

SMALL CELL WIRELESS FACILITIES PERMIT

PERMIT REQUIRE

A Small Cell Wireless Facilities permit is required before installing a Small Cell Wireless Facility (SCW) within the unincorporated County.

APPLICATION PROCEDURE

Step 1: Submit application and checklist to applicable PDS Counter.

- For SCWs to be installed within a County Maintained Road, submit to Land Development Counter
- For SCWs to be installed on private property, submit to Zoning Information Counter

Step 2: Staff will review application for completeness.

The application must include:

- Small Cell Wireless Facility Questionnaire
- Contractor's License and Proof of Liability Insurance
- Financially Responsible Party Agreement
- Traffic Control Plan and Application
- Structural Evaluation (if applicable)
- RF Emissions Report
- Proof of Public Notice
- Site Agreement/Letter of Authorization
- Scope of Work

Step 3: Pay applicable fees to the cashier before submittal is deemed complete

Steps 4+: The applicable department will review your application and provide comments to the Applicant.

Steps 5+: At permit issuance obtain a miscellaneous Electrical Permit through Building Division.

Applications should be submitted to:

Land Development
(when installed on County Maintained Roads)

Zoning Information
(when installed on private property)

Building Division Information
County of San Diego
Planning and Development Services (PDS)
5510 Overland Avenue, Suite 110
San Diego, CA 92123

(858) 694-2055
Fax (858) 279-7020

Email: rowpermitcounter@sdcounty.ca.gov

Applications submitted after 2 P.M. may not be deemed complete for payment processing until the next business day

**FOR GENERAL INFORMATION ONLY
NOT TO SUPERSEDE THE APPROPRIATE
ORDINANCE**

Rev. Oct/2020



SMALL CELL WIRELESS FACILITIES PERMIT



COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
PLANNING & DEVELOPMENT SERVICES

STEP

1

Submit Completed Application and Checklist to applicable Planning & Development Services (PDS) Counter



STEP

2

PDS Counter Staff will review SCW Application Checklist for completeness



STEP

3

Pay applicable fees. PDS Counter Staff will route application to applicable department for review once payment is received



Department of Public Works

MINISTERIAL PROCESS

SWC Facility is :

- Located within County Maintained Road

- 4 Routed to Encroachment for Review
- 5 Process Encroachment Permit
- 6 Process Excavation Permit
- 7 Process Traffic Control Permit
- 8 Issue Permits

Planning & Development Services

MINISTERIAL PROCESS

SWC Facility is:

- Located on Private Property

- 4 Routed to Zoning Counter
- 5 Process Building Permit
- 6 Issue Building Permit