



## **CELL TOWER ANTENNA CO-LOCATE SUBMITTAL REQUIREMENTS**

1. **Zoning Permit** from the appropriate city, village or township. Zoning inspector contact information can be found visiting the Ashtabula County Planning Department's website at <http://www.co.ashtabula.oh.us/278/Zoning> .
  - a. If the jurisdiction does not require a zoning permit for the proposed scope of work, please submit a written statement from the zoning inspector. An email communication is acceptable.
  - b. Monroe, Richmond and Windsor Townships do not have zoning.
2. **Four sets of drawings** stamped by an Ohio registered architect or engineer.
  - a. Drawings shall include structural changes and electrical work.
  - b. Please reference the current codes; 2017 Ohio Building Code and 2014 National Electric Code.
3. **Four copies of the structural evaluation** of the existing tower/monopole; stamped by an Ohio registered architect or engineer.
4. **Contractual agreement** with the property owner(s) if the land is leased. Financial information may be redacted.
5. **Permanent Parcel Number and address** of tower location. If an address was recently assigned, please submit address assignment document from authority having jurisdiction.
6. **Completed Application for Plan Review. Prior to submitting, please contact our office at 1-440-576-1405 to obtain the correct permit & plan review fee amount. Please allow two to three weeks for plan review.**
7. **Statement of Special Inspections and Contact Info for Special Inspection Company.** Per OBC Section 1704.2.4: A final special inspection report must be submitted to the Building Department at the conclusion of the work in order to receive a Certificate of Occupancy.