

Bradley D. Sellers, Mayor



Benjamin W. Brown, Building Commissioner

**APPLICATION
FOR WORK PERMIT TO SERVICE OR MODIFY
EXISTING SMALL CELL FACILITY IN PUBLIC RIGHT OF WAY**

Application Date:	Fee:	Consent to Install Permit #:	Permit #:
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Project Address: _____ Parcel #: _____ - _____ - _____.

Location, Landmarks, etc. _____

Project Name and Description of "Small Cell Facility" : _____

BUSINESS BEFORE THE ADMINISTRATION

(Check all that apply below)

Service Existing Equipment Replace Existing Equipment

Description of Project: _____

Number of Facilities: _____ Number of Support Structures: _____

Cost Information: Estimated Cost of Project: \$ _____

Facility Owner's Name: _____ Name of Company: _____

Facility Owner's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Agent's Name: _____ Name of Company: _____

Agent's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Applicant's Name: _____ Name of Company: _____

Applicant's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Agent's Name: _____ Name of Company: _____

Agent's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Applicant Signature _____ Date _____

CHECKLIST - The following information **must** be included with each application packet. Without these materials, the application will be viewed as incomplete and will **not** be accepted for review by the Administration.

ALL APPLICATION PACKETS MUST INCLUDE:

- Signed Indemnification Statement
- Valid Liability Insurance Certificate pursuant to Cod. Ord. 1339.03(h)
*NOTE: Upon approval of the application and pursuant to Cod. Ord. 1339.03(i), a Performance Bond will be required.

Modification of Existing Equipment

- 4 copies of entire application
- Cover Letter describing the work
- Completed application form
- For each small cell facility and support structure:
 - Signed letter of consent from Facility Owner, with proof of agent relationship
 - Affidavit from Professional Engineer that the small cell facility and support structure meets all Federal and State laws.
 - Written approval from applicable Utility Companies giving approval if utilizing existing power poles or facilities.
 - Affidavit from Professional Engineer stating the noise emissions complies with the City’s Noise ordinance Chap. 511
 - A Manufacturer’s sheet showing size, color, materials, and depiction of proposed equipment and existing equipment to be replaced.

Service of Existing Equipment

- 6 copies of entire application
- Cover Letter describing the work
- Completed application form
- Signed letter of consent from Facility Owner, with proof of agent relationship for each small cell facility / support structure

PROJECT DATES
Anticipated start date: _____
Anticipated end date: _____

Application Fee: \$260.00 per Small Cell Facility

All fees must be in the form of a company check, certified check, bank card, or money order.
We do not accept cash or personal checks.

TOTAL FEES: \$ _____

1339.05 FEE

(a) Application for Consent to Install and Work Permit Fee. The fee under this Chapter, shall be \$250.00 per small cell facility and must be submitted to the Building Department along with the appropriate application. Effective July 31, 2018, the application fee shall be adjusted two percent every year as shown in the fee schedule below. The application fee shall continue to be adjusted each year thereafter pursuant to division (a) of this section.

YEAR	FEE
2019	\$255
2020	\$260
2021	\$265
2022	\$270

2023

\$275

FOR OFFICE USE ONLY

Received for Review by Building Department

All sections of application completed

Administration Action/Date/Remarks

Building Department

Supplemental information:

All required attachments are included

Received _____

Remaining Supplemental information:

All required fees are included

Received _____

Remaining Supplemental information:

All required fees have been collected

Received _____

APPROVED for Work Permit by City Administration

City Engineer Date

Building Commissioner Date



Bradley D. Sellers
Mayor

City of Warrensville Heights

Building Department
19700 Miles Road
Warrensville Heights, Ohio 44128
(216) 587-1230
Fax (216) 587-1257

Benjamin W. Brown
Building Commissioner

INDEMNIFICATION STATEMENT SMALL CELL FACILITY APPLICATIONS

PROJECT ADDRESS: _____

PARCEL#: _____

APPLICATION DATE: _____

PERMIT #: _____

Pursuant to Section 1339.03(g) of the City of Warrensville Heights' Codified Ordinances and Section 4939.039 of the Ohio Revised Code, as the operator or person who owns or operates the small cell facility or wireless support structure being applied for, I hereby certify that I shall indemnify, protect, defend, and hold the City of Warrensville Heights and its elected officials, officers, employees, agents, and volunteers harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees to include reasonable attorney fees and costs of defense, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including personal or bodily injury or death, property damage or other harm for which recovery of damages is sought, to the extent that it is caused by the negligence of myself, the operator who owns or operates small cell facilities and wireless service in the public way, any agent, officer, director, representative, employee, affiliate, or subcontractor of myself, the operator, or their respective officers, agents, employees, directors, or representatives while installing, repairing, or maintaining facilities in a public way.

Small Cell Facility Owner:

Print Name

Signature

Date

Small Cell Facility Operator:

Print Name

Signature

Date