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Existing Wireless Communication Facilities (WCFs)

For an existing WCF site (visible, disguised, or concealed WCF), replacing antenna technology on a monopole or building, you will not need to submit for [Minor Commercial Final Site Plan](#). For "drop and swaps", apply directly for a Commercial Building Permit submittal. Submit Construction Drawings (CDs) on our [Electronic Plan Review \(EPR\)](#) portal.

A few additional documents may be required to be submitted with the drawings; depending on the following three (3) contingencies:

- 1) The site is in a Federal Aviation Administration (FAA) zone where the [Form 7460-1](#) is required to provide FAA clearance for height limitations or new frequency alterations; (example: upgrading from 4G to 5G)
- 2) The site is in a 100-year Flood Zone, and the [Floodplain Zone Clearance Form](#) is required to be signed by our [Flood Plain Management Team](#); and,
- 3) Existing sites are sometimes exempted from the Zoning Ordinance [Section 715](#) that governs WCFs, with the Federal Communication Commission (FCC) [form 6409\(a\)](#) exemptions (separate handout will be provided).

For construction drawing (CD) submittals ([see checklist](#)), the construction set shall include the following:

- 1) Cover Sheet with scope of work, Assessor's Parcel Number (APN) & Address;
- 2) [Application](#);
- 3) Survey Sheet;
- 4) Site Plan, a "complete" Site Plan with property lines shown (drawn to scale) and new location coordinates of the WCF;
- 5) Elevation Sheet(s) showing existing conditions and proposed conditions;
- 6) Detail Sheets. Multiple detail sheets can be submitted (e.g. enclosures, diesel generator, or new ground mounted cabinets);
- 7) For upgrades to disguised WCF, missing or damaged palm fronds, arms, or branches shall be replaced and painted to match;
- 8) Enlarged plan view of the proposed WCF; and,
- 9) Enlarged plan view of the proposed enclosure;
- 10) For new additions or increase in antenna height, also refer to the following commercial [checklist](#) items.

When submitting construction documents to the [Commercial Building Code Division](#), upload any additional documents or clearances with signatures & email responses to the [Electronic Plan Review \(EPR\)](#) portal to help expedite the login review.