



## DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104 | Centreville, MD 21617

Telephone Planning: (410) 758-1255 | Email Planning: [PlanningApplications@qac.org](mailto:PlanningApplications@qac.org)

Telephone Permits: (410) 758-4088 | Email Permits: [PermitApplications@qac.org](mailto:PermitApplications@qac.org)

### Guidelines for Tower/Antenna Permit Submission

The following are guidelines for submitting a building permit application for any tower site work. This may include, but is not limited to, new tower construction, new or replacement equipment on existing towers, structures, or rooftops, and any groundwork at tower site.

**New tower construction and/or new pole installation above the zoning district building height requires approval from the Board of Appeals prior to submitting building permit applications. See conditional use standards in [Chapter 18:1](#) for information.**

Tower sites require their own 911 address. If one has not been assigned, an address will be provided. All submitted documents must include the correct 911 address.

#### Application

- Applicants may submit their tower permit application and required documents online. However, because our office is required to print most submitted documents for processing, printing fees can be significant. To avoid these charges, applicants may mail or deliver physical copies of the documents to our office after submitting them online. Submitting all materials in person or via mail is also acceptable. A complete list of printing fees is available on our [Citizen Self Service Portal Help Center](#) page.
- An additional required application to submit is a [Building Permit Application](#).

#### Site Plans

- The permit application must be accompanied by (5) copies of a site plan showing the location of the tower and any equipment buildings. Existing access and landscaping shall be depicted on plans.
- On existing towers, you must show the location and height of the proposed new antenna and any relative cabinets and/or buildings. The height of the antenna cannot exceed the height limit approved by the Board of Appeals.

#### Building Plans

- (4) copies of construction drawings sealed by a Maryland licensed engineer with the following information:
  - New antenna and equipment drawings showing footing/foundation detail, method of anchoring/attachment, type of mounts, and wind speed data for each device. Provide engineering data that shows the tower can support the weight of the new equipment.
  - Equipment cabinets/buildings with detailed drawings showing footing/foundation detail, method of anchoring, and elevations.
- An [Electric Permit](#) submitted/signed by a Queen Anne's County licensed electrician is required for all work including low voltage, equipment removal, installation, and reinstallation.
- Submit a completed copy of the [Telecommunications Permit Worksheet](#) with all applicable documents.

#### Fees

- The application fee is \$130.00 (zoning fee \$55.00 + building inspection fee \$75.00) for each application.
- Fees may be paid online or in person. A complete list of payment options is available on our [Citizen Self Service Portal Help Center](#) page.

Contact the QAC Department of Zoning at 410-758-4088 for any questions regarding the permit application submittal. Contact the QAC Department of Planning at 410-758-1255 for any questions regarding new tower/antenna construction.