



RUTHERFORD COUNTY BUILDING CODES DEPARTMENT

Creating a Sustainable Future Through Building Standards and Safety

COMMERCIAL CELL TOWER/CO-LOCATE PROCEDURES

Planning/Zoning: New Site (New Tower) or Adding to the Ground Space

If it is a new site (new tower) or adding to the ground space then it must first be approved by the Planning Commission. You can contact their office at 615-898-7730.

Co-locates typically require new ground equipment but because the size of the equipment is generally very small, this is usually an administrative function, so going before the Planning Commission is not required.

Accessory structures/additions less than 3,000 square feet can be administratively approved but would still require a site plan. (This will be determined by the Planning Department)

If you are replacing old equipment with new equipment (i.e. no structures, additional antenna, etc.) a site plan would not be required.

*Please contact the **Planning Department at 615-898-7730** to determine if Planning Commission Approval is required and/or site plans are required.*

Permit Required:

A permit will be required if adding to the ground space and/or adding any new equipment that is not already there.

A permit is not required for maintenance or upgrading existing equipment.

Permit Process:

Submit the approved site plan (electronically is preferred) if required by Planning.

If an approved site plan has not been required the following items will be required in order to issue the building permit.

Submit a site plan, scope of work description and the structural analysis.

Submit the general contractor's State of Tennessee license and COI.

The estimated job cost.

Permits can be issued electronically or at the counter.

Please contact Misty Whaley at mwhaley@rutherfordcountyttn.gov or 615-898-7734; 615-907-3524.