



## Communication Towers

### Permit Requirements for Communication Towers

**Building Permit Required:** A permit is required for communication towers and all related equipment shelters and fences.

**Prerequisites:** Approval by the Planning and Zoning Division: One copy of the approved site development plan shall be forwarded to the Building Division from the Planning and Zoning Division prior to the issuance of any permits. Contact the Planning & Zoning Division for details. (319) 892-5130

#### Permit Application Information Required:

- A description of the work for each structure
- The valuation of the work to be performed for each structure
- The property street address (issued by County Engineering Department)
- Brief legal description of the property
- The property owner and address
- The tower owner, address, contact name and telephone number
- The equipment owner, address, contact name and telephone number
- The contractor company name, address, contact name and phone number.
- Note: The State of Iowa requires all contractors be Registered with the State Department of Labor.

Permit application shall be in person at the offices of Linn County Building Division. The above information will be entered into our permit system and a building permit fee determined from the valuation of the work. The permit application must be signed by the contractor, owner or the owner's authorized agent and the associated fees paid.

Allow two weeks for a plan review following plan submittal and application. When all conditions have been met, the building permit will be issued and sent to the applicant. Work is not authorized to begin until the permit has been issued.

**Plans:** Construction documents are required to be submitted in pdf format. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. Plans shall also allow for digital signatures and mark-ups. Online submittal is preferred. Plans can be submitted via the [Permit Application Portal](#). In-person submittal is available by appointment, call 892-5130 to schedule.

The following information plans and details are required:

1. A soils report prepared by a qualified geo-technical firm

2. Tower drawings and engineering specifications certified by an Iowa Licensed Professional Engineer and including:
  - a. Design Criteria
  - b. Referenced Standards
  - c. Foundation design based on soils report
  - d. Tower design
3. Communication buildings and/or other buildings or structures, shall include:
  - a. Foundation design
  - b. Plan and Section drawings
  - c. Prefabricated buildings require certification by an Iowa Licensed Professional Engineer or third party inspection report or a model code Evaluation Report
4. Specifications on fencing

**A Separate Electrical Permit is required.**

An Electrical Permit is required for electrical work performed at the site including the Grounding Ring. The permit must be obtained and the work performed by an Electrical Contractor licensed to perform work in the State of Iowa.

**Other Information**

After application, the building inspector does a thorough plan review. When the plans are approved, the building permit is issued and construction is authorized to begin. The white permit card must be posted so it is visible from the road. The applicant or holder of the permit is responsible for calling for required inspections and for keeping the work open and accessible for inspection purposes. The building/structure must not be occupied/used until **Final Inspection** has been completed and approved and the required **Certificate of Completion** has been issued by the Building Division.

**Inspections Required:**

- **Footings and foundations:** when excavation and forms are complete, reinforcing is set and before pouring concrete.
- **Electrical:** before electrical work is covered
- **Electrical Service:** before meter set. Linn County inspection tag is required prior to setting meter and energizing electrical system.
- **Final Inspection** when work is complete. **Certificate of Occupancy** is required.

**Other contacts:**

**County Engineer**  
(Road Access and Addressing)

**Phone 892-6400**  
1888 County Home Road, Marion

**Fax 892-6419**

**Planning & Zoning Division**  
(Site Development and Zoning Requirements)

**Phone 892-5130**

**Fax 892-5155**