FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Supplemental Notice 7460-2, Part-1

*You are required to have a registered e-filing account

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.
This DRG describes how to submit a Supplemental Notice 7460-2, Part 1, Notice of Actual Construction or Alteration.

For structures located OFF airport property or ON military airport property if required by an FAA final aeronautical study determination letter.

To submit an e-supplemental notice 7460-2, Part 1:

1) Go to the Obstruction Evaluation web site: https://oeaaa.faa.gov

2) Get started:
   a. If you already have an account:
      • Go to step 3.
   b. If you don’t have an account:
      • Select the New User Registration link, and complete the registration form. (Make note of your User ID and Password.)

3) Log in with your User ID and Password.

4) Select the “Add Supplemental Notice (7460-2 Form)” link. The link is located on the Portal Page (middle column) under the Off Airport Construction Header.
5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.

(This will take you to the *Form 7460-1 details for case screen.*)

6) From the *Form 7460-1 details for case screen Overview section* (located at the top of the page), select the *Supplemental Form 7460-2 “Add 7460-2”* link.

(This will take you to the *Select Supplemental Notice Type screen*).
7) Select the "File a 7460-2, Part 1" link.

(This will take you to the Supplemental Notice [7460-2, Part 1] questionnaire screen).
8) Answer the following questions and complete the required fields (as applicable) regarding your proposed structure; then select the “Confirm” button.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Will the structure be constructed at the originally filed location?</td>
<td>No, Yes</td>
</tr>
<tr>
<td>* Is the site elevation at the construction location ?? feet?</td>
<td>No, Yes</td>
</tr>
<tr>
<td>* Site Elevation Determined By:</td>
<td></td>
</tr>
<tr>
<td>* The determination issued states a condition that the structure is to be marked/lighted with No marking/lighting. Will you adhere to this condition when the construction is completed?:</td>
<td>No, Yes</td>
</tr>
<tr>
<td>* Note: If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.</td>
<td></td>
</tr>
<tr>
<td>* When will actual construction, which includes the laying of a foundation but not including excavation, begin?:</td>
<td></td>
</tr>
<tr>
<td>* What is the estimated date the structure will reach its Greatest Height?:</td>
<td></td>
</tr>
<tr>
<td>* Will the structure be constructed to the originally filed height of ?? feet above ground level(AGL)?:</td>
<td>No, Yes</td>
</tr>
<tr>
<td>* Note: If you respond 'No' you will be prompted to provide the planned greatest height (AGL) and may be required to submit a new filing.</td>
<td></td>
</tr>
</tbody>
</table>

Antenna Requiring FCC License: *(Leave blank if your structure does not require FCC License)*

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASR Number</td>
<td></td>
</tr>
<tr>
<td>FCC Permit Applied Date</td>
<td></td>
</tr>
<tr>
<td>FCC Permit Issued Date</td>
<td></td>
</tr>
</tbody>
</table>
**Note 1:** If proposing the installation and use of an Aircraft Detection Lighting System (ADLS), the 