



City of Brownsville  
Planning and Redevelopment Department  
1034 E. Levee St. 2<sup>nd</sup> floor. Brownsville, Texas 78520  
Phone: (956) 548-6150.

## WIRELESS COMMUNICATION FACILITY (WCF) PERMIT SUBMITTAL CHECKLIST

The following checklist contains the requirements for a complete wireless facility permit application. In order for the application to be considered complete, the applicant must submit all the applicable materials included in this application checklist along with all other generally applicable materials required for the requested permit or approval.

### New Construction:

- 1. Submit "[Application for Building Permit](#)" and pay corresponding permit fee of \$2,500.
- 2. Copy of zoning approval/verification. Submit [Wireless Communication Facility Application](#). Lot must be legally platted.
- 3. Certificate of Appropriateness (COA), if property is within the Historic District.
- 4. Proof that applicant is giving first priority to city-owned property; or, approval request for installation of WCF on property not owned by the City.
- 5. Property deed, geographic ID#, and address letter.
- 6. Submit supplemental information documenting the following:
  - a. Applicant name and address.
  - b. Vicinity map to illustrate location of proposed site.
  - c. City map showing applicant's existing and proposed WCF sites.
  - d. Description of WCF support structures and antenna height.
  - e. Photos and/or drawings of all WCF equipment, structures, and antennas.
  - f. Names and addresses of currently contracted telecommunication providers or users of the proposed WCF or antenna, to the extent the information is not proprietary.
  - g. Written documentation that a good faith attempt was made to allow antenna collocation at the new WCF site **(if new WCF is allowed)**.
  - h. Detailed building and site plans that include:
    - (1) Cover sheet with detailed project description that specifies the proposed installation and/or modifications.
    - (2) Setbacks.
    - (3) Distance from all residential structures (minimum of 500 feet).
    - (4) WCF height (maximum 135 feet; including antenna array).
    - (5) Wind load design in accordance with 2018 International Building Code (must have structural capacity to accommodate at least three (3) carrier

antennas and equipment cabinets).

- (6) Fence materials, location and height from finished grade.
- (7) Landscaping design around WCF perimeter.
- (8) Access and parking location.
- i. Survey showing existing structures and zoning within 500-foot radius.
- 7. Submit proof that WCF tower complies with WCF spacing requirements (1-mile from any existing WCF tower).
- 8. Any other necessary supporting documentation requested by the Building Official in order to process WCF permit application.
- 9. Obtain all other required permits including, without limitation and as applicable, building, electrical, and/or plumbing prior to performing the WCF installation.

**Material Repairs/Additional Collocations/Routine Maintenance:**

- 1. Submit "[Application for Building Permit](#)" and pay corresponding permit fee of \$2,500.
- 2. Submit supplemental information documenting the following:
  - a. Detailed building and site plans that include, at a minimum:
    - (1) Coversheet with detailed project description that specifies the proposed installation and/or modifications.
    - (2) WCF height (maximum 135 feet; including antenna array).
    - (3) Wind load design in accordance with 2018 International Building Code.
- 3. Any other necessary supporting documentation requested by the Building Official in order to process WCF permit application.
- 4. Obtain all other required permits including, without limitation and as applicable, building, electrical, and/or plumbing prior to performing the WCF installation.