



DuPage County Building Department

Building Division

CELLULAR TOWERS & CO-LOCATION



The following are guidelines and requirements to assist in **cell towers and antennas**. This information is provided to identify minimal requirements for the Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

Requirements to submit: (Permits must be submitted to our department in person)

1. Application form for new construction and commercial permits - Type II & III (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey
4. Construction plans
5. Cut sheets for equipment cabinets
6. Cut sheets for antennas
7. Trust Disclosure for properties in a trust

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1. The [Type II & III application](#) to be filled out completely.
 - Owner's name, address, phone number, email address
 - Site address
 - Cost of proposed construction
 - Property on water/sewer or well/septic
 - Electric amp service size, wire circuit count and a brief description of the project
 - Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
 - Signature of property owner.
 2. A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics) and a Drainage Review fee. We accept exact cash, checks, Master Card and Visa.
 3. Provide 6 copies of the plat of survey accurately showing the proposed lease area, locations of proposed new tower and all equipment pad, shelter, cabinet, fencing and access road locations. (This is also required for all of the existing when new antennas/equipment is being added to an existing site/tower). The survey must include the legal description signed and sealed by a registered Illinois Land Surveyor.
 4. Provide 2 copies of constructions plans **meeting and reflecting the current building codes** including structural calculations, signed and sealed by a registered Illinois architect or structural engineer. In addition, if a new prefabricated equipment shelter is also proposed, 2 sets of the manufacturer's construction plans and specifications are required, also signed and sealed by a registered Illinois architect or structural engineer. (The drawings may be stamped by either a PE or architect, however, a current structural analysis of the tower is

required for each submittal as well and must be stamped by a registered Illinois architect or structural engineer.)

5. Provide 2 copies of cut sheets for any proposed equipment cabinets.
6. Provide 2 copies of cut sheets for the proposed antenna if not already included in the plans.
7. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements at permit issuance:

8. Owner Authorization form if applicable
9. Entrance permit
10. Fees
11. Performance Bond
12. Contractor Registration

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8. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 9. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
 10. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
 11. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
 12. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current at permit issuance.

Minimum Building Code Requirements:

- 2015 International Building Code, Article VII, Section 8-700
- 2014 National Electrical Code, Article VI, Section 8-600 with local amendments

Zoning Requirements:

Residential Zones: (Cell Towers are permitted by right)

- Setbacks:
 - Front: 15 Feet, (relative to the supporting structure only, the setback is to the center of the supporting structure)
 - All others: 10 feet (relative to the supporting structure only, the setback is to the center of the supporting structure)
- Height:
 - No taller than 75 feet

Non Residential Zones: (Cell Towers are permitted by right)

- Setbacks:
 - Front: 15 Feet, (relative to the supporting structure only, the setback is to the center of the supporting structure)

- All others: 10 feet (relative to the supporting structure only, the setback is to the center of the supporting structure)
- Height:
 - No taller than 200 feet

Please note: If a permit is for co-location of an antenna on an existing supporting structure then the regulations hereinabove do not apply to the co-location but will still apply to any cabinet accessory to the antenna.

Additional information can be found in Appendix A of the [DuPage County Zoning Ordinance](#).

[Per Section 37-424](#) of the DuPage County Zoning Ordinance the DuPage County Building Division shall complete the review of any Building Permit application for a Cellular Communications Facility within 30 days of receipt of a completed Building Permit application from the telecommunications carrier.

[Per Section 37-424](#) of the DuPage County Zoning Ordinance the DuPage County Board shall act on any variation request from the requirements of the DuPage County Zoning Ordinance within 75 days from the submittal of a completed Zoning Board of Appeals application from the telecommunications carrier.

Drainage Requirements:

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimers:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160>). It is a fillable PDF form.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupageco.org/building.