service (see attached Table 1): _____
13. Structure Type (free-standing or building/roof-mounted): _____
14. Antenna Type [omnidirectional or directional (includes sectored)]: _____
15. Height above ground of the lowest point of the antenna (in meters): _____
16. Check if all of the following are true:
- (a) This facility will be operated in the Multipoint Distribution Service, Paging and Radiotelephone Service, Cellular Radiotelephone Service, Narrowband or Broadband Personal Communications Service, Private Land Mobile Radio Services Paging Operations, Private Land Mobile Radio Service Specialized Mobile Radio, Local Multipoint Distribution Service, or service regulated under Part 74, Subpart I (see question 12).
 - (b) This facility will not be mounted on a building (see question 13).
 - (c) The lowest point of the antenna will be at least 10 meters above the ground (see question 15).

If box 16 is checked, this facility is categorically excluded and is unlikely to cause exposure in excess of the FCC's guidelines. The remainder of the checklist need not be completed. If box 16 is not checked, continue to question 17.

17. Enter the power threshold for categorical exclusion for this service from the attached Table 1 in watts ERP or EIRP* (note: $EIRP = (1.64) \times ERP$): _____
18. Enter the total number of channels if this will be an omnidirectional antenna, or the maximum number of channels in any sector if this will be a sectored antenna: _____
19. Enter the ERP or EIRP per channel (using the same units as in question 17): _____
20. Multiply answer 18 by answer 19: _____
21. Is the answer to question 20 less than or equal to the value from question 17 (yes or no)? _____

If the answer to question 21 is YES, this facility is categorically excluded. It is unlikely to cause exposure in excess of the FCC's guidelines.

If the answer to question 21 is NO, this facility is not categorically excluded. Further investigation may be appropriate to verify whether the facility may cause exposure in excess of the FCC's guidelines.

*"ERP" means "effective radiated power" and "EIRP" means "effective isotropic radiated power"