



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

CELLULAR TOWERS & CO-LOCATION



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist in **cell towers and antennas**. This information is provided to identify minimal requirements for the Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey
2. Construction plan
3. Cut sheet for equipment cabinets
4. Cut sheet for antennas
5. Trust Disclosure for properties in a trust

A non-refundable application fee will be required at the time you submit and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics) and a Drainage Review fee. We accept exact cash, checks, Master Card and Visa.

1. A copy of the plat of survey accurately showing the proposed lease area, locations of proposed new tower and all equipment pad, shelter, cabinet, fencing and access road locations. (This is also required for all of the existing when new antennas/equipment is being added to an existing site/tower). The survey must include the legal description signed and sealed by a registered Illinois Land Surveyor.
2. A copy of the construction plan **meeting and reflecting the current building codes** including structural calculations, signed and sealed by a registered Illinois architect or structural engineer. In addition, if a new prefabricated equipment shelter is also proposed, a copy of manufacturer's construction drawing and specification is required, also signed and sealed by a registered Illinois architect or structural engineer. (The drawing may be stamped by either a PE or architect, however, a current structural analysis of the tower is required for each submittal as well and must be stamped by a registered Illinois architect or structural engineer.)

3. Provide a copy of cut sheet for any proposed equipment cabinets.
4. Provide a copy of the cut sheet for the proposed antenna if not already included in the plans.
5. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the trustee.

Requirements for permit issuance:

6. Fees
7. Performance Bond
8. Contractor Registration

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6. [Permit fees](#) are due before the permit is issued. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
 7. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
 8. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current at permit issuance.

Minimum Building Code Requirements:

- 2021 International Building Code, [Article VII, Section 8-700](#)
- 2020 National Electrical Code, [Article VI, Section 8-600](#) with local amendments

Zoning Requirements:

Residential Zones: (Cell Towers are permitted by right)

- Setbacks:
 - Front: 15 Feet, (relative to the supporting structure only, the setback is to the center of the supporting structure)
 - All others: 10 feet (relative to the supporting structure only, the setback is to the center of the supporting structure)
- Height: ○ No taller than 75 feet

Non-Residential Zones: (Cell Towers are permitted by right)

- Setbacks:
 - Front: 15 Feet, (relative to the supporting structure only, the setback is to the center of the supporting structure)
 - All others: 10 feet (relative to the supporting structure only, the setback is to the center of the supporting structure)
- Height: ○ No taller than 200 feet

Please note: If a permit is for co-location of an antenna on an existing supporting structure then the regulations hereinabove do not apply to the co-location but will still apply to any cabinet accessory to the antenna.

Additional information can be found in Appendix A of the [DuPage County Zoning Ordinance](#).

[Per Section 37-424](#) of the DuPage County Zoning Ordinance the DuPage County Building Division shall complete the review of any Building Permit application for a Cellular Communications Facility within 30 days of receipt of a completed Building Permit application from the telecommunications carrier.

[Per Section 37-424](#) of the DuPage County Zoning Ordinance the DuPage County Board shall act on any variation request from the requirements of the DuPage County Zoning Ordinance within 75 days from the submittal of a completed Zoning Board of Appeals application from the telecommunications carrier.

Drainage Requirements:

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimers:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-003015, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/medialibrary/assets/documents/160>). It is a fillable PDF form.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling) Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupagecounty.gov/building.