



Small Cell Plans Submittal Checklist

This checklist outlines key items that are required as part of a complete submittal for plan review. It is intended to be used as a guide for organizations that are submitting small-cell applications to Columbia County for review. Submission of the items on the checklist does not guarantee approval of the application and subsequent grant of permit or Certificate of Completion. Additional information may be required to complete review. All projects are subject to field inspection.

If an applicant is not already registered with Columbia County, they should do so as part of this process. If you have questions regarding registration, please contact the Licensing and Permits Department at 706-868-3420. Applicants should be aware that, in accordance with Section 18-343-B of the Wireless Infrastructure Ordinance, there are certain requirements for insurance that must be satisfied before the permit can be issued.

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- General Contractor must be registered with Columbia County prior to permit issuance.
- Street addressing (G.I.S. 706-868-4225).
 - Applicant to provide latitude-longitude with six decimal places in order to ensure accurate addressing.
- Copy of construction drawings
- Completed application and permit for wireless infrastructure within public right-of-way
- If applicable, provide a copy of documentation proving legal right to attach facilities to a third party owned Structure.
- Attach a copy of the documentation showing the process for first responder disconnect of the device(s). A photo of the sticker/placard, which will be attached to the pole, will be sufficient.
- Indicate the type of pole that will be used.
 - Attach a picture of the pole that will be constructed. If the pole is pre-existing, attach a picture of the pole that will be used for the attachment.