



City of Lansing

316 N. Capitol Ave. Suite C-1, Lansing, MI 48933

Office# 517-483-4355 Fax# 517-377-0169

www.lansingmi.gov

Cell Towers and Antennas Plan Review Submittal

Submission of electronic plans is required through ACCESSMYGOV.COM. Click <http://lansingmi.gov/DocumentCenter/View/343> for access to the Electronic Registration Form. Once submitted, a web pin number will be provided.

Current Code: 2015 Michigan Building Code, Section 3108 & TIA-222 (STRUCTURAL STANDARD FOR ANTENNA SUPPORTING STRUCTURES AND ANTENNAS)

Required Information:

1. Property Information (including tax parcel number)
2. Applicant
3. Registered Design Professional in Responsible Charge (fill out attached form)
4. Site Plan
5. Construction Drawings (including Structural Calculations/Analysis)

Construction Drawings: Shall include construction plans with minimum information such as: Code Compliance Criteria, Structural Calculations/Analysis, Site Plan, Tower Elevations, Proposed Antenna/Radio mounting details, proposed or changed cabinet details and Electrical Service Changes/Additions.

Building permits are not required for:

1. Replacement cell tower antenna(s) of same size as existing equipment (*Provide Structural Analysis to Verify*)
2. Replacement of cell tower radio heads of same size as existing equipment
3. Installation of cell tower cable lines
4. Low voltage/Data Wiring
5. Concrete Pads for Generators

Zoning Requirements: contact Susan Stachowiak at 517-483-4085 or Susan.Stachowiak@Lansingmi.gov
(Reference: City of Lansing Planning and Zoning Code, Chapter 1298, Wireless Comm. Towers and Antennas)



Building Safety Office

**Design Professional
Electronic Plan Review Registration**

Please complete the following (all information is REQUIRED):

Firm Name: _____

Licensee Name: _____

Business Mailing Address:

Street: _____

Suite: _____

City: _____

State: _____

Zip Code: _____

License Number: _____

Expiration Date: _____

Email Address: _____

Telephone Number: _____

Please affix a wet ink seal and original signature in non-black ink below:

Please submit a scanned copy of this document to buildingsafety@lansingmi.gov and the original hard copy to;
Building Safety Office, Attention Plan Review, 316 N. Capitol Suite C-1, Lansing, MI, 48933