



## Antenna and Wireless Communication Facilities Checklist

Contact City of Duluth Planning Division before completing this checklist.

### Required Permits

1. **Wireless Equipment Permit**
2. **Special Use Permit – Wireless Facility**
3. **Small Cell Permit** (if applicable)
4. **Concurrent Use Permit** (if applicable)

### Required Documents

Provide the following documents in PDF format when applying for this permit on ePlace:

1. **Structural Analysis** including:
  - a. Antenna mount
  - b. Foundation or supporting structure (roof)
2. **Structural Plans** including
  - a. Antenna height
  - b. Antenna surface area
  - c. Design wind load and corresponding design wind pressure
  - d. Antenna weight
  - e. Antenna support structure
  - f. Antenna connection details to support structure
  - g. Antenna guy wire requirements (if applicable)
  - h. Antenna connection to base structure
  - i. Base structure connection to supporting structure
  - j. Equipment shelter foundation plans and details
  - k. Additional submittal requirements for prefabricated equipment structures
3. **UDC Zoning Compliance**

### Additional Information

#### Zoning Requirements

Contact: City of Duluth Planning Division – 218-730-5580 – [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

#### Special Use Permit

A [special use permit](#) (SUP) is required for all new towers and facilities, for modification of existing towers and facilities where there is a visible change to physical and visually discernable components of the facility, for new

or visible changes to antennas, cables, equipment shelters, landscaping, fencing, for changes to parking or to access, for co-location, including equipment upgrades, and for changes in colors or materials.

A Special Use Permit is not required for the replacement of any components of a wireless facility where the replacement is identical to the component being replaced or for any matters that involve the normal repair and maintenance of a wireless facility without adding, removing or changing anything, nor is a Special Use Permit required for upgrades or changeouts of equipment or antennas where the replacement is of similar size and appearance.

### **Concurrent Use Permit**

A [concurrent use permit](#) (CUP) is required for small cell located in City Right-of-Way or on City owned property (Light pole or traffic light).

### **Engineering Permit Requirements**

**Contact: City of Duluth Engineering Division - 218-730-5200 – [engineer@duluthmn.gov](mailto:engineer@duluthmn.gov)**

Any work located in the City Right-of-Way will require a Small Cell permit from the Engineering Division.

### **Building Permit Requirements**

**Contact: Construction Services and Inspections - 218-730-5240 – [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov)**

A building permit is **required** for all new and replacement antennas that have **one or more** of the following:

- a tower structure
- a concrete foundation
- a new or replacement equipment shelter
- located on the roof of a building

If **NONE** of the previous items are part of the scope of the project, a building permit is **not required**.

The permit cost will be based on the valuation of the new antenna, equipment shelter (if any), and new support structure or any modification to an existing support structure.