



## CITY OF TUKWILA

Department of Community  
Development

6300 Southcenter Boulevard, Tukwila, WA  
98188

Telephone: (206) 431-3670

## FRANCHISE/SMALL WIRELESS CHECKLIST (PLAN REVIEW REQUIRED)

Type of Permit: **FRANCHISE**  
Subtype: **SMALL WIRELESS**

The materials listed below must be submitted at the time of your application.

Please ensure your files conform to City of Tukwila's [electronic submittal standards](#) prior to upload.

	ATTACHMENTS REQUIRED	Attachment File Name
	<b>DOCUMENTS</b>	
	1. <b>Written approval</b> is required from the owner for the installation to the specific pole or structure. Include assurance each specific pole or structure can withstand wind and seismic loads, unless the pole owner is the City. Proof of a <b>lease agreement for City owned poles is required</b> , but is not required for a private owner.	Owner Approval
	2. A sworn, notarized <b>affidavit</b> signed by an RF engineer affirming that the small wireless facilities is compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF certification showing the impact of the RF emissions on the entire installation. One emissions report is acceptable for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch, or one emissions report is acceptable for each subgroup installation identified in the batch.	RF Engineer Affidavit
	3. Proof of FCC and other regulatory approvals.	Regulatory Approvals
	<p><b>PLANS</b></p> <p><b>General:</b> The <b>locational information</b> including GIS coordinates of all proposed small wireless facilities shall specify where the small wireless facilities will utilize existing, replacement or new poles, towers, existing buildings and/or other structures. Ground-mounted equipment, conduit, junction boxes and fiber and electrical connections shall also be specified.</p> <p><b>Schematics</b> and <b>visual renderings</b> of the small wireless facilities, including engineering and design standards are required.</p> <p>A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans are designed to reasonably withstand wind and seismic loads.</p>	

	<b>ATTACHMENTS REQUIRED</b>	<b>Attachment File Name</b>
	Show compliance with the <b>aesthetic requirements of TMC 23.04.100</b> as applicable. Provide a <b>photometric analysis</b> for new or replacement light pole(s).	
	<p><b>Construction plans (2018 IBC)</b></p> <ol style="list-style-type: none"> <li>1. Show all existing and proposed improvements, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees, and structures <b>within 50 feet</b> from the proposed site.</li> <li>2. Show electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches, and any other ancillary equipment or construction proposed.</li> <li>3. Show overhead and underground public utility, telecommunication, cable, water, sewer drainage and other lines and equipment in the rights-of-way along the proposed route.</li> <li>4. Show specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed. <b>NOTE:</b> Other permits may be required.</li> </ol>	Construction Plans
	<p><b>Site plans (2018 IBC)</b></p> <p><b>General:</b> Each pole location site plan must be represented by a set of plans designed so that if any single pole is removed from the application, the remaining site plan(s) remain valid. Each pole location site plan set shall include, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Cover sheet with pole title, name, location, information, and photograph of the proposed location of the pole and a photo simulation of the proposed pole.</li> <li>2. "Required notes for each set of pole site plans" only if unique to the location and as such cannot be part of the overall sheet notes.</li> <li>3. Label and dimension site plan and elevation plan, including, but not limited to, the following when applicable: <ol style="list-style-type: none"> <li>a. Key symbols, ROW, property and easement lines, etc.</li> <li>b. Street information including names, curb lines, sidewalks, street amenities, vegetation, existing and proposed utilities.</li> <li>c. Structural plans, signed and stamped by a professional structural engineer, for pole and associated foundations including depth, diameter, grounding, reinforcing, concrete.</li> </ol> </li> </ol>	Site Plans

	<b>ATTACHMENTS REQUIRED</b>	<b>Attachment File Name</b>
	<ul style="list-style-type: none"> <li>d. Labeled materials, color, finish, etc.</li> <li>e. Pole dimensions and total max height adjacent to grade. Size and dimensions of any ground mounted base equipment (junction boxes, cabinets, etc.)</li> <li>f. Size and dimension of any projection(s) from pole (i.e. antennas, boxes, shielding).</li> <li>g. Proposed voltage, maximum transmission wattage, radio frequency, and microwave expulsion for all equipment associated with each pole, as allowed under FCC regulations, signed and stamped by a certified RF Engineer.</li> </ul>	
	<b>***ADDITIONAL INFORMATION***</b>	
	<ul style="list-style-type: none"> <li>✓ A right-of-way use permit as required by TMC Section 11.08.010.</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ SEPA review under Chapter 43.21C RCW and TMC Title 21, when applicable.</li> </ul>	