



Cell Phone Towers and Antennas or Co-Locate Installations

Monopole or Lattice Towers

Land use/zoning compliance permit requirements

- Elevations or profile of the structure, including overall height from the lowest grade to highest peak; site plan showing property and lease boundaries, access, driveways and all known easements and rights-of-way, septic and well locations (if on property), distance from existing pole/tower to all other structures on the property and to the property boundaries.

Fees: \$200 commercial structure permit fee

Building permit requirements

- Requirements for towers 8 feet or taller:
 - Set of plans, stamped by a licensed Montana engineer, that show: footing, foundation, wind shear (90 mph wind gust for 3 seconds), seismic zone C or D (depending on location), snow load (depending on location), installer schematics and a statement of special inspection (2012 IBC Section 1704), even if not required by a registered design professional.
 - Special inspector contact information (as applicable).
 - Plans required for land use/zoning compliance permit.
- All online applications must be complete, accurate and include the property owner's contact information (mailing address, phone number and email). Applicants also must mail or drop off a hard copy of all uploaded documents to the Building Division at 6089 Training Drive, Missoula, MT 59808.
- Building Division staff will assess fees upon online application submittal and call or email applicants with total costs. Online applicants can pay fees online, while payment is required at the time of submittal for in-person applicants.
- Plan review and other department reviews can take up to three weeks, depending on the extent of the project.
- Building permit fees are due upon application approval. The contractor or installer physically performing the work must pick up the stamped plans, post the inspection card and call for applicable building inspections as required for verification of new construction or modifications. The contractor/installer is required to submit all special inspection reports as stated in the construction documents prior to final inspection.
- The building permit will be issued *only* to the contractor/installer doing the actual work. If the applicant requires a copy, they will need to obtain it from their subcontractor upon issuance.

Fees: Building permit fees are based on the value of construction (time, labor and materials, excluding electrical). The Building Division may require a signed copy of a work

contract to verify this information. Commercial electrical permit fees are based on the value of the owner/developer contract. This permit can only be applied for, issued to and installed by an unlimited contractor master electrician licensed with the State of Montana.

Antenna and/or Co-Locate Installations

Land use/zoning compliance permit requirements

- Elevations or profile of the structure, including overall height from the lowest grade to highest peak; site plan showing property and lease boundaries, access, driveways and all known easements and rights-of-way, septic and well locations (if on property), distance from existing pole/tower to all other structures on the property and to the property boundaries.

Fees: \$100 commercial addition permit fee required if increasing the overall height from the lowest grade to the highest peak and/or increasing the compound foot print. Fees apply in zoned areas only.

Building permit requirements

- Site plan that shows property or lease boundaries, access, driveways, all known easements and rights-of-way, septic and well locations (if on property), and distance from existing pole/tower to all other structures on the property and to the property boundaries.
- Set of plans, stamped by a licensed Montana engineer, that show: wind shear (90 mph wind gust for 3 seconds), seismic zone C or D (depending on location) snow load (depending on location), installer schematics to include existing tower/equipment and proposed tower/equipment, a letter from a licensed Montana engineer stating the existing tower can handle all proposed additional loads along with the snow load, wind shear and seismic zone. Plans must include the new overall height once the new antenna are added and/or increased compound footprint.
- Economy of scale: If an applicant is proposing to add and/or co-locate more than one antenna on the same tower, and the work will be done at the same time by the same contractor, then only one \$90 permit is required. If the work will be done by separate contractors and/or at different times, then a \$90 permit fee is required for each installation.
- The contractor/installer must physically pick up the approved stamped plans, post the inspection card and call for building inspections as required for verification of modifications.
- If upgrades to the existing tower are not required, then no inspection beyond a final inspection is required.

Fees: \$90 building permit fee (if no structural modifications required)

Towers Requiring Structural Modifications

Building Permit Requirements

- Set of plans, stamped by a licensed Montana engineer, that show footing, foundation, wind shear (90 mph wind gust for 3 seconds), seismic zone C or D (depending on location), snow load (depending on location), installer schematics, special inspector contact, and information required by the engineers.
- The procedure and timeline for new tower or monopole building permit applications also applies to this application.
- Contractor/installer must physically pick up the approved stamped plans, post the inspection card and call for building inspections as required for verification of modifications.
- If the antenna and/or co-locate includes structural modifications, and the work will be done at the same time by the same contractor, only one permit is required. The fee will then include \$90 for antenna install/co-locate, plus the value of the structural modification.
- If the antenna and/or co-locate includes structural modifications, and the work will be done by separate contractors and/or at different times, then two permits are required: one \$90 permit for the antenna install/co-locate and one permit for the structural modifications, with a fee based on the cost of the modifications. The co-locate permit will not be *issued* until the final inspection of the modifications permit is complete.
- This permit can only be applied for, issued to and installed by an unlimited contractor master electrician licensed with the State of Montana.

Fees: Building permit fee is based on the value of the modifications (including time, labor, materials, mobilization and administration fees; excluding electrical, mechanical and plumbing)

Commercial electrical permit fee is based on the value of the contract with the owner/developer.

Questions? If you have questions about these procedures or other work at a cell tower site that may require a permit, please call 406-258-3701.