



REGULATIONS GOVERNING CO-LOCATE & CELL TOWERS

PINAL COUNTY BUILDING SAFETY DEPARTMENT
P.O. BOX 1610, FLORENCE, AZ. 85132
31 N. PINAL STREET, BLDG. F
(520) 866-6405 FAX (520) 866-6517

www.pinalcountyz.gov

INFORMATION
BULLETIN

018

November 2010

Please submit the following information completely so that the Department of Building Safety staff can expediently process your application. **Please note that all applications and submittals must be made in person at the Florence County complex or a district office. Applications cannot be accepted by mail and will be returned.** Cash payments are limited to \$10 or less per transaction; please pay by check or money order.

BEFORE SUBMITTING TO BUILDING SAFETY FOR A PERMIT YOU WILL NEED TO CONTACT THE PLANNING AND DEVELOPMENT DEPARTMENT. BELOW ARE THEIR REQUIREMENTS.

- 1.) ALL CO-LOCATIONS AND NEW TOWERS REQUIRE A CONCEPT REVIEW. DETAILS ABOUT THE CONCEPT REVIEW AND APPLICATIONS CAN BE FOUND AT THE FOLLOWING LINK:
[HTTP://WWW.PINALCOUNTYZ.GOV/DEPARTMENTS/PLANNINGDEVELOPMENT/DOCUMENTS/DOWNLOADS/CONCEPTREVIEWAPPLICATION.PDF](http://www.pinalcountyz.gov/departments/planningdevelopment/documents/downloads/conceptreviewapplication.pdf)
- 2.) ALL CO-LOCATIONS AND NEW TOWERS MUST MEET THE REQUIREMENTS OF THE ZONING ORDINANCE. A COPY OF THE APPLICABLE ZONING CODES CAN BE FOUND AT THE FOLLOWING LINK:
[HTTP://WWW.CODEPUBLISHING.COM/AZ/PINALCOUNTY/SECTION 2.205](http://www.codepublishing.com/az/pinalcounty/section2.205)
- 3.) AT THE CONCEPT, STAFF WILL DETERMINE IF THE PROPOSAL NEEDS A SPECIAL USE PERMIT (SUP) OR CAN APPLY FOR A BUILDING PERMIT.
- 4.) CONCEPT REVIEWS ARE HELD TUESDAYS, BUT AN APPOINTMENT MUST BE MADE AND PAYMENT RECEIVED MINIMUM OF TWO WEEKS IN ADVANCE.
- 5.) AN SUP IS A PUBLIC HEARING PROCESS THAT REQUIRES REVIEW AND RECOMMENDATION BY THE PLANNING AND ZONING COMMISSION AND APPROVAL BY THE BOARD OF SUPERVISORS. THIS PROCESS COULD TAKE UP TO SIX MONTHS TO COMPLETE.

BUILDING SAFETY REQUIREMENTS

- TWO (2) SETS OF COMPLETE ENGINEERED SEALED CONSTRUCTION DOCUMENTS AND CALCULATIONS.
- IF INSTALLING A **GENERATOR** THEN YOU WILL NEED TO CONTACT THE AIR QUALITY DEPARTMENT AT 520-866-6929 FOR THEIR REQUIREMENTS.
- PLEASE ALSO SUPPLY YOUR CONCEPT REVIEW NUMBER ASSIGNED TO YOU FROM THE PLANNING DEVELOPMENT DEPARTMENT.
- CO-LOCATES** ARE ASSESSED A FLAT OF FEE OF \$90.00 WHICH WILL BE DUE AT TIME OF SUBMITTAL.

NEW CELL TOWERS- PLAN REVIEW FEE WILL BE DUE AT TIME OF SUBMITTAL AND WILL BE BASED ON YOUR ESTIMATED VALUATION OF PROJECT. THE PERMIT FEE WILL BE DUE AT TIME OF PERMIT ISSUANCE.

**FLORENCE OFFICE IS OPEN MONDAY THRU FRIDAY 8:30 AM – 4:30 PM.
DISTRICT OFFICES OPEN MONDAY AND WEDNESDAY FROM 8:00 AM – 12:00 PM.
OUR TOLL FREE NUMBER IS 1-800-208-6897**

PLANNING & DEVELOPMENT	(520) 866-6442	APACHE JUNCTION OFFICE:	(520) 866-6105
AIR QUALITY	(520) 866-6929	ORACLE OFFICE:	(520) 866-7804
BUILDING SAFETY	(520) 866-6405	CASA GRANDE OFFICE:	(520) 866-7443

DEVELOPMENT SERVICES INSPECTION LINE: (520) 866-6299