



STEVENS COUNTY LAND SERVICES

CELLULAR/COMMUNICATION ANTENNA ON EXISTING TOWERS

Thank you for your inquiry regarding the application process for placing an antenna on an existing tower structure within Stevens County. Applications are reviewed under the regulations specified by Stevens County Code Title 3 Development Regulations (SCC Title 3).

Generally, antennas on existing towers are permitted uses under SCC Title 3, and may only require building permits for the antenna and any associated equipment building. In order to be considered as a permitted use, not subject to a conditional use permitting requirement, the antenna have to meet the following definition as referenced in SCC Title 3, Permitted Uses Sec. 3.03.080. If the antenna placement does not meet the definition, then an administrative conditional use permit is required.

“2) Co-located facilities shall not extend more than 7.5 feet horizontally (on each side) from any structure to which attached, nor more than 15 feet above the uppermost portion of the structure to which it is attached.”

In order to establish compliance with SCC Title 3, Sec. 3.03.080, the proposed antenna placement, and any associated equipment building, is subject to the county’s Site Analysis application review. Both the building permit and site analysis applications are available online at the Land Services website, as is Stevens County Code Title 3. The website is <http://www.co.stevens.wa.us/landservices/index.php>.

SITE ANALYSIS REVIEW: Submit a site plan of the leased site area and a site analysis application. Show the footprint of any existing towers within the leased area, identify the tower associated with your project, and any proposed equipment building. Identify the associated name/owner of the tower (i.e. Deer Lake Mtn. Verizon Tower). Provide the name of the owner and legal description of the underlying property. Provide a picture or plan/drawing of the proposed antenna, and show where it will be located on the existing tower. This application is submitted to the Planning Division and they will review for conformance to Stevens County Code Title 3, the State Environmental Protection Act (SEPA), Shoreline Master Program, or Critical Areas Ordinance, if any are applicable to the proposed site location or project proposal. The site plan analysis must be approved by the Planning Division before the building permit can be issued.

Submittal information for a building permit must contain the following information:

- Two sets of engineered plans. The plans must provide documentation that the tower with existing antenna together with the proposed new antenna meet minimum county requirements for snow/ice loading, wind speed, and other structural codes. If the project includes an associated equipment building or cabinets, provide information or plans.
- The approved site plan and site analysis review from the Planning Division.
- Directions to the site. Your contractor must call for an inspection after placement of the antenna.

FEES: Building permit fees will be based on the estimated valuation of the antenna and any associated equipment building. Contact this office for the current fee schedule and we will advise you of the permit fee so that a check can be submitted with the application. Electrical permits are separate and obtained from Washington State Department of Labor and Industry.

Building Division: (509) 684-8325
FAX: (509) 685-0674

Planning Division: (509) 684-2401
FAX: (509) 684-7525

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