



Development Services Division
1055 S. Grady Way
Renton, WA 98057
(425) 430-7200
www.rentonwa.gov

SMALL CELL WIRELESS APPLICATION

This application must be filled out completely in order to be submitted for review. We will not accept incomplete applications. This application is good for one (1) year from the submittal date. A one-time extension of one (1) year can be requested at a cost of half the plan review fee. Once issued, the permit is good for one (1) year from issue date. A one-time extension of one (1) year can be requested at a cost of half the permit fee. Please follow our [Electronic File Standards](#) if your permit requires plan review. This application must be a .pdf and included in your submittal.

FOR OFFICE USE ONLY:

PERMIT NUMBER: _____ PROJECT NUMBER: _____ LAND USE NUMBER: _____

1. LOCATION AND JOB DESCRIPTION

ADDRESS: _____ TENANT NAME: _____ Parcel #: _____

DESCRIPTION OF WORK: _____

FRANCHISE AGREEMENT NUMBER: **(REQUIRED)**: _____

NUMBER OF UNITS: _____ 1-5 unit max.

FEE: \$500 Non-refundable Application Fee. Additional fees may be added based on review time. Additional 5% Technology Fee added to all permits.

2. OWNER INFORMATION

PROPERTY OWNER NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

3. CONTACT INFORMATION

CONTACT NAME: _____ PHONE: _____

EMAIL: _____ FAX: _____

4. CONTRACTOR INFORMATION -List the Washington State Contractor's License Number for the following: **(Required)**

ELECTRICAL CONTRACTOR NAME: _____ PHONE: _____

STATE OF WASHINGTON CONTACTOR'S LICENSE: _____

CITY OF RENTON BUSINESS LICENSE: _____

If applicable, list the construction contractor information below.

BUILDING CONTRACTOR NAME: _____ PHONE: _____

STATE OF WASHINGTON CONTACTOR'S LICENSE: _____

CITY OF RENTON BUSINESS LICENSE: _____

SMALL CELL PLAN REVIEW SUBMITTAL REQUIREMENTS

These requirements are for small cell units being placed on private property only. Installations on Public Property or Right of Way require a separate application from Public Works Department. In addition to other permits or agreements (e.g., administrative conditional use permit, franchise, etc.) necessary for the installation of one or more small cell facilities, the applicant shall submit the following:

1. **Small Cell Wireless Application.** The applicant may specify up to five (5) sites in one small cell permit application for processing if all proposed small cell facilities are subject to the same process type.
2. **Site Plan/ Map:** Drawn to scale; identify property lines, streets, easements, location of each small cell unit. The applicant shall provide a map identifying the geographic boundaries for the small cell deployment.
3. **Specific locational information.** Specify whether and where small cell facilities are to be located on existing or new poles, towers, buildings and/or other structures. Conduit and/or ground-mounted equipment necessary for and intended for use in the deployment shall also be specified.

Visual Mitigation: Any concealment/integration techniques proposed shall be fully explained, illustrated and detailed. Detailed schematics and visual renderings, including photo simulations, of the small cell facilities shall be provided by the applicant. [4-4-140 \(J\)](#).

4. The applicant shall specifically designate any element of a deployment which qualifies as an eligible facilities request. Such element may be addressed separately by the Administrator in order to comply with the requirements in RMC [4-4-140](#), Wireless Communication Facilities.
5. The applicant shall provide written authorization of the owner of any pole or structure for the installation of its small cell facilities on such pole or structure. For City-owned poles or structures, the applicant shall submit a copy of a lease agreement from the City.
6. If the applicant proposes an element which is not exempt from SEPA review, the applicant shall simultaneously apply under Chapter [43.21C](#) RCW and RMC [4-9-070](#), Environmental Review Procedures.
7. The applicant shall submit a sworn affidavit signed by a radio frequency (RF) engineer with knowledge of the proposed project affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate.
8. The applicant shall provide proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

Method of Attachment:

9. Dimensioned details shall be provided of antennas and mounting hardware used to attach the antennas to the structure. Engineering certification that the support structure meets design standards, as applicable.
10. The applicant shall submit [a traffic control plan](#) for any small cell facilities located on or over the public right-of-way.

I certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Renton will be met. I understand that this application is valid for one year from the application date. If a permit is not issued during this time period, the application will become void. This application does not constitute a permit to work. Work is not to commence until the building permit is posted on premises where work is to be performed. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to applicable codes. Work in public rights-of-way and/or utility easements are not authorized under this application. Any work done without the benefit of having a building permit issued is subject double the permit fee. Fees to be paid at permit intake.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT NAME PRINTED: _____