



REGULATIONS GOVERNING  
**CO-LOCATE & CELL TOWERS**

PINAL COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING SAFETY DIVISION  
P.O. BOX 2973, FLORENCE, AZ. 85132  
31 N. PINAL STREET, BLDG. F  
(520) 866-6442 FAX (520) 866-6517

[www.pinalcountyz.gov](http://www.pinalcountyz.gov)

INFORMATION  
BULLETIN

**018**

AUG 2019

Please submit the following information completely so that the Building Safety staff can expediently process your application. **Please note that all applications and submittals must be made in person at the Florence County complex or a district office. Applications cannot be accepted by mail and will be returned.** Cash payments are limited to \$150 or less per transaction.

**BEFORE SUBMITTING TO BUILDING SAFETY FOR A PERMIT YOU WILL NEED TO CONTACT THE PLANNING DIVISION. BELOW ARE THEIR REQUIREMENTS:**

- 1.) ALL CO-LOCATIONS AND NEW TOWERS REQUIRE A PRE-APPLICATION MEETING. FOR DETAILS ABOUT THE PRE-APPLICATION MEETING CONTACT COMMUNITY DEVELOPMENT, PLANNING DIVISION AT 520-866-6442.
- 2.) LOCATIONS AND NEW TOWERS MUST MEET THE REQUIREMENTS OF THE ZONING ORDINANCE. A COPY OF THE APPLICABLE ZONING CODES CAN BE FOUND AT THE FOLLOWING LINK:  
[HTTP://WWW.CODEPUBLISHING.COM/AZ/PINALCOUNTY/](http://www.codepublishing.com/AZ/PINALCOUNTY/)  
SECTION 2.205
- 3.) AT THE PRE-APPLICATION MEETING, STAFF WILL DETERMINE IF THE PROPOSAL NEEDS A SPECIAL USE PERMIT (SUP) OR CAN APPLY FOR A BUILDING PERMIT.
- 4.) PRE-APPLICATION MEETINGS ARE HELD TUESDAYS, BUT AN APPOINTMENT MUST BE MADE AND PAYMENT RECEIVED MINIMUM OF TWO WEEKS IN ADVANCE.
- 5.) AN SUP IS A PUBLIC HEARING PROCESS THAT REQUIRES REVIEW AND RECOMMENDATION BY THE PLANNING AND ZONING COMMISSION AND APPROVAL BY THE BOARD OF SUPERVISORS. THIS PROCESS COULD TAKE UP TO SIX MONTHS TO COMPLETE.

**BUILDING SAFETY REQUIREMENTS**

- TWO (2) SETS OF COMPLETE ENGINEERED SEALED CONSTRUCTION DOCUMENTS AND CALCULATIONS.
- IF INSTALLING A **GENERATOR** THEN YOU WILL NEED TO CONTACT THE AIR QUALITY DEPARTMENT AT 520-866-6929 FOR THEIR REQUIREMENTS.
- MUST ALSO SUPPLY YOUR PRE-APPLICATION NUMBER ASSIGNED TO YOU FROM THE PLANNING DEVELOPMENT DEPARTMENT.

**NEW CELL TOWERS-** PLAN REVIEW FEE WILL BE DUE AT TIME OF SUBMITTAL AND WILL BE BASED ON YOUR ESTIMATED VALUATION OF PROJECT. THE PERMIT AND ZONING REVIEW FEE WILL BE DUE AT TIME OF PERMIT ISSUANCE.