

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius**  
Director

## Wireless Communication Facilities Building Prescreen Request Form

Please fill out the below information and email a copy of this form along with a project narrative, site plan, elevation plans of the existing structures and proposed modifications, and Eligibility Facilities Request Form (if proposed) to [epermits@co.whatcom.wa.us](mailto:epermits@co.whatcom.wa.us).

Once received, staff will review your proposal to determine what additional application forms and documents will be needed for submittal of a complete building permit application.

*Applicant – To complete first page only*

### **Project Proposal:**

### **Contact Information:**

Agent/Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Email \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Email \_\_\_\_\_

### **Property Information:**

Site address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Parcel size: \_\_\_\_\_ in acres/square footage (if less than an acre please provide square footage)

Land Use Permit Number (if known): \_\_\_\_\_

### **Eligible Facility Request Form**

If your proposal is an Eligibility Facilities Request, you must also complete the linked form as part of your prescreen request.

**The following items are required for a complete permit submittal:**

**Please complete and provide the following forms:**

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Commercial Building Permit Application</a>     | <input type="checkbox"/> <a href="#">Eligible Facility Request Form</a>  |
| <input type="checkbox"/> <a href="#">Preliminary Traffic &amp; Concurrency Form</a> | <input type="checkbox"/> <a href="#">Preliminary Stormwater Proposal</a> |
| <input type="checkbox"/> <a href="#">SEPA Checklist</a>                             | <input type="checkbox"/> <a href="#">Fire Systems Application</a>        |
| <input type="checkbox"/> <a href="#">Revocable Encroachment Application</a>         |  |

**Please provide the following documents:**

- Written Project Narrative.**
  - The narrative shall describe the scope of the project including the proposed equipment, number of cabinets and/or structures to be installed onsite. If your project is an Eligible Facility Request, you must also complete that form (see above link).
  
- Site plans.**
  - The scaled site plan must clearly indicate the location of the proposed facility, all other structures and uses on the site, adjacent roadways, proposed means of access, parking, existing and proposed landscaping and setbacks from property lines.
  
- Architectural plans (wet stamped or digital stamped).**
  - Please include the elevation drawings of the proposed tower, the equipment structure, the existing structure with proposed antenna, fencing, buffering/screening, type of architectural treatment, and any other feature necessary to show compliance with the applicable standards.
  
- Structural plans (wet stamped or digital stamped).**
  
- Structural calculations (wet stamped or digital stamped).**
  
- Current Conditions Letter.**
  - The requirement to verify the condition of the tower is the applicant's or engineer's responsibility. Engineering containing the statement "assuming the tower is in good working order" will not be accepted, unless a letter is submitted from the Engineer of Record stating that he (or his agent) has verified the condition of the tower and that it meets the requirements set forth in the given structural calculations for the proposed project. A current condition report from the tower owner may alternatively be provided along with the new calculations attesting to the required condition of the tower.
  
- Engineer's report prepared by a Washington State Licensed Engineer (wet stamped or digital stamped).**
  - The report shall state the antenna usage will not interfere with other adjacent or neighboring transmission or reception communications signals and that the wireless communications facility complies with all applicable standards of the FCC for such facilities including EMF emission standards, if applicable.
  
- Photo-simulations.**
  - Photo simulations of the proposed facility from adjacent residential properties, public properties and public rights-of-way.

- Lease Agreement.**
  - If the site is a leased site, a copy of lease agreement which specifies or shows that it does not preclude the site owner from entering into leases on the site with other providers.
  
- FCC license.**
  - Copy of the FCC license for the proposed equipment.
  
- FAA Aeronautical Study Determination.**
  - A copy of the findings from the FAA's Aeronautical Study Determination regarding the proposed wireless communication support structure.
  
- Equipment Noise Study.**
  - For proposed noise generating equipment and/or backup generators, a noise study must be submitted demonstrating that the proposed equipment will comply with state noise level standards under [Chapter 173-60 WAC](#). The study shall include information detailing the expected noise level and any proposed abatement measures. This may require noise attenuation devices or other mitigation measures to minimize impacts.
  
- Removal Bond.**
  - The applicant shall submit a performance bond or other security acceptable to the county, as described in WCC 20.13.130(4), to cover the future costs of removal of the facility.
  
- Other Items/Documents.**
  - Call Before You Dig - 811 (Ticket #)**
  - \_\_\_\_\_

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All items checked above are required for a complete application submittal, pursuant to WCC 22.05. Once you have completed all of the above documents, you will need to submit your building permit package electronically in a .pdf format to [epermits@co.whatcom.wa.us](mailto:epermits@co.whatcom.wa.us). A completed copy of this prescreen checklist must be included with your building permit application package.

Please combine your site plan, architectural and structural plan sheets into one .pdf document. Forms and any other typical 8.5" x 11" sheet document can be an individual .pdfs.

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\_\_\_\_\_  
PDS Staff

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\_\_\_\_\_  
Date

- Routing:**  Zoning;  Landscaping;  Land Disturbance  Fire;  Plan Check;  Flood  
 Health Department;  PW - Traffic;  PW - Stormwater;  Geohazards;  Address  
 Other \_\_\_\_\_  Project Planner \_\_\_\_\_  Land Use Case# \_\_\_\_\_