

## Permit Submittal

- 1) Submit permit application packet to Customer Service Department
  - a. Small Cell Node Permit Application
    - i. Site plan (2 copies)
    - ii. Engineering Drawings (2 copies)
    - iii. Construction Drawings (2 copies)
    - iv. Certificate confirming the Network Node(s) comply with applicable regulations of the Federal Communications Commission
    - v. Certification that the Network Node will be placed into service no later than the sixtieth day after the date of construction and final testing of each Network Node
    - vi. Certificate of Insurance providing that the Network Provider and its Contractor has at least \$1,000,000.00 in general liability coverage.
    - vii. TxDOT approval
  - b. Right of Way/Easement (ROW) Permit Application
  - c. Signed annual agreement if applicable
- 2) Pay applicable permit fees (Appendix A Fee Schedule, Sec A9.013 – A9.018)

## Permit Process

- 1) Complete Permit Application Packet Received.
- 2) Small Cell Node Permit plan review/approval process
- 3) Permits for collocating new nodes or installing new node support poles in an area of the City that has been zoned as a Design District must be approved by the City Council.
- 4) Small Cell Node Permit Issuance. Note - no work allowed until ROW Permit has been issued and line locates have been complete. See item 5-7 below.
- 5) Contractor calls Customer Service inspection line for ROW Permit line locates (972-468-4050)
  - a. Calls received on the inspection line are processed weekdays at 3pm. Any calls after 3 pm will not be processed until the following business day.
  - b. Allow 48 hours for line locate process, excluding holidays and weekends.
  - c. Line locates are good for 14 days, so do not schedule too early.
- 6) Customer Service Schedules line locates with Public Services
- 7) Public Services issues ROW Permit
  - a. Contractor will receive a copy of the issued permit.
  - b. When the building and ROW permits are issued and posted on the job site, the contractor can begin work.
  - c. After 14-day period, if ROW permit work is not complete the contractor is required to request line locates again. This pattern will need to continue until work has been completed.
  - d. Upon completion, a final inspection from Public Works will need to be scheduled by calling 972-468-4050. At this point, ground should be returned to same, if not better, condition than prior to construction.

## Annual Fees

Annual fees will be billed by the City of Murphy Finance Department to the address provided on the Small Cell Node Permit application. For a full listing of these fees, please refer to the City of Murphy Code of Ordinances, Appendix A Fee Schedule, Sec A9.013 – A9.018.

### *Customer Service Department*

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