



## Small Cell Wireless Permit Guidelines

### Description

The Small Cell Wireless permit is required for any installation of any Small Cell Wireless infrastructure within the City of Hillsboro. A permit is required for each unit that is proposed to be installed.

### Permit Application Requirements

To apply for a Small Cell Wireless permit, an applicant must submit the following items:

- A completed and signed Small Cell Wireless permit application form.
- One electronic (.pdf) copy of a complete set of construction drawings.
  - Work in the public right-of-way or City-owned easements must meet City of Hillsboro's Design and Construction Standards.
  - The construction drawings shall be accompanied by a Traffic Control Plan (see State of Oregon 2011 Temporary Traffic Control Handbook for guidance).
- A copy of the certificate of insurance from the Licensed contractor doing the work (see an example of Certificate of Insurance).

### Fees

The City of Hillsboro requires a \$3,000.00 fee for each Small Cell Wireless permit. This fee is to be paid prior to issuance of the permit. *Note: There is an annual fee for each small cell that is installed.*

### City Review and Issuance

Following submittal of the required materials listed above, The City of Hillsboro's staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately five business days.

### Inspections

No less than 48 hours before the permitted work will begin, the applicant or their licensed contractor must schedule a pre-inspection with a City inspector to review the project work plan and ensure the project preparation and traffic control features have been correctly installed. No more than 48 hours after the permitted work has been completed, the applicant or their licensed contractor must schedule a post-construction inspection with a City inspector to ensure the work has been done in compliance with the City of Hillsboro's Design and Construction Standards.