



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Antenna Location Permit Requirements

An **Antenna Location Permit** is required to install or maintain new Wireless Telecommunications Facilities **for each specific carrier at a site**, including Small Cell Facilities. Antenna Location Permits must be renewed every **three (3)** years.

An **Antenna Modification Permit** is required and to upgrade or modify an existing telecommunication facility for a specific wireless carrier.

The fees for Antenna Location Permit are **\$3,000.00** for all types of wireless telecommunication facilities other than DAS Nodes, and **\$500.00** for DAS Nodes. Fees are non-refundable and due upon submission of your application. The same fees apply to modifications. A fee of two (2) times the normal fee will be charged for maintaining work done without a permit, prior to the issuance of a permit and for work done illegally. Renewal Fees are **\$3,000.00** for all types of wireless telecommunication facilities other than DAS Nodes, and **\$500.00** for DAS Nodes. A fee of two (2) times the normal fee will be charged for applications to renew permits submitted more than thirty (30) days after the expiration of the Antenna Location Permit including Special Permits and DAS Node Permits. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.

Please Note: The Town **RETAINS THE RIGHT TO REJECT** incomplete applications and/or applications for alterations or upgrades to an existing wireless telecommunications facility that is currently operating **without the benefit of required Town approvals and/or a valid operating license in violation of §75 of the Code until** all required approvals and/or licenses are issued/obtained and the wireless telecommunications facility is Code compliant.

Upon initial review of your application, you will receive a Property Owners Authorization Form. The form must be signed by the owner(s) of the property, notarized, and returned to us prior to the issuance of your permit. If there is a separately owned monopole or free-standing owned tower structure on the property, then the owner(s) of the monopole or free-standing tower must complete a Tower Owners Authorization Form. This form must be signed by the owner(s) of the tower, notarized, and returned to us prior to the issuance of your permit.

All resubmissions to an omission letter or a letter of disapproval shall be **HAND DELIVERED** to the Building Department and shall include a copy of the letter the resubmission is in response to. **Submissions sent via mail or package delivery service will not be reviewed and will be returned by mail to the sender. Likewise, submissions sent via email will not be reviewed.**

Below is the list of documents required to be submitted with your application. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or [contact us](#) if you have further questions.



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<input checked="" type="checkbox"/>	Compliance Sheets - An Antenna Location Permit Code Compliance Sheet is required for all applications.
<input checked="" type="checkbox"/>	Property Surveys - Property Surveys are required for all applications. The survey must be current, legible, and must include the entire site, with property line and setback dimensions.
<input checked="" type="checkbox"/>	<p>Construction Drawings - 1/4" scale drawings must include seal and original signature of a New York State licensed Professional Engineer or a Registered Architect and all code compliance information and details including the following:</p> <ul style="list-style-type: none"> • A location map to scale indicating the location of the proposed facility. • A site plan or plans to scale specifying the location of the proposed facility on the property. All setbacks of the facility from front, rear and side yards shall be shown. (If the facility is located upon an existing structure, the setbacks of the existing structure from front, rear and side yards shall be shown and the location of the facility on the existing structure, including all dimensions, shall be shown). • Elevations showing the height of all proposed antennas, equipment and supporting structures (i.e., monopoles, towers, etc.) from ground level. Dimensions of all antennas and equipment and the distances of each from the top of any structures upon which they are located shall also be shown. • Construction drawings and details; including structural details for all new antennas, dunnage and equipment.
<input checked="" type="checkbox"/>	Full Environmental Assessment Form – A completed original Full Environmental Assessment Form Part I and Visual Assessment Addendum, pursuant to the New York State Environmental Quality Review Act. The form is available on the N.Y.S. DEC website . Please click here for instructions on completing the form.
<input checked="" type="checkbox"/>	Certifications - Certification by a licensed professional engineer or other qualified person that the proposed facility will not cause interference with existing communication devices and that electromagnetic radiation levels at the proposed site are within any threshold levels that have been adopted by the FCC bearing the original signature of the professional responsible for the work.
<input checked="" type="checkbox"/>	Owner/Applicant Agreement - An agreement between the applicant and the owner of the site which authorizes the use of the site as a location for the proposed wireless telecommunications facility. Any agreement between the applicant and the owner of a separately owned structure on the premises such as a tower upon which the carrier's equipment shall be installed must also be provided where applicable.
<input checked="" type="checkbox"/>	FCC Licenses and Approvals - FCC licenses and approvals allowing the applicant to operate a wireless telecommunications facility must be submitted at application.
<input checked="" type="checkbox"/>	Alterations and Upgrades Only - For alterations and upgrades provide copies of all Special Permit(s), variance(s) granted, Right-of-way Agreement(s), Certificate(s) of Completion, and/or Certificate of Existing Use issued for the site and all operating licenses or proof of renewal pursuant to Code § 75-5(C) . Please be advised, if no license renewal has been obtained for the proposed wireless telecommunications facility, as required by Code § 75-5(C) , a separate renewal application shall be required.



