

Address _____

Application # _____

GENERAL / PUBLIC WORKS (if ROWP) CONTRACTOR
CITY OF AURORA
G.C. / P.W. REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

ELEC. / PUBLIC WORKS (if ROWP) CONTRACTOR
CITY OF AURORA
ELEC./ P.W. REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

CERTIFICATION

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

CONTRACTOR _____ (PRINT)

CONTRACTOR _____ (SIGNATURE)

OR

OWNER _____ (PRINT)

OWNER _____

BUILDING AREA AND CONSTRUCTION COST

SF BUILDING IF ANY PROVIDED _____ SF

TOTAL CONSTRUCTION COST \$ _____

ELECTRICAL WORK ? NO YES
ELECTRIC SERVICE SIZE _____ AMPS EXIST NEW

ESTIMATED CONST. START DATE: _____

DESIGN PROFESSIONALS IN RESPONSIBLE CHARGE -- PER IBC 107.3.4

LICENSED ARCHITECT / STRUCTURAL ENGINEER

ILLINOIS PROFESSIONAL (Check primary contact)
DESIGN FIRM REG. # _____

CIVIL ENGINEER / PROFESSIONAL ENGINEER

(Check if primary contact)

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE, COMPLY WITH ALL CODES.

ARCH or **STRUCT** or **(P.E.** for Mech. Elect. Plumb.)

(SIGNATURE) _____

APPLICATION REQUIREMENTS FOR COMMERCIAL POLE / ANTENNA

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply):
2015 International Building Code, 2014 NEC, 2015 International Energy Conservation Code, 2015 International Fire Code

The following items shall constitute a **complete permit submittal**. Upon submittal acceptance, a permit application number shall be issued to the applicant that should be used in all future communication. At time of submittal one project contact shall be identified by the applicant (please check the appropriate party as the “primary contact” on the application form). All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual. **SUBMITTALS TO THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW.**
COLLATE YOUR SUBMITTAL INTO THREE SETS (A, B & C).

A. Completed Permit application.

- B. Three (3) copies of architectural site plan or civil engineering drawings indicating: all lot lines, setbacks, existing structures, parking layout, light poles, other utilities and all fire hydrants within 500’ of any property line. (For Zoning, Fire Prevention). Include a Plat of survey and legal description on all parcels, which have not been issued street addresses.
- C. Provide two (2) loose copies of proposed structures on scaled and dimensioned proposed plat of survey, indicating all setbacks and easements. Also indicate proposed top of foundation elevation and elevations at all corners in foundation. If the addition is in a flood zone or any drainage-way, two Topographical surveys shall also be submitted. Existing condition photos of location and proposed renderings of location with equipment installed.
- D. Provide three (3) sets of Illinois Licensed Architect or Illinois Licensed Structural Engineer signed and sealed (wet or digital) construction documents. All seals shall be on the cover sheet with an index for which sheets the stamp covers.
 - 1. Building Code Information on the cover sheet must contain the following:
 - a. Use Group (Single / Mixed).
 - b. Construction type(s).
 - c. Square footage (Act. / Allow.)
 - d. IBC Occupant Load calculations.
 - e. Design live and dead loads.
 - 2. Floor plans indicating the following: Layout of the entire floor plan, indicate all construction materials and all rated assemblies. Indicate all requirements for compliance with the Illinois Accessibility Code.
 - 3. Building sections and wall sections as required to describe the construction and all rated assemblies.
 - 4. Building Elevations, including all exterior openings, roof heights and footing depths.
 - 5. Structural plans and sections. All pre-Engineered building drawings are to be submitted at the time application.
 - 6. Complete Electrical plans with balanced panel schedules, load calculations, and one-line service diagrams indicating all components and sizes.
- E. Provide two (2) sets Soil Testing Results for any application with new foundation work.
Provide two (2) sets of all Structural Calculations, signed and stamped as per Section D by an Illinois Licensed Architect or Illinois Licensed Structural Engineer.

Procedures for Utility Permit Application for work within COA ROW - Ord. 017-053

ENGINEERING Note: These standard notes are hereby made a part of your permit and shall be a standard of conformance for this work. These notes have been updated and revised as of 7/11/2019.

