



Cellular Communication Applications, Building Permit Checklist

This checklist covers applications for non-residential construction repair, remodel, and structure additions¹ for cellular communication facility permits in unincorporated King County.

Supplemental documents indicated as “Other” may or may not apply to your permit application. For additional information, refer to the [Permit application forms listed by packet web page](#), Cellular Communication Applications, Building packet.

Submittal requirements will depend on the type and extent of your project work. The following checklists outlines the minimum submittal requirements for repair, remodel and structural additions permit applications. Individual projects may require additional submittals and/or permits.

A licensed professional engineer must approve information submitted with an application relative to radiation calculations, structures, electronic components, and interference. However, manufacturer information and specifications relative to structures and electronic components may be submitted without such approval.

Apply On-Line at MyBuildingPermit.com

Select: King County | Building | Non-residential | New Construction **OR** Modification | Wireless Communication Facility



Online:	Submit one copy of each required document in PDF format. The Electronic Plan Requirements handout provides more detailed information. All subsequent submittal and revision documents will be made through MyBuildingPermit.com.
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Required Submittal Documents
Cellular Communication Application, available on MyBuildingPermit.com
Site and structural construction plans and details, see requirements beginning on page 2.
NIER (Non-Ionizing Electromagnetic Radiation) report
Cellular Communication Facilities Supplemental Information Only for a New Tower
Copies of any correspondence you have had with King County or other agencies in relation to the project

¹ Structural addition permits may also include accessory buildings.

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Signed SEPA checklist together with gas emission worksheet and site plan (when applicable) See [SEPA packet](#)

- Required for a New Tower
- Required for Tower or Pole Modification if the height will be increased by more than 20 feet

Other Submittal Documents

Proof of legal lot (if project is first development on property) See [Legal Lot Status packet](#)

Geotechnical report (when applicable)

Noise report (if generator is being used in a rural area)

[Site Area Worksheet](#)

Technical Information Report (when applicable), refer to the King County [Surface Water Design Manual](#) (SWDM), Chapter 2, Drainage Plan Submittal

Wetland report (when applicable) [Consultant Guidance, Ecological](#)

Copy of recorded access easements for ingress/egress (when applicable)

Copy of recorded utility easements (when applicable)

Copy of the SEPA determination and Conditional Use Approval if the tower was approved under a CUP

Letter from PSE or BPA authorizing collocation (when applicable)

Request for exemption from landscape requirements, justification attachment

Landscaping plans showing existing and/or proposed landscaping. If new provide [Landscape Bond Quantity Worksheet](#)

Site and Structural Plan Requirements

(See the [Electronic Plan Requirements handout](#) for more detailed information)

Legal description, vicinity map, north arrow, and graphic scale

Elevation drawings of tower, fences, retaining walls, equipment building and cabinets (if equipment building is adjacent to an existing building, please label the current use of that building)

Foundation Plans for equipment building, cabinets, fences over 6' high and retaining walls over 4' high (top of wall to bottom of footing)

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Dimensioned site plans showing entire lot (no broken lines), zoning of property and adjacent parcels, elevations, structures (including existing structures within 25 feet on adjacent parcels if the project area is on a property line), roads, easements, paved access/apron, septic tank, drainfield and reserve, well radius, project location, and critical areas. Please clearly label all that is existing and proposed.

Foundation Plans for equipment building, cabinets, fences over 6' high and retaining walls over 4' high (top of wall to bottom of footing)

Floor Plan of equipment building

Antenna specifications and attachment details

Landscaping plans showing existing and/or proposed landscaping

Fire Department access for sites with commercial development

Structural calculations for tower, equipment shelter, fences over 6' high and retaining walls over 4' high (top of wall to bottom of footing)

Additional Resources and Information

King County

[Department of Local Services, Permitting Division \(www.kingcounty.gov/permits\)](http://www.kingcounty.gov/permits)

[Permit Fees](#)

[Interactive Mapping, iMap and Parcel Viewer](#)

[On-line Permit Status, Invoice Payment and Inspection Scheduling IVR Inspection Scheduling, phone number and codes](#)

