

2.06 Submittal Requirements for Cellular Antenna Sites (2025)

Reference: 2025 CBC, 2025 CFC, 2025 CMC, 2025 CEC, and FCC OET Bulletin 65 (97-01).

Purpose: This bulletin describes the information to be provided on plans submitted for a building permit to install or modify a cellular antenna site or equipment.

Scale and Documentation: When permit plans are submitted for cellular antenna sites, the plans shall be drawn to an indicated scale (not smaller than 1/8" = 1') with a graphic scale indication. All fonts on all sheets shall be a minimum 1/8" font size. All plans shall be of uniform size (11" x 17" minimum), with a plan of each floor. Plans must be clear with legible text and symbols so they could be electronically scanned. For Electronic Plan Review (EPR) via Bluebeam: The applicant shall follow all DBI specific requirements for EPR submission and shall provide all the required information included in this section in electronic format. The requirements of this bulletin shall apply to both paper plans and EPR submittals.

FCC Website: <http://www.fcc.gov/oet/rfsafety>

I. SUBMITTAL REQUIREMENTS (CHECKLIST)

A copy of this SFFD Administrative Bulletin 2.06 (checklist) shall be incorporated on all cell site plans submittal with specific reference (sheet # or N/A) per each item. The following information and checklist shall be included on the plans:

1. **Description.** Provide a description of work on the plans.

- Sheet # or N/A: _____

2. **View and Elevation.** Plans shall include plan views and elevations showing all equipment locations and cable runs.

- Sheet # or N/A: _____

3. **Cut Sheets and Equipment List.** Plans shall include antenna manufacturer specification sheets (cut sheets) and equipment list on a drawing.

- Sheet # or N/A: _____

4. **RF Report.** The following conditions shall apply for the RF report:

- A. **Signed and Stamped.** Include a copy of the signed and stamped RF report on a drawing sheet as a reference to identify the exclusion area required to prevent occupational exposures in excess of the FCC guidelines (47CFR1.1310 and FCC OET Bulletin 65 edition 97-01).

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B. **Compliance.** The RF report shall indicate whether or not the site under review is a part of a multiple transmitter site and shall show compliance with FCC 47CFR1.1307 (b)(5)(i), as amended. Where the power density exposure at an accessible location exceeds 100% of the exposure limits all FCC licensees whose RF sources produce levels that exceed 5% of the power density exposure limit shall be responsible for corrective actions to bring the area into compliance. All FCC licensees required to take corrective action shall document any required changes to their respective RF sources under a separate building permit complying with this Administrative Bulletin # 2.06.

- Sheet # or N/A: _____

5. **Exclusion Areas.** Drawings shall reflect the striped/exclusion areas for workers per the above RF Report with a minimum radius of 1-foot. If striped/exclusion areas are not required and not provided on the plan, the RF Report shall clearly indicate so with the specific reason for not including the striped/exclusion area.

- Sheet # or N/A: _____

6. **RF Levels.** Plans shall include a quantitative three-dimensional image of the RF levels from each antenna located near an egress point (e.g. penthouse stair; fire escape, roof walking paths; skylights, etc.).

- Sheet # or N/A: _____

7. **“Notice to Workers” Signage.** “Notice to Workers” warning signage, as applicable per the above RF Report, shall be permanently mounted at the stairwell side of the roof-access door (ANSI C95.2-1982 (Reference [3]) – yellow or more durable color for outdoor longevity).

- Sheet # or N/A: _____

8. **Camouflaged Antennas.** Camouflaged antennas shall have 4-inch x 4-inch signage permanently mounted to the exterior of the RF screen as provided below. The sign shall be weatherproof with contrasting background color and shall contain the yellow triangle around the antenna symbol (ANSI C95.2-1982 (Reference [3]) – yellow or more durable color for outdoor longevity). Signage location(s) and detail of the sign shall be included on the plans.

- Sheet # or N/A: _____

9. **Cables/Wiring Placement.** Cables/wiring shall not be allowed in exit enclosures, smoke-proof towers, elevator shafts, or in front of standpipe outlets.

- Sheet # or N/A: _____

10. **Clearance.** Antennas shall not be mounted closer than the exclusion zone plus 4 feet clearance for installations near fire escapes, stair penthouse doors, exterior standpipe outlets, skylights, Fire Department Ladder Access, or other fire department operations consideration.

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- Sheet # or N/A: _____

11. **Emergency Shutdown Signage.** The fire department may need to shut down the power to the cell site in an emergency situation. In order to reduce the site operator's possible loss of service, permanent emergency shutdown procedure signage shall be provided at the equipment room entrance. The following conditions shall apply:

A. **Required Information.** The sign shall include the following:

- (1) Emergency 24-hour/7-day a week Network Operations Center (NOC) / field technician telephone number for RF shut-down.
- (2) Cell site identification number.
- (3) Map showing location of electrical main shut-off (electrical main shall be clearly identified with a permanent red label and white lettering).
- (4) Map showing location of battery cabinets and breakers (cabinets and breakers shall be clearly identified with a permanent red label and white lettering).
- (5) Any other relevant information or procedures as required for the individual cellular site.

B. **Color and Size.** The sign shall be clearly labeled in a phenolic label with a white background and black lettering. The title block shall be a red background and 1-inch high white lettering. Multiple signs may need to be installed based upon the cellular site configuration.

C. **On Drawings.** A copy of the signage shall be included on a drawing sheet. See attached sample.

- Sheet # or N/A: _____

II. DRAWING NOTES

1. **Emergency Shutdown Sign Layout.** The sign shall be a phenolic label with white background and black lettering. The title block shall be a red background and 1-inch high white lettering.

2. **Emergency Shutdown Signage Location.** Contractor to place signs in following locations:

- A. Cell site equipment room door.
- B. Battery location within proximity of battery disconnect.
- C. FCC room within proximity of the fire alarm panel.
- D. Building's main electrical room within proximity of the main shutoff and/or at the cell site main electrical disconnect.

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**EMERGENCY
SHUT DOWN**

FOR IMMEDIATE SHUT DOWN OF ALL RADIO
FREQUENCY EMISSIONS OF THIS SITE,

1) CALL CONTACT NUMBER AND GIVE SITE IDENTIFICATION NO.

CONTACT PHONE NUMBER: 1-XXX-XXX-XXXX

SITE IDENTIFICATION NUMBER: XXXXXXXX

2) DISCONNECT POWER AT MAIN SERVICE DISCONNECT:

(Map and/or verbiage)

3) DISCONNECT BACK-UP POWER AT BATTERY DISCONNECT:

(Map and/or verbiage)

Figure 1: Emergency Shut Down Signage (Sample)