



# Small Cell Wireless Permit Application

Development Services Center

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27701 | <https://dsc.durhamnc.gov> | 919-560-4137

## APPLICATION INSTRUCTIONS:

Visit <https://dsc.durhamnc.gov/174/Permits-and-forms> for information regarding the Small Cell Wireless (SCW) review process and email [DSCSmallCellPermit@DurhamNC.gov](mailto:DSCSmallCellPermit@DurhamNC.gov) with questions about the submittal process.

All submittals must comply with requirements listed in the City of Durham Code of Ordinances Code Section 62-58. Any submittal not in compliance with Unified Development Ordinance (UDO) will not be accepted. All reports must contain a list of facilities included in the submittal.

By signing you agree to permit Durham to conduct the application completeness review within 30 days.

“ONLY A NORTH CAROLINA LICENSED GENERAL CONTRACTOR (GC) CAN DO WORK IN THE RIGHT-OF-WAY (ROW) and all utility work requires a NC Utility Contractor License “.

### Acknowledgement:

It is acknowledged by signing, that: I have read and understood the applicable City Code provisions and have submitted an application that complies with the City of Durham Code accordingly. I have verified that all of the information included in the submittal and application is accurate; I further acknowledge that any incorrect information provided that results in the issuance of a permit will result in the nullification of the permit issued pursuant to this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICANT INFORMATION:

Contact Person: _____	Company: _____
Physical Address: _____	Phone: _____
Email Address: _____	
Legal Status to perform work in the ROW: _____	
NC General Contractor License Number: _____	
NC Utility Contractor License Number: _____	
Wireless Provider Type (per NCGS § 105-164.4(A)): <input type="checkbox"/> NCGS § 105-164.4(a)(4c)-TELECOMMUNICATIONS SERVICES	
<input type="checkbox"/> NCGS § 105-164.4(a)(6)-VIDEO PROGRAMMING	
<input type="checkbox"/> NCGS § 105-164.4(a) NOT APPLICABLE	

## PERMIT INFORMATION:

### NUMBER OF WIRELESS FACILITIES:

Total number facilities included in this submittal \_\_\_\_\_ (Maximum of 25 facilities per application)

- Submitted Facilities exempt per NCGS 105-164.4(A) \$0.00 (see above)
- Submitted Facilities ≤5, fee \$100/facility
- Submitted Facilities >5, 5 at fee \$100/facility plus all others additional \$50/facility

### ACCEPTED FORM OF PAYMENT INCLUDED (FEES DUE AT SUBMITTAL):

- Total Due \_\_\_\_\_
- Credit card (VISA/MC/DISCOVER/AMEX)       Cash       Check made out to the City of Durham

## PERMIT PROCESS OVERVIEW:

### REVIEW PROCESS

1. Staff reviews for completeness of the application submittal (as stamped).
  - A. **Application Complete:** Staff notifies applicant that Application is complete and that the Code Conformation Review has started.
  - B. **Application Incomplete:** Staff comments are provided; the applicant is required to supply necessary revisions to staff.
2. **Initial Decision Review:** Staff reviews the complete application for conformance to City Code (specifically Section 62-50 et. seq.) and the Unified Development Ordinance.
  - A. Conformity to Code - No Comments: Staff will Issue the Permit.
  - B. **Nonconformity to code - Comments Provided:** Staff notifies applicant of any nonconformities then the applicant is required to supply necessary revisions to staff.
3. **Decision Re-Review:** Staff will review the response for conformance to City Code (specifically Section 62-50 et. seq.) and the Unified Development Ordinance:
  - A. Conformity to Code-No Comments: Staff will Issue the Permit.
  - B. **Nonconformity to code - Comments Provided:** Staff notifies applicant of any nonconformities. The applicant is then required to supply necessary revisions to staff.
4. **Final Decision Re-Review:** Staff will complete a final re-review the application for conformance to City Code (specifically Section 62-50 et. Seq.) and the Unified Development Ordinance.
  - A. Conformity to Code-No Comments: Staff will issue the permit.
  - B. **Nonconformity to code:** Staff will deny the permit and close the application.

### INSPECTION PROCESS

1. **Permit issued:** The permittee (previously, the applicant) must request an inspection in the attached web permit portal link: <http://pw-utilitypermit.durhamnc.gov/>. The permittee will state the nature of the work being performed and the time and duration of the activities occurring.
2. Staff will inspect the work and may provide direction as necessary to ensure the work is performed per City Code.
3. When the work is complete and the site is restored, staff will evaluate the condition of the site and may require corrections (a punch list).
4. The permittee makes the requested corrections and request another inspection.
5. When all requested corrections are performed in conformance with City Code, staff will request digital As-Builts and mapping data.
  - A. Steps 8 and 9 may require repeating.

### CLOSEOUT PROCESS

1. After 90 calendar days from the last work performed under the permit, staff will inspect the site to ensure the restoration work was adequate.
2. If the site restoration measures fail within the 90-day period, a new permit will be required to remediate the discrepancies.
3. When the digital As-Builts and mapping data are received, and upon a successful 90-day inspection, the permit will be closed and archived.

## DSC SUBMITTAL REQUIREMENTS CHECKLIST FOR SMALL WIRELESS FACILITIES:

### All submittals for Durham Small Cell Wireless must be made digitally per the following requirements:

- Submit digital copies of all submittal documents to dscsmallcellpermit@durhamnc.gov.
- Do not send paper documents.

- \_\_\_ 1. Completed permit application (fill in all blanks-the permit is pdf writeable)
- \_\_\_ 2. Written project narrative (project details and description)
- \_\_\_ 3. Design drawings (provide all):
- \_\_\_ A. GIS map showing location of work-8" x 11" sheet size (minimum) to scale
  - \_\_\_ B. ROW work sketch - 8" x 11" sheet size (minimum) – showing work to be completed, limits of disturbance, location, and dimensions.
  - \_\_\_ C. Design details
- \_\_\_ 4. Agreements
- \_\_\_ 5. Attestations (Initial All):
- \_\_\_ A. This meets the definition of collocated facility per NCGS 160a-400.51
  - \_\_\_ B. This facility shall be activated, and shall provide wireless services, within one year of the issuance of the permit requested by this application.
- \_\_\_ 6. Communication documentation:
- \_\_\_ A. Copy of all project communications (including but not limited to: utility company communications allowing connects, DSC, engineering, inspections, etc.)
  - \_\_\_ B. Permits, Emails, Etc.
- \_\_\_ 7. Historic district:
- \_\_\_ A. Located in historic district –Certificate of Appropriateness (COA) required prior to submittal
  - \_\_\_ B. Located outside historic district -no COA required
- \_\_\_ 8. ROW type:
- \_\_\_ A. City of Durham ROW only
  - \_\_\_ B. NCDOT row located within the city of Durham (NCDOT encroachment agreement required) concurrent with SCW permit-include copy of submitted application with this permit submittal
- \_\_\_ 9. ROW/Adjacent City property closure permit (Concurrent with SCW permit):
- Select all closures that apply:  sidewalk  lane  parking space  not applicable
- \_\_\_ 10. Electrical permit
- Attached  Under Duke Energy (see \_\_\_\_\_)
- \_\_\_ 11. Supplemental Documents (provide all):
- Certificate of Insurance (includes city of Durham additional issued documentation)
- \_\_\_ 12. Performance Bond(s) (Check One):
- Provided – New (Select if this is applicant's first application.)
  - Provided – Updated (Select if newer bond replaces bond currently on file.)
  - On File (Select if bond was provided for a previous application and is still valid.)

