



Wireless Communication Facilities on Private or Public Property

Installation of a new or modification of an existing wireless communication facility (includes associated equipment) on private or public property or a temporary facility. May include clearing & grading review. Requires building plan review. May require a separate Land Use Exemption, Administrative Conditional Use or Conditional Use and/or Electrical permit. May or may not include SEPA.

Every installation proposed within a critical area, as designated under the Growth Management Act (RCW 36.70A.060) requires SEPA review.

SEPA review is not required if the installation:

1. is a microcell installed on an existing structure (other than a structure containing a residence or school) in any land use district; OR
2. is attached to an existing structure (other than a structure containing a residence or school) and the structure is in a nonresidential land use district; OR
3. is attached to a new WCF support structure less than 60 feet in height and the structure is in a nonresidential land use district.

You must apply for this permit online and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

WCF on Private or Public Property (CD)

Required Documents
Bill-To Form
Criteria Compliance Narrative - if the project is not exempt from land use review, provide a written narrative that addresses all requirements in Land Use Code 20.20.195.D
Construction Stormwater Pollution Prevention Plan (CSWPPP) - if clearing and grading is included in the building permit, a CSWPPP must be submitted with the application. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small Construction projects may be submitted.
Deployment Plan (including existing and proposed sites) - must include all existing sites and all proposed sites in the city and adjacent jurisdictions. If multiple phases of deployment are proposed, entire phasing plan should be provided.

Required Documents
Dispersal Map - map must show the locations of all existing WCFs by all carriers, either in the public right of way or on city-owned property in residential land use districts, as well as the location of your proposed facility.
Environment Checklist (if SEPA is included)
Land Use Exemption, Administrative Conditional Use or Conditional Use Permit (if required)
Letter of Certification - by a licensed engineer stating that the proposed height and equipment comply with the requirements of LUC 20.20.195.D.1 and D.4.d respectively and describe the search ring as required in 20.20.195.D.2.
Letter of Compliance with FCC RF Standards
Letter of Property Owner Authority
Photo Simulation
Service coverage area map (RF modeling with and without site)
Site Plan A
Structural Support/Connection Plan and Details
Visual screening method and materials
WCF Dimensions (height, diameter, etc.) - show all associated roof and ground equipment included in the installation. Include co-axial cable and trenching routes.

Other Requirements

- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.