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<input checked="" type="checkbox"/>	Facilities located in the Town right-of-way - For facilities located within the Town of North Hempstead right-of-way provide a copy of the Right-of-Way use agreement that has been approved by the Town Board pursuant to Code § 75-4.1 .
<input checked="" type="checkbox"/>	“Maintain” Permit Application Only - Certification Letter from a New York State-Licensed Design professional of record indicating that he/she has personally inspected the conditions on site and that the existing construction meets or exceeds the requirements of the Building Code of New York State. Click here for an example of this letter.
<input checked="" type="checkbox"/>	“Maintain” Permit Application Only - Electrical Inspection Certificate from an agency currently approved to perform electrical inspections in the unincorporated areas of the Town of North Hempstead.
<input checked="" type="checkbox"/>	“Maintain” Permit Application Only – Submit completed Maintain Supplemental Form.
<input checked="" type="checkbox"/>	Proof of Insurance - Proof of Commercial General Liability insurance shall be submitted for the wireless carrier licensed by the Federal Communications Commission (FCC) to which the Town of North Hempstead has been added as additional insured. Additionally, for each contractor, insurance shall be provided as follows: <ul style="list-style-type: none">• Proof of Commercial General Liability insurance with completed operations (plus X.C.U. when applicable), to which the Town of North Hempstead has been added as additional insured.• Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance or proof of the applicant not being required to secure same; and• Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance or proof of applicant not being required to secure same.• *Please see insurance information sheet for additional information and/or requirements that may apply depending on the type of work proposed.



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<input checked="" type="checkbox"/>	<p>Bond - An original copy of a cash deposit or bond from a surety company that is both an admitted carrier in the State of New York and has a Best's Rating of B- or better, or a Best's rating of 4 or better. *See attached Bond Requirements Sheet. Bond must be dated. For additional information please see Bond Requirements below.</p> <ul style="list-style-type: none">• The cash deposit or bond must be in an amount equal to 200% of the estimated cost of removing any wireless telecommunications facility; in the event that the site is abandoned, and there are costs incurred by the Town or property owner in storing the site to its prior condition, except that this requirement may be waived for mobile wireless telecommunications facilities (cells on wheels).• If a penalty is assessed pursuant to the provisions of this chapter, the Commissioner of Building and Safety Inspection and Enforcement or the Town Comptroller may deduct the amount of such penalty from the cash deposit.• The applicant shall always maintain the required cash deposit or bond.• For alterations and upgrades, a copy of the original bond filed with the Town and a verification that the bond is still in full force and effect from the surety shall be required.
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*Requirements for **Renewal** Applications*

<input checked="" type="checkbox"/>	Certification - Certification by a licensed professional engineer or other qualified person that the proposed facility will not cause interference with existing communication devices and that electromagnetic radiation levels at the proposed site are within any threshold levels that have been adopted by the FCC bearing the original signature of the professional responsible for the work.
<input checked="" type="checkbox"/>	Structural Report - Structural report evidencing that the wireless communications facility and all associated equipment and support structures are structurally sound and comply with the provisions set forth in the Code, the New York State Building Code, and the laws of the State of New York.
<input checked="" type="checkbox"/>	Bond - A copy of the original bond filed with the Town for the wireless communications facility, and a verification that the bond is still in full force and effect from the surety <i>will be required for all renewals.</i>
<input checked="" type="checkbox"/>	Photos - Current photos of the site, showing all antenna structures, ground cabinets and/or other structures related to the carrier's installation.
<input checked="" type="checkbox"/>	Additional Certifications - A certification letter stating in writing what is currently on the site. Including the number of receivers, transceivers, panels, GPS locators, and any other components of the installation, including, but not limited to ground and/or roof equipment, such as the number of equipment cabinets, shelters, HVAC equipment, generators and fencing. Please state where this equipment is located. Please state the name, position, and affiliation of who is making and signing the certification letter.
<input checked="" type="checkbox"/>	Additional Documentation - Provide copies of all Special Permit(s), variance(s) granted, Right-of-way Agreement(s), Certificate(s) of Completion, and/or Certificate of Existing Use issued for the site and all operating licenses or proof of renewal pursuant to §75-5(C) .
<input checked="" type="checkbox"/>	Lease – Provide a copy of the current lease or lease extension for the installation of the carrier's equipment on the property of the land, building, water tower or monopole to which it is directly attached.



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Bond Requirements Sheet

The following information shall be included on all bonds submitted in accordance with Code [§75\(5\)\(D\)\(10\)](#):

1. **Address:** An address that sufficiently identifies the subject property (i.e. that which is identified in the Lease/License Agreement, including the Nassau County Land and Tax Map Section, Block, and Lot(s)).
2. **Bond Number:** This is the A policy number@ for the bond and the Surety Company will reference/identify this number in the event of a claim under the bond.
3. **Principal Name:** Name of carrier licensed by the Federal Communications Commission that is erecting wireless telecommunications facility or entity performing the work.
4. **Surety Company Name:** Insurance/Bonding Company guaranteeing bond.
5. **Obligee Name:** Town of North Hempstead (beneficiary under the bond).
6. **Site/Project Name/ID:** Should match the name of the contract in place with the principal (if applicable).
7. **Date:** Bond should be dated.
8. **Signatures:**
 - a. Signature of Officer of the Principal firm.
 - b. Signature of Attorney-in-Fact for the Surety (Insurance/Bonding) company and **corporate seal** of the surety company should be affixed. (*Name of Attorney-in-Fact must be listed on Power of Attorney for Surety Carrier*).
9. **Corporate Seal(s):**
 - a. Corporate seal of Principal (if corporation) must be affixed to the bond over the Officer's signature.
 - b. Corporate seal of Surety must be affixed to the bond over the Attorney-in-Fact's signature.
 - c. If no seal is provided by the Principal, a letter indicating its legal status, and the reasons why it is not required to have a seal.
10. **Acknowledgments:**
 - a. Acknowledgement by Corporate Principal for the Officer of the principal firm.
 - b. Acknowledgement by Surety for its Attorney-in-Fact.
11. **Power of Attorney:** Power of Attorney naming Attorney-in-Fact authorized to sign on behalf of Surety. The Power of Attorney must be dated.
12. **Financial Statement:** Most current financial statement of Surety.