

DEPARTMENT OF BUILDING AND  
ZONING  
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher  
COMMISSIONER OF BUILDING AND ZONING  
OF COOK COUNTY



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<http://www.cookcountyil.gov/building-and-zoning>

## WIRELESS TELECOMMUNICATION PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are encouraged to email their submittals to: [Intake.bnz@cookcountyil.gov](mailto:Intake.bnz@cookcountyil.gov). If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format). Once you receive your permit review number, please submit by mail the deposit fee (1/10<sup>th</sup> of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the Cook County Collector.

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. **Complete application** in its entirety where applicable. Be sure to print your name, address, phone number, email and include the property index number in the lower left-hand corner.
2. One digital set of sealed and signed **Construction Documents**.
3. Submit a digital copy of a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old
4. One digital copy of a **Site Plan**.
4. **Proof of recordation** of Ingress and Egress easements
5. One digital copy of **current FAA approval or waiver on FAA letterhead**
6. One digital copy of fully executed **Lease Agreement**
7. One digital copy of **Notarized Facility Affidavit**
8. **Telecommunication Facility Bond and \$2.00 recording fee (Cashier's Check)**. Please contact Gloria Soto for instructions: 312-603-0512
9. One digital copy of sealed and signed **Structural Analysis** base on latest TIA/EIA 222 STD & BUILDING CODE. NOTE: any assumptions made by the structural engineer in the structural analysis must be certified as "true, complete and accurate" by the tower owner,
10. One digital copy of a **Tower Owner Letter** on original letterhead (Regarding tower condition and number of service providers co-located)
11. One original General Contractor (**GC**) / **Tower Erector Letter of Intent** on GC Letterhead signed by the GC
12. One original **Electrical Contractor (EC) Letter of Intent** on EC letterhead signed by the EC

**For digital submission of application and supporting documents, please refer to our web site:**

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)  
[Cook County Building Permit Application](#)