

SUBMITTAL REQUIREMENTS & CHECKLIST

Existing Wireless Communication Facility

Equipment & Tower Modifications

This document outlines the general building plan check submittal requirements for wireless communication facilities and associated modifications. Applicants are required to complete the online application and submit documents electronically to the Building Division at mountainview.gov/ePermitsMV.

Exterior modifications to buildings or change of use may require Planning review and approval prior to submittal to the Building Division. Please contact the Planning Division for specific zoning requirements affecting your project at (650) 903-6306 or planning.division@mountainview.gov.

PLANS SUBMITTED SHOULD INCLUDE:

- Cover Sheet
- Dimensioned Site Plan
- Architectural Plans
- Structural Plans
- Civil Plans
- Electrical Plans
- Landscaping Plans
- Blueprint for a Clean Bay
- Support Documentation
- Title-24/Energy Calculations
- Findings Report from Planning
- A blank sheet (page 0) labeled "City Approvals"

ARCHITECTURAL PLANS SHOULD INCLUDE:

- Existing Construction
- New Construction
- Floor Plan (*if applicable*)
- Roof Plan
- Roof Screen (*status & details*)
- Equipment & Antenna Plan
- Grounding Details/Schematic/Notes
- Electrical Details/Schematic/Notes
- Single-Line Diagram/Panel Schedule
- Structural Framing/Details
- Battery Specifications
- Elevations (*all four quadrants*)

COVERSHEETS SHOULD INCLUDE:

- Applicable Codes
- Construction Type(s)
- Designer/Architect Data
- Fire Sprinklers Status
- Occupancy Type(s)
- Project Address
- Owner/Tenant Data
- Scope of Work
- Zoning Designation
- Wireless Provider Company Name

SITE PLAN SHOULD INCLUDE:

- All Existing Buildings
- All Building Setbacks
- APN Number(s)
- North Arrow
- Parking Areas
- Property Lines
- Street Orientation and Site Access
- Legend

- A non-refundable plan check fee, based on the valuation of the project is due at time of initial submittal.
- To obtain that fee amount, contact a staff member during regular business hours at (650) 903-6313 x 0 or email us at building@mountainview.gov

Planning Division

Planning review and approval is required prior to submitting into the Building Division process. Please contact the Planning Division at (650) 903-6306 or at planning.division@mountainview.gov for specific submittal and review requirements.

Public Works

If the proposed scope of work affects the public right-of-way, easements, and/or City-owned property, please contact Public Works at (650) 903-6311 or public.works@mountainview.gov for submittal requirements and forms.

Fire Division

Fire Protection (if batteries are inside a building structure):

- Battery electrolyte capacity (see [Fire Forms and Handouts online](#))
- Conformance with CFC - if battery electrolyte exceeds 50 gallons, or 1000 lbs. if lithium ion

Environmental Safety Division

If the proposed scope of work includes any sort of UPS system or other back up power source, please contact Environmental Safety at (650) 903-6378 for submittal requirements and forms.

WIRELESS COMMUNICATION TOWERS & EQUIPMENT

Initial Plan Check: One (1) Week

Resubmittal: One (1) Week

Plan Check Submittal Requirements:

1. Complete set of plans (*compiled into one PDF file*)
2. Findings Report (*included in plans*) and response letter to each condition (*separate document*)
3. Project manual and specifications
4. Structural calculations (*if applicable*)
5. Soils reports (*if applicable*)
6. [Hazardous Materials Inventory Statement and Occupancy Classification Inventory Form](#) (*if applicable*)

FIRE SPRINKLER PERMIT

Initial Plan Check: Three (3) Weeks

Resubmittal: Three (3) Weeks

Plan Check Submittal Requirements:

1. Electronically submit complete sets of working drawings & any support documentation
** As a separate submittal package(s), fire permit(s) shall be required for this project. Policy requires these permit(s) be submitted for plan check after the building permit has been approved.*