New Antenna Space Request Application

The following procedure outlines the approval process required for external parties interested in installing antennas and associated equipment on SFU property.

1. **New Antenna Space Request Application**: A party interested in obtaining antenna space at the SFU Burnaby campus, must first submit to SFU Facilities Services:
   i. a **non-refundable** Application Fee of $1,000, plus applicable taxes, by cheque, to SFU, Facility Services. This fee covers the costs associated with the administration and assessment of the application. The request will not be considered without receipt of the Application Fee.
   ii. a completed Application form with all pertinent information about the installation request including but not limited to:
      i. Specific location of interest
      ii. Purpose of the installation
      iii. Technical specification of all equipment, including number and size of antenna, number of bands for each antenna and number of connectors for each band.
      iv. Frequency spectrum each connector will be operating
      v. Compound layout indicating the size and location of the shelter/cabinet
      vi. Site sketch indicating the proposed location of the antennas

Once the non-refundable Application Fee and the above information have been received, SFU may arrange to meet with the applicant to review the structural requirements related to the installation such as the potential location of the black box, power requirements, and site improvements as well as the specific network requirements.

2. **Letter of Intent**: The New Antenna Space Request Application will be assessed by the SFU RF Committee for its feasibility and compliance with SFU policies. SFU may act arbitrarily in considering whether to accept or reject the application.

If the request is feasible and compliant with SFU policies, SFU will forward the applicant a Letter of Intent with an agreement in principle to proceed with the application subject to receipt of a **non-refundable** Processing Fee. The minimum Processing Fee for a simple installation will be $6,000, plus applicable taxes. More complex installations will be assessed a higher fee. If the applicant wishes to proceed, a written acknowledgement along with the Processing Fee is to be sent to SFU Facilities Services. Rates are not negotiable.
If the application is denied, the Applicant will be notified¹.

3. **Final Application Package:** If the Applicant wishes to proceed with their New Antenna Space Request Application, they are to provide SFU with an executed Letter of Intent, processing fee, and at their own cost, additional installation details relating to:
   - The architectural, structural, mechanical, electrical and aesthetic conditions of the installation proposal;
   - The safety, operational and technical details of the installation such as frequency, transmitting direction;
   - A safety code 6 report based on existing site readings and incorporating the theoretical values of the new equipment, completed and sealed by a professional engineer. For further clarity, the Safety Code 6 report is to be prepared using the field measurement method; The report should include the following analysis:
     1. Analysis of the field measurement of aggregate Radio Frequency (RF) contribution from all sources, excluding the proposed change/installation;
     2. Theoretical analysis of RF contribution from only the proposed change/installation;
     3. Analysis of the aggregate RF contribution from all existing sources (field measurement), including the proposed change/installation (theoretical).
   - SFU’s expectation is that the site must comply to the strictest Safety Code 6 category. At this time, it is defined as “the site must be within the Safe Limits Defined by Health Canada for Uncontrolled Environments”.
   - Co-location acceptance from existing antenna licensees for the installation of equipment and proposed spectrum
   - Any other terms and conditions identified in the Letter of Intent

**Examples for Tower Installations:**
   i. Structural Tower Analysis
   ii. Full installation Drawings
   iii. Reinforcement Drawing – If reinforcement is required, the drawings and structural tower analysis must be completed and stamped by a qualified professional engineer.
      Note: Drawings and analysis must be stamped by a qualified Professional Engineer

**Examples for Rooftop Installations:**
   i. Design drawings showing location of all proposed antennas and existing antennas on site. The drawings should include: cable tray routing, equipment cabinet/shelter and proposed antenna(s) details.

¹ SFU is not required to reimburse any fee paid by the applicant, return any materials submitted by the applicant or provide to the applicant reasons for the rejection.
ii. Detailed Mount Drawings indicating the attachment of all proposed equipment.

iii. A Safety Report must be prepared based on measurement of emissions throughout the rooftop and must comply with the requirements in Industry Canada Guideline GL-08 November 2010, as amended, updated, renamed or replaced from time to time. Specifically, the proposed installation together will all the installations on the Rooftop emitting radio-frequency electro-magnetic fields existing on the date of the equipment installation must not exceed the most restrictive or stringent standards stated for the Maximum Permissible Exposure (MPE) limits as provided in Code 6. Based on the current Code 6, the proposed installation together with all the existing installations shall not exceed the MPE for the general public in an uncontrolled environment.

