

Nampa Building Safety Department

CELL TOWER

BUILDING PERMIT GUIDE



NAMPA

I D A H O

411 3rd Street S.

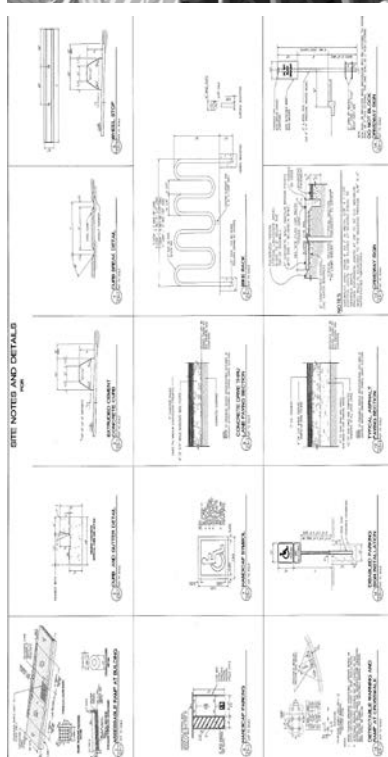
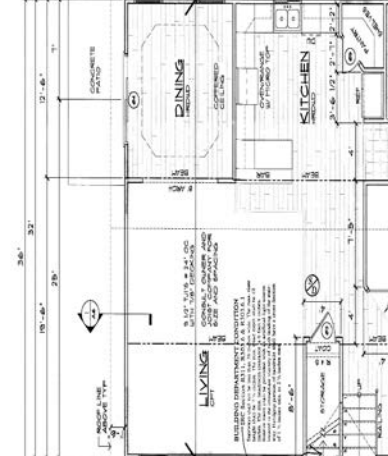
Nampa, Idaho 83651

208-468-5435

Fax#: 208-468-5439

www.cityofnampa.us

Patrick Sullivan C.B.O
Building Safety Director



Cell Tower Building Permit

This guide outlines the requirements for obtaining a building permit within the Nampa city limits.

In Order to ensure that your application is processed in a timely manner, your plans must be complete. For application and submittal requirements, see the attached General Information and Checklist sheets.

Once submitted, your plan package will require review and approval from the applicable departments listed below.

Building Department

Rob Willis, Plans Examiner Supervisor
(208) 468-5410, willisj@cityofnampa.us
Dawna Jenkins, Plans Examiner II
(208) 468-5418, jenkinsd@cityofnampa.us
Michael LeBeau, Plans Examiner II
(208) 565-5269 lebeaum@cityofnampa.us

Planning & Zoning

Kristi Watkins, Senior Planner
(208) 468-4430, watkinsk@cityofnampa.us
Doug Critchfield, Senior Planner
(208) 468-4430, critchfieldd@cityofnampa.us

Engineering

Peter Nielsen, Senior Engineering Plans Examiner
(208) 565-5252 nielsenp@cityofnampa.us

Erosion, Sediment & Dust Control

Greg Goodman, Storm Water Inspector
(208) 468-4442, goodmang@cityofnampa.us
Ray Rice, Storm Water Inspector
(208) 468-5522, ricer@cityofnampa.us

Fire Department

Brent Hoskins, Deputy Fire Marshal/Plans Examiner
(208) 468-5757, hoskins@cityofnampa.us

Cell Tower Building Permit

General Information & Plan Review Schedules

General Information:

- Permit applications must be filled out in their entirety. Missing or incomplete information will cause delays in the processing of the permit application.
- New construction project permit applications must be accompanied by a legal description of the property.
- Plan submittals must be accompanied by all applicable documents, such as, structural engineering calculations, soils reports (if new construction) civil plans, erosion/sediment control plans and application, specs, and any and all other materials requested on the plan review checklist.

Plan Review Schedules:

- Estimate turn around times** — Plan review turn around times are subject to change without notice. Our turn around time goals are listed but may fluctuate based on completeness of submittals and workload.
- NEW CELL TOWERS projects with all of the required submittals are not expected to exceed forty (40) working days for the *initial* review. This time frame can be subject to change depending on workload.
- EXISTING CELL TOWER projects with all of the required submittals are not expected to exceed twenty (20) working days for the *initial* review. This time frame can be subject to change depending on workload.

**** The average processing times reflected above are for the initial plan review time period only and do not reflect the additional time necessary to review and process plan review corrections and are not a guarantee of permit issuance. Actual permit pro-processing times vary based upon actual department workload.**

Cell Tower Building Permit Checklist

General Requirements for all NEW CELL TOWERS or ADDITIONS or CHANGES of EQUIPMENT plan submittals

- EXISTING CELL TOWER — (THREE COMPLETE SETS)**
Sheet sizes shall not be less than 24" x 36" and not more than 30" x 42".
- NEW CELL TOWER — (FIVE COMPLETE SETS)**
Sheet sizes shall not be less than 24" x 36" and not more than 30" x 42".

