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.


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)
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