1. All work shall conform to COA Ordinance No. 017-053 and No. 018-600.
2. The contractor shall be responsible to field locate all utilities and services, whether public or private, and shall maintain five foot (5') clearance from all City of Aurora utility facilities, including Water, Sanitary, Storm, and COA Fiber.
3. All bore pits and or hand holes shall maintain a minimum distance of 2.5 feet from any concrete curb, road, or gravel shoulder edge. The contractor shall bare the cost of repair / replacement of any incidental damage done to existing utilities or services whether private or public including emergency repairs and or landscape restoration as may be associated with the execution of this work, including directional boring strikes.
4. Any potholing that takes place within 2.0 feet of the back of curb or within a pavement section shall be properly backfilled with (CA-7) trench backfill. Please also be advised that any potholing in asphalt surfaces shall be through cored openings, using appropriate coring devices, with the asphalt core being retained to be properly reinstalled at the appropriate height, cross slope, with all kerfs and drill openings sealed with elastomeric epoxy.
5. Conduit under ALL Sidewalks and Pavements shall be by directional bore, pushed, or augured – No open cut of Sidewalks or Pavement will be permitted
6. Lane closure barricading must meet IDOT Standards and must be removed at the end of each day allowing the lane(s) to be re-opened to traffic. Working hours for all sites shall be strictly limited to 9:00am – 3:00pm.
7. A copy of the approved permit and the associated plan shall be on the work site at all times during construction.
8. The contractor shall notify the City, by email to dgoewey@aurora-il.org at least 48 hours before any work is to begin.
9. Any contractors working in the City of Aurora public right of way shall carry the appropriate Public Works Department license and bond for the proposed work. Licensing help is available by calling (630) 256-3200.
10. For any portion of the proposed work that is not within City of Aurora Public Right-of-Way(s), this Public Works Engineering Division sign-off is only to acknowledge the review of City of Aurora utilities facilities within that portion of private property and not permitting work on private property, County, or State Right-of-Way.
11. All Electrical Conflicts that do not involve traffic infrastructure shall be coordinated with City of Aurora Electrical Division Forman at: (630) 256-3820. All conflicts involving Traffic Infrastructure: Contact /Coordinate with Meade Electric (773) 287-7600 to locate signal/fiber conduits, before doing work.
12. All disturbed areas shall be restored to original condition or better.

Page 5 that follows is specific to small cell wireless system installations and must be completed for full application intake and review. Other installation types may ignore.

This sheet is a part of the permit application and **MUST** be attached to your submittal for any small cell wireless installation.

REQUIREMENTS

The following items must be provided as part of the application for review and permit issuance. Everything on this list needs to be submitted in electronic form (on two flash drives) and hard copies (3 required) provided for those items indicated.

- Site specific structural integrity and, for City utility poles, make-ready analysis prepared by an Illinois Licensed Structural Engineer. These should also be provided in **hardcopy**.
- Aerial maps and digital photographs of the location -depicting the poles or structures on which the SWF will be mounted
- Photos shall include a digital simulation of the proposed work both before and after installation
- Specifications and drawings prepared by an Illinois Licensed Engineer or Architect. This should also be provided in **hardcopy**.
- Equipment type and model numbers for the antennas and all other equipment associated with the SWF
- Proposed schedule for the installation
- Legally competent evidence of consent to attach from owners of poles or support structures other than City of Aurora. This should also be provided in **hardcopy**.
- IDOT compliant Traffic Control Plan with all appropriate details associated with any traffic disruption. This should also be provided in **hardcopy**.
- Application form scanned and also provided in **hardcopy**.

CERTIFICATION

I understand that the approval of this application and issuance of a permit does not relieve me of my need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as a result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I further affirm that to the best of my knowledge, the collocation complies with the written design standards established by the City of Aurora, and with the various other requirements set forth in this section of City code, and State Law. I, the undersigned, am the owner, or a duly appointed / contracted representative of the owner of the entity applying for this permit.

Signed – Applicant	Date
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APPROVED: _____	DENIED: _____	
Signed – City of Aurora - Title	Signed – City of Aurora - Title	Date

APPLICATION FEES by INSTALLATION TYPE:

1. Request to collocate a small wireless facility that includes the install of new utility pole: \$1,000
2. Request to collocate a small wireless facility on an existing utility pole or wireless structure: \$650
3. Request to collocate multiple small wireless facilities on existing utility poles or wireless support structures addressed in a single application: \$350 per small wireless facility