



Modification of Existing Cell Towers

Building & Zoning Permit Requirements for Communication Tower Modifications

Zoning Permit Required: A Conditional Use Amendment & Modification application is required for any addition or replacement of equipment on the cellular tower or the ground buildings. This modification is not part of our monthly case schedule, and is not presented to any Boards or Commissions. It requires Zoning Administrator approval only. The Conditional Use Amendments & Modifications application can be downloaded from our website. Please call 319-892-5130 for further information. The charge for that application is \$15. If your modification includes adding any structures to the tower area, you will also need to submit a site plan showing the new structures. The application must be signed by the applicant and the tower owner. In lieu of the tower owner's signature, the applicant must provide a copy of the lease agreement.

Building Permit Required: A permit is required for any addition or replacement of equipment on the cellular tower or the ground buildings. The only exception is if the replacement is the exact same model # as the original work, which does not require a permit.

Building Permit Application Information Required:

- A description of the work for each structure
- The valuation of the work to be performed for each structure
- The property street address (issued by County Engineering Department)
- The property owner and address
- The tower owner, address, contact name and telephone number
- The equipment owner, address, contact name and telephone number
- The contractor company name, address, contact name and phone number.
- Note: The State of Iowa requires all contractors be Registered with the State Department of Labor.
- Please provide the name and address of the person to whom you would like the issued permit to be mailed.

The above information will be entered into our permit system and a building permit fee determined from the valuation of the work. The permit application must be signed by the contractor, owner or the owner's authorized agent and the associated fees paid. There will be a commercial plan check fee included in the building permit fee.

Plans: Construction documents are required to be submitted in pdf format. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. Plans shall also allow for digital signatures and mark-ups. Online submittal is preferred. Plans can be submitted via the [Permit Application Portal](#). In-person submittal is available by appointment, call 892-5130 to schedule.

The following information plans and details are required:

1. Plans for modifications must be certified by an Iowa Licensed Professional Engineer, must have an original seal and wet signature, and must include:
 - a. Design Criteria
 - b. Referenced Standards
 - c. Foundation design based on soils report
 - d. Tower design and a Structural Analysis.
2. Drawings for communication buildings and/or other buildings or structures, shall include:
 - a. Foundation design
 - b. Plan and Section drawings
 - c. Prefabricated buildings require certification by an Iowa Licensed Professional Engineer or third party inspection report or a model code Evaluation Report
3. Specifications on fencing, if applicable.

Allow 7 to 10 business days for plan review following plan submittal and application. When all conditions have been met, the building permit will be issued and sent to the applicant. Work is not authorized to begin until the permit has been issued.

A Separate Electrical Permit is required: An Electrical Permit is required for electrical work performed at the site including the Grounding Ring. The permit must be obtained and the work performed by an Electrical Contractor licensed to perform work in the State of Iowa.

Permit Issuance and Inspections:

After a plan review has been completed and the plans are approved, the building permit is issued and construction is authorized to begin. The applicant or holder of the permit is responsible for calling for required inspections and for keeping the work open and accessible for inspection purposes. The building/structure must not be occupied/used until **Final Inspection** has been completed and approved and the required **Certificate of Completion** has been issued by the Building Division.

Inspections Required:

- **Footings and foundations:** when excavation and forms are complete, reinforcing is set and before pouring concrete.
- **Electrical:** before electrical work is covered
- **Electrical Service:** before meter set. Linn County inspection tag is required prior to setting meter and energizing electrical system.

Final Inspection when work is complete. **Certificate of Completion** is required.