



## Eligible facilities request checklist

### PART I: Project Details

Project Address	
Block/ Lot	
Zoning District (list any Special use Districts as well)	
Historic Preservation Status	
Building permit application #	
For Carrier Name	

### PART II: Eligibility Requirements for EFRs - Substantial Change Constraints

Criteria	Information	Applicability to project	Notes/ Requirements
I	Type of Modification (choose one)		
	<ul style="list-style-type: none"> <li>Collocation of new transmission equipment</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> <li>Removal of transmission equipment</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> <li>Replacement of transmission equipment</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
II	Number of existing antennas (total)		
	Number of proposed antennas (total)		
	Net Change		
III	Modification to existing facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> <li>Tower</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, proceed to Criteria IV
	<ul style="list-style-type: none"> <li>Base Station</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, proceed to Criteria V
IV	Towers		
	Height – within 20 feet or 10% of existing height		
	Existing height of facility		
	Proposed height of facility		
	Width – modification not to protrude by more than 20 feet or existing width of tower		
	Existing width of facility		
	Proposed width of facility		
Criteria	Information	Applicability to project	Notes/ Requirements
V	Base Stations		
	Height – within 10 feet or 10% of existing height		

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	Existing height of facility as measured from the dimensions of the base station		
	Proposed height of facility		
	Width – modification not to protrude by more than 6 feet		
	Existing width of facility		
	Proposed width of facility		
VI	Equipment cabinets – maximum of 4 cabinets allowed per facility		
	Number of existing equipment cabinets		
	Number of proposed equipment cabinets		
VII	Modification includes excavation or installation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is the excavation or installation all within the leases or owned area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VIII	Did the permit for the existing wireless facility contain concealment elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, describe existing concealment elements		
	If yes, describe how the applicant will maintain the concealment elements		
IX. i	<b>Original Permit/Entitlements:</b> List the original Building Permit (BPA) / Conditional Use Authorization (CUA)/ Certificate of Appropriateness (COA) or Permit to Alter (PTA) record number associated with the original installation of the existing facility.		
IX.ii	<b>Most Recent Modification Permits/Entitlements (if applicable):</b> List the Building Permit (BPA) / Project application (PRJ) record number associated with the most recent modification to the existing facility		
	Did the applicant comply with all prior permit conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If the answer above is no, identify any permit conditions that applicant has not complied with		
X	Was the existing wireless facility approved as a Micro Wireless Facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, identify the approval process for the facility.		

**PART III: List of Application Materials includes, but is not limited to -**

- ☐ Form 8 Alteration Permit - [https://sfdbi.org/sites/default/files/BldgForm3-8\\_Fillable.pdf](https://sfdbi.org/sites/default/files/BldgForm3-8_Fillable.pdf)
- ☐ Two (2) sets of existing and proposed architectural plans (shown separately), including structural plans/calculations as deemed necessary by the Department of Building Inspection.
- ☐ Photo simulations
- ☐ Radio frequency report
- ☐ DPH radio frequency approval letter
- ☐ Declaration of Intent for Section 106 Review (for sites in Article 10 or 11 Districts only)

If all the above criteria are met and you have verified through permit history that the existing site was legally installed, the project is eligible for an over-the-counter (OTC) Building Permit approval. If there is a lack of clarity in permit history or application materials submitted by the applicant, the Planning Department will conduct an in-depth review of the application. The Planning Department will provide notice of incomplete application within 30 days from the date of filing, if applicable, and notify the applicant of approval or denial of the EFR application within 60 days from the date of filing.

Date of Filing: \_\_\_\_\_

30 days from Date of Filing to provide notice of incomplete application: \_\_\_\_\_

60 days from Date of Filing for City approval or denial of EFR applications: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_