Note: Drawings and report must be stamped by a qualified Professional Engineer.

The information will be reviewed by the SFU RF Committee. SFU may act arbitrarily in considering whether to accept or reject the application. If an application is rejected, the Applicant will be notified.

4. **Final Approval:** Once the Applicant has satisfied the conditions and provided SFU with all the detailed information, SFU will issue a final approval, including a licensing rate for the proposed installation. The applicant is not to commence any work at the site until they have:

i. Satisfied SFU with all the conditions for the proposed installation

ii. Satisfied SFU with the final plans and specifications for the proposed installation, the construction schedule, the analysis, reports and final design drawings.

iii. Provided SFU with a second Safety Code 6 Report, completed and sealed by a professional engineer for the site AND that the second Safety Code 6 Report is received and accepted by SFU in writing. For further clarity, the report should include the following analysis:

(1) Analysis of the field measurement of aggregate Radio Frequency (RF) contribution from all sources, excluding the proposed change/installation;

(2) Analysis of the aggregate RF contribution from all existing sources (field measurement), including the proposed change/installation (field measurement).

SFU’s expectation is that the site must comply to the strictest Safety Code 6 category. At this time, it is defined as “the site must be within the Safe Limits Defined by Health Canada for Uncontrolled Environments”.

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2 Same as note 1
5. **Licenses & Permits:** Upon receiving SFU’s Final Approval, the Applicant can proceed with obtaining all the applicable licenses and permits from Governmental Authorities to operate the Equipment that has been installed.

6. **License Agreement:** SFU and the Applicant will enter into SFU’s Standard License Agreement, which will be prepared by SFU.

7. **Coordination of Work:** SFU will assign a project coordinator to oversee the installation of antennas and related equipment on campus and to act as a point of contact for the coordination of site work. The project coordinator’s time will charged to the licensee and based on SFU charge-out rates.

8. **As Built Drawings:** The Applicant must provide SFU with both electronic and hard copies of the following stamped as-built design drawings and a stamped as-built inspection report completed by a qualified professional engineer, different than the one who performed the installation, provided within 30 days of completing the installation.

9. **Labeling of All Equipment:** Before the equipment becomes operational, the applicant is expected to label all their equipment so they can easily be identified. Specifically, a visual label is to be mounted to the front of each antenna so that it is easily visible from the roof top. The label should cross reference to the “unique” antenna name on Schedule E - Schematics of Equipment.

   Note: SFU will be conducting a regular site review. Equipment that is unauthorized and/or equipment without an obvious owner will be disconnected and removed from the site at the owner’s risk and expense.

Questions can be sent to:  [Realestate@sfu.ca](mailto:Realestate@sfu.ca)

Payments should be sent to: Simon Fraser University
Facilities Services
8888 University Drive
Burnaby BC V5A 1S6
Attn: Manager of Real Estate Services
SCHEDULE A
APPLICATION FORM

Applicant’s Information

Applicant’s Name: __________________________________________

Applicant’s Address: _________________________________________

Applicant’s Representative’s Name: _____________________________

Applicant’s Representative’s Phone No.: _________________________

Applicant’s Representative’s Fax: ________________________________

Applicant’s Representative’s Email Address: ________________________

Location of Proposed Antenna and/or Equipment

________________________________________________________________

Technical Specifications

Purpose of the Installation: _______________________________________

________________________________________________________________

Number and Size of Antenna: _____________________________________

________________________________________________________________

Number of Bands for Each Antenna: ________________________________

________________________________________________________________

Number of RTUs for each Antenna: _________________________________

________________________________________________________________

Number of Connectors for Each Band: ______________________________

________________________________________________________________

Frequency and Spectrum Proposed: ________________________________

________________________________________________________________
SCHEDULE B
LETTER OF INTENT
SCHEDULE C
SKETCH PLAN
SCHEDULE D
TECHNICAL SPECIFICATIONS
SCHEDULE E
SCHEMATICS OF EQUIPMENT