



**MUSKEGON CHARTER TOWNSHIP**

1990 E Apple Ave, Muskegon, Michigan 49442

Telephone: (231)777-2555

**CHECKLIST FOR CELL TOWER**

**ALL THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO PLAN REVIEW OF ANY DRAWINGS**

PROJECT NAME \_\_\_\_\_

- \_\_\_\_\_ **THREE (3) SETS OF DRAWINGS (SIGNED AND SEALED) INCLUDING A COPY IN PDF FORMAT**  
ONE SET WILL BE APPROVED AND RETURNED TO YOU. THIS SET MUST BE ON THE JOB SITE OR **NO**  
INSPECTIONS WILL BE CONDUCTED. THE DRAWINGS MUST BE ACCOMPANIED WITH ANY ENGINEERED SHOP  
DRAWINGS RELEVANT TO YOUR PROJECT.  
**CONSTRUCTION DOCUMENTS SHALL BE TO SCALE** AND OF SUFFICIENT CLARITY TO INDICATE THE LOCATION,  
NATURE AND EXTENT OF THE WORK PROPOSED AND SHOWN IN DETAIL AND WILL CONFORM TO THE  
PROVISIONS OF THIS CODE.
- \_\_\_\_\_ DOCUMENTS MUST BE SIGNED BY A MICHIGAN LICENSED ARCHITECT OR ENGINEER
- \_\_\_\_\_ CONTRACTOR'S LICENSE MUST BE VALID WITH THE STATE OF MICHIGAN
- \_\_\_\_\_ SITE PLAN & ZONING APPROVAL
- \_\_\_\_\_ SIGNED & COMPLETED BUILDING PERMIT APPLICATION
- \_\_\_\_\_ STRUCTURAL LOADS AND CALCULATIONS FOR FOUNDATION SYSTEM AND TOWER
- \_\_\_\_\_ SOIL INVESTIGATION REPORT
- \_\_\_\_\_ EQUIPMENT STRUCTURE PLANS AND/OR STATE OF MICHIGAN APPROVAL DOCUMENTS
- \_\_\_\_\_ SPECIAL INSPECTION FIRM NAME AND SPECIAL INSPECTIONS REQUIRED
- \_\_\_\_\_ FOUNDATION PLAN, REINFORCEMENT DETAILS
- \_\_\_\_\_ TOWER CONSTRUCTION AND ERECTION
- \_\_\_\_\_ CHECK CODES FOR TOWER
- \_\_\_\_\_ ELECTRICAL PERMIT REQUIRED

**REQUIREMENTS FOR CELL TOWER CO-LOCATIONS**

- \_\_\_\_\_ CERTIFICATION THAT THE EXISTING FOOTING & ANTENNA CAN SUPPORT THE EXTRA WEIGHT OF THE  
ADDITIONAL EQUIPMENT

**REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE (IF APPLICABLE)**

- \_\_\_\_\_ SPECIAL INSPECTIONS FORM COMPLETED BY DESIGN PROFESSIONAL (SOIL COMPACTION TESTING,  
CONCRETE STRENGTH TESTING, FINAL WALK THRU BY ARCHITECT)  
**NOTE: ADDITIONAL SPECIAL INSPECTIONS MAY BE REQUIRED BASED ON COMPLEXITY OF PROJECT**
- \_\_\_\_\_ DEQ – WETLAND AND CRITICAL DUNES
- \_\_\_\_\_ SOIL EROSION – WITHIN 500' OF ANY BODY OF WATER, INCLUDING WETLANDS
- \_\_\_\_\_ COUNTY DRAIN COMMISSIONER – COUNTY DRAINS
- \_\_\_\_\_ DEPARTMENT OF PUBLIC WORKS PERMIT RIGHT OF WAY PERMIT (DRIVE APPROACHES)
- \_\_\_\_\_ DESIGN FLOOD ELEVATION

CONTRACTOR'S INITIAL \_\_\_\_\_

DATE \_\_\_\_\_