

Cellular Tower & Co-Locate Permits
(Cellular Tower, Equipment Buildings and Pads, Co-Locates)
Greenville County

Greenville County Square 301 University Ridge, Suite 4100 Greenville, SC 29601 - 3686
864 - 467 - 7060

Requirements to secure a permit for Cell Towers, Co-Locates and other related equipment:

1. **Tax Map No.** for the property. You must enter this number on both applications. This can be obtained from the owner of the property or the persons you are proposing to rent or lease the space from; or, through Real Property Services 864-467-7300; or, by internet: www.greenvillecounty.org/vrealpr24/clrealprop.asp.

Tax Map No.: _____ Property Owner's Name: _____

2. The Zoning Department 864-467-7425 will verify the zoning classification. The Building Plan Review Department 864-467-7060 will verify the setback requirements.

3. Provide two copies of **Site Plans**. Site plans must be drawn to scale and indicate all structures existing or proposed, parking layout, entry, exit drives, and required screening. Dimensions from the Tower (or other equipment) and buildings as well as to the property lines are required. Zoning setbacks shall be indicated on these plans as well as fire hydrant locations. This Site Plan must be of the **Entire Property**, enlarged plans may be necessary for clarification. Additionally, the Land Development Department 864-467-4610 requires three sets to be submitted for review.

4. Provide two full sets of plans with [Commercial Building Permit Application](#) and [Zoning Application](#). Proper seals, signatures and dates shall be on both sets. (Computer generated seals require original hand signatures) No rubber-stamped signatures allowed, per State Law. All prefab Modular Units must have a SC State Building Codes Council approved Compliance Number. Reference [Plan Review Drawing Requirement Sheet](#) for general requirements.

5. Provide structural design criteria as referenced in IBC sections 1603.1.4 and 1603.1.5. Provide maximum number of antennas and elevation of each and a plan view cable routing plan.

6. For new towers, follow [Special Inspections Procedure](#) per IBC Chapter 17. The required inspections are: Steel frame 1704.3, High Strength Bolts 1704.3, Concrete 1704.4, Soils through 1704.7.3 - 1704.7.1. http://www.greenvillecounty.org/Codes_Enforcement/Forms/SpecialInspectionProcedure.pdf

7. Provide Meter / Disconnect Panel Box Riser Diagram for each disconnect. Include Amperage and Size / Number of breakers. Any equipment with electrical connections will be required to be tied down in an approved permanent manor, and will be inspected for compliance.

8. Approval letters from FAA and all three local Airports must be provided as outlined in the Zoning Ordinance Section 11.4. See reverse side of this sheet for Airport Contacts. Local airport approval is only required for new towers or any height changes to existing structures. Co-locates on existing towers are exempt from the airport letters if there is no increase in height.

9. Provide NIER letter as required by Zoning Ordinance 11.4.

Required permits:

Building: (Calculated by Cost for each Structure, include building, electrical, structural that is required for Cell Towers and structures.)

Electrical: (Calculated by Amperage and Number of Breakers for each Meter / Disconnect Panel)

Greenville County - Zoning Ordinance

301 University Ridge, Suite 400
Greenville, SC 29601

864-467-7425

http://www.amlegal.com/greenvilleccode_sc/

Federal Aviation Administration (FAA)

Southern Regional Office
Air Traffic Division, ASO 520
1701 Columbia Ave.
College Park, GA 30337

404-305-5585

<http://www.nw.faa.gov/airports/Forms/Airspace/7460FORM.doc>

Greenville Spartanburg Airport (GSP)

Scott C. Carr, A.A.E.
Director of Properties and Development
Greenville-Spartanburg Airport District
2000 GSP Drive, Suite 1
Greer, SC 29651

scarr@gspairport.com
864-848-6222

SCTAC

Danny Moyd
2 Exchange St.
Greenville, SC 29605

Danny.moyd@sc-tac.com
864-277-3152 or 864-918-8835
864-299-0797 (fax)

Greenville Downtown Airport

Joe Frasher
100 Tower Drive, Unit 2
Greenville, SC 29607

joe@greenvilledowntownairport.com
864-242-4777
864-242-4870 (fax)