



**BUILDING PERMIT APPLICATION- TYPE FORM 8  
SUBMITTAL INSTRUCTIONS AND REVIEW PROCEDURE  
New Wireless Telecommunication Facility (WTS)**

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**WTS Facility Modification for Sites in Principally Permitted Zoning Districts**

**I. Applicability**

This checklist applies only to projects located in a zoning district where the installation of a new WTS Facility or a modification to an existing WTS facility is Principally Permitted, or to projects proposing a modification to an existing WTS Facility in a zoning district where a WTS Facility is Conditionally Permitted but the scope of work does not include an increase in number of antennas. The Wireless Planners will verify such information upon assignment and review.

Projects located in a zoning district where a WTS facility is Conditionally Permitted, and the proposal is a new WTS facility, or consists of increasing the number of antennas for an existing WTS Facility, please STOP THIS PROCESS. You will need to complete the Conditional Use Authorization Intake process; instructions for application and submittal can be found on the [Conditional Use Authorization Application](#). \*To verify zoning district, please use [SF Property Information Map](#).

**II. Instructions for Submittal - Form 8 Building Permit Application WTS Process for SF Planning Department Requirements**

1. File for a Form 8 (over-the-counter) building permit application (BPA) with the Department of Building Inspection (DBI). Once you start the process with DBI and receive a Building Permit Number and have your plans stamped/dated, DO NOT proceed with the remainder of the over-the-counter review steps. Instead, **send an email** with the following information to [CPC.Wireless@sfgov.org](mailto:CPC.Wireless@sfgov.org) :
  - Wireless Carrier full name
  - Project Contact Name, Email, and Phone Number
  - BPA number
  - Project address
  - Project parcel (block and lot)
  - Project scope of work
  - Attachments:
    - PDF copy of: plans, photo simulations, radio frequency report with DPH approval (contact: [Arthur.duque@sfdph.org](mailto:Arthur.duque@sfdph.org) , 415-252-3966)
2. The project will be assigned to a planner and comments will be provided within 30 days of the complete emailed package. Applications submitted via email outside of business hours/days (M-F, 8a-5p) will be considered submitted the next business day.
3. Once the application is deemed complete/Code-compliant and ready for Planning Department approval, the assigned planner will coordinate a day/time to sign-off on the Form 8 BPA, which includes the permit application and two sets of the hard copy full-sized plans.
4. Once the assigned planner signs off on the permit application and two sets of the hard-copy full-sized plans, the BPA can continue to be processed as a standard over-the-counter (OTC) permit. The Planning Department does not dictate nor advise on the other agency approvals required for full permit issuance – these are outlined by DBI at the time of receipt of initial BPA and routing slip.

III. Required Submittal Items -- Principally Permitted in Zoning District

Assigned Wireless planner will review items for completeness.	New WTS Facility Installation,	Existing WTS Facility Modification
<b>Radio-Frequency Emissions (RF) Report with DPH Approval Letter (PDF)</b> <i>Detailed Info: An RF emissions report (with a copy of the report and project plans forwarded directly to DPH) showing the total number of watts per installation and the total number of watts for all installations on the site; the number (including the number of on-site antennas or dishes, if any) and types of WTS within 100 feet of the proposed site with estimated cumulative emissions at the project site; a wet stamp of a licensed professional engineer; and a signed copy of DPH review and approval. See DPH Guidelines for RF emissions reports.</i>		
<b>Plans (PDF for review; 2 Full Sized Hard Copy Sets for Sign-Off appointment)</b> <i>Required Sheets: Title Sheet, Survey, RF Report, Photo Simulations, Existing and Proposed Site Plan, Existing and Proposed Elevation, Detail/Equipment Sheet.</i> <i>Detailed Info: Title Sheet identifying the subject parcel, the zoning district for the subject parcel and adjacent parcels, and height and bulk designations for the subject block. Full-size architectural plans with dimensions clearly labeled, in feet, of: the building height; any rooftop penthouse height; parapet wall height; any existing and proposed WTS antenna/equipment heights; equipment specifications; setback (in feet) of antennas/screening from nearest roof edges; diameter of vent pipes (if any); location (and heights) of antennas/screening and support equipment such as proposed access doors, barricades, cable trays, fences, fuel lines, generators (and fuel type), generator plugs, ladders, new curb cuts, tree removal locations, and weatherheads.</i>		
<b>Photo Simulations (PDF)</b> <i>Detailed Info: Two copies of 2-3 views showing existing conditions and proposed conditions. Provide the date from when the photos were taken, or the revision date, if applicable. Include all facility elements that may be visible within the photo simulation; including but not limited to barricades or fences, cabling, cable trays, electrical meters, generator plugs, GPS antennas, ladders, equipment area signage, and weatherheads. Photo simulations should be taken from pedestrian level along surrounding sidewalks, public parks/plazas when feasible.</i>		
<b>Section 106 (PDF)</b> <i>Detailed Info: Declaration of intent to comply. A Section 106 evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site. Complying with Section 106 of the National Historic Preservation Act (NHPA) is a statutory obligation that is separate and distinct from complying with the National Environmental Policy Act (NEPA) or any other requirements under CEQA. For more information, please visit the <a href="#">California Office of Historic Preservation</a> web site.</i>		N/A
<b>Coverage Maps with Service Area Definition (PDF)</b> <i>Detailed Info: Using coverage maps, identify the geographic service area for the subject installation; describe the distance(s) between the same carrier’s wireless sites; describe how this service area fits into and is necessary for the company’s service network; and identify any potential site consolidation opportunities.</i>		N/A
<b>3<sup>rd</sup> Party Evaluation of Coverage Maps (PDF)</b> <i>Detailed Info: An independent evaluation of maps, data, and conclusions about service coverage and capacity submitted by the wireless service provider to a professional engineer, licensed by the State of California and selected from a list provided by the Planning Department; wet stamped and signed.</i>		N/A
<b>Alternatives Analysis with Location Preference (PDF)</b> <i>Detailed Info: Identify the Location Preference the proposed facility meets using Section 8.1 of the WTS Facilities Siting Guidelines. Project Sponsors shall pursue the most preferential location feasible. If the proposed site is not a Preference 1 thru 4, provide an alternative site analysis and describe: (a) what publicly-used building, co-location site or other Preferred Location Sites are located within the geographic service area; (b) what good faith efforts and measures were taken to secure these more preferred location (Preference 1 thru 4); (c) why such efforts were unsuccessful; and (d) how and why the proposed site is essential to meet service demands for the geographic service area and the Applicant’s citywide network.</i>		N/A
<b>Cumulative Effects (PDF)</b> <i>Detailed Info: Identify the location of the Project Sponsor’s antennas/dishes and back-up facilities per building; number and location of other telecommunication facilities on the property; include the following data for each facility: a) Height of all existing and proposed WTS facilities on the property measured from sidewalk grade; b) Dimensions of each existing and proposed antenna/dish and back-up equipment on the property; c) Power rating for all existing and proposed back-up equipment subject to the Application; d) Preferred method of attachment of proposed antennas/dishes (roof, wall mounted, freestanding) with plot or roof plan along with detailed installation plans with a description for screening and/or visual integration into the building’s architecture.</i>		N/A
<b>ACOA Application (PDF)</b> (when applicable) <i>Note: This does <b>not</b> need to be reviewed by a preservation planner at PIC. This completed PDF application can be submitted directly to the Wireless Team at <a href="mailto:CPC.Wireless@sfgov.org">CPC.Wireless@sfgov.org</a>, and please include the Building Permit Application number</i>		