****NOTE: Architectural plans MUST be stamped and signed by an Idaho Registered Architect. ****
A CD(s) CONTAINING ALL SUBMITAL ITEMS IN PDF FORMAT IS REQUIRED**

Staff Applicant
Only Only

CONSTRUCTION PLANS (New Cell Towers/Additions/Change of Equipment)

- Site Plan** - Building location, landscaping and parking. Dimensioned plan if any exterior work is being done.
- Floor Plan (New Only)** - Floor Plan of the ENTIRE BUILDING. Exterior wall openings, door swings, use designations, exit signage, wall locations, room uses, etc.
- Building Sections and Details**- Sections of walls, fire rated assemblies.
- Structural Plans & Calculations (stamped by the Design Professional performing the structural calculations)**
- Electrical Plans** - Single line drawings, switching diagrams and type of control.
- Mechanical Plans - (If Adding or Changing)** Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; etc.
- Civil Plans - (New Only) May be required depending on the scope of work.** Please check with the City of Nampa Engineering Division to find out what your requirements may be. Some items that would trigger civil plans are, but not limited to: Change to storm drainage, adding/changing utilities, adding fire sprinklers, redesign/paving of parking lot, conversion from residential to commercial occupancy.

I hereby certify that I have read and examined the above application and checklist, and that all of the information provided and items checked are included as part of the initial permit application submittal and are true to the best of my knowledge.

Signature _____ Date _____

Plan Reviewer _____ Date _____

Permit Technician _____ Date _____

**CITY OF NAMPA
Cell Tower
Building Permit Application**

411 3RD STREET SOUTH, NAMPA, ID 83651
PH - (208) 468-5468, FAX - (208) 468-5439
PATRICK SULLIVAN, C.B.O.,
BUILDING SAFETY DIRECTOR
Website—www.cityofnampa.us

**FULL PLAN REVIEW WILL BE
CHARGED AT TIME OF APPLICATION**

FOR OFFICE USE

PERMIT APPLICATION # _____
Date: _____ Rec'd By: _____
Amt \$: _____ Check # _____ Cash

TYPE OF PERMIT REQUESTED

New Tower Add or Change of Equipment Repair

Describe the **SCOPE OF WORK** and the **SPECIFIC USE** of the new tenant or new structure:

PROJECT INFORMATION

Project/Business Name: _____ *Project Value: \$ _____

*The project value shall include not only the cost for construction of such building, but all improvements within the building and all on-site improvements, such as; paving, sidewalks, ramps, stairs, on-site utilities, grading, site prep, etc.

Project Address (City will assign for all new construction): _____

Legal Description: Lot _____, Block _____, Subdivision _____

PROJECT SPECIFICS (Every Blank MUST be filled in)

Occupancy Group (s) _____ Construction type _____
Existing (Building) Area _____ Bldg. Height: _____
 Actual **New** Building Area _____ **Total Building Area , including new** _____

OFFICE USE ONLY: Routed to: Building Fire Engineering Planning Wastewater Design Review

O w n e r

Name:			
Address:		City	State Zip:
Phone:	Fax:	Mobile:	E-Mail:

A p p l i c a n t

Name:	Contact Person Name:		
Address:		City	State Zip:
Phone:	Fax:	Mobile:	E-Mail:

CITY OF NAMPA

Cell Tower Building Permit Application

B u i l d i n g C o n t r a c t o r

Registration #:

Company Name:		Contact Person Name:	
Address:		City	State
Phone:	Fax:	Mobile:	E-Mail:

A r c h i t e c t

Name:		Contact Person Name:	
Address:		City	State
Phone:	Fax:	Mobile:	E-Mail:

S t r u c t u r a l E n g i n e e r

Name:		Contact Person Name:	
Address:		City	State
Phone:	Fax:	Mobile:	E-Mail:

C i v i l E n g i n e e r

Name:		Contact Person Name:	
Address:		City	State
Phone:	Fax:	Mobile:	E-Mail:

L a n d s c a p e A r c h i t e c t

Name:		Contact Person Name:	
Address:		City	State
Phone:	Fax:	Mobile:	E-Mail:

D e c l a r a t i o n

I hereby certify that I have read and examined the application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, including all permit conditions, whether specified herein or not.

Name (Please Print): _____

Signature: _____ **Date** _____

N o t i c e

All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits.