700 Highlander Boulevard
Suite 210
Arlington, TX 76015

www.trcsolutions.com

Permit Application Guidelines – Wireline

To begin the PA process, you need to complete a PA form along with a map of the route. Once complete, please submit all PA documentation (**PA form and Map**) to: PermitApplication@trcsolutions.com.

Map: A detailed map of the desired route with the start and end points clearly marked. Minimum requirements for the map are street intersections clearly labeled, especially the start and end point, and which poles you plan to use. Pole tag numbers, if found on the pole, also help. Our mapping department will use this information to create a TRC map that will be used for the inspection, so the more detailed information you can provide the better.

PA process

For all PA's we follow 45/59 day timeline from the time we receive a complete PA (PA form and map).

- 45-day survey phase: TRC conducts field analysis/inspection to determine whether and where attachment/ equipment is feasible, and what make ready is required.
- 14-day estimate phase: (IF POWER SPACE MAKE READY NECESSARY) TRC provides an estimate of the make-ready charges within 14 days of receiving the results of the field analysis/inspection
  *** Power space MAKE READY WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED**
  *** Once payment received, allow 8-12 weeks for power space make ready to be completed**
  *** Permitter is not authorized to attach to poles requiring power space make ready until power space make ready work is complete and permitter is notified/released by TRC to begin construction**

The PA process is comprised of 2 TRC visits to each pole **MINIMUM**. **Initial Inspection** prior to attaching to poles, and follow-up **Post Inspection(s)** (PI) after attaching (or not) to poles. **IF a PA has 10 poles, there will be a <u>MINIMUM</u> of 20 unique pole visits**:

- Initial inspection
  - Gather field information necessary to prepare a pole for licensees' new or modified attachments or equipment
    - PA response sent to Permitter
    - All other attachees on the poles will be notified by TRC of any work necessary in order to accommodate permit submitter's attachment/equipment
      BUT
    - <u>Permitter is **RESPONSIBLE**</u> to coordinate rearrangement of work with all other parties on the pole as appropriate

- Post inspection
  - The PI is performed to verify that all attachments were made (or not made) in accordance with our Make Ready recommendation
    - Permitter is to NOTIFY TRC when construction is complete to initiate PI process
    - IF TRC is NOT notified, TRC will initiate a PI any time after 180 days of response letter sent.

  - **Multiple PI's may be necessary if, during the PI, we find the attachments/equipment did not meet the aforementioned criteria**
    - <u>Permitter is **RESPONSIBLE**</u> to coordinate rearrangement of work with all other parties on the pole as appropriate

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Billing

Billing for the PA will be handled in separate itemized invoices: After data analysis of the Initial Inspection and after the data analysis of the Post Inspection(s).

Wireline attachments (fiber, etc.):

The first invoice you receive will be for the **Initial Inspection**: PA Administrative fee, Initial Pole Assessment of each pole fee and a travel unit.

- PA Admin Fee: permit application administrative costs to prepare field inspection packages, maps, track the permit, prepare and send notification and cost letters to all appropriate parties
- Per pole Fee: This unit includes the costs, while at the job site, to gather field information necessary to prepare a pole for licensees' new or modified attachments.
- Travel Unit/mile: Intended to cover travel to and/or from the pole assessment site. This cost is not built into the PA Admin Fee or Pole Assessment Fee.
- Additional fees, billed as an ADDER (Intended to reimburse time outside of the standard permitting process, and are NOT covered in the fees above), will be billed at time (hourly) or time and mileage.

Follow-up **Post Inspection(s)** will be handled and invoiced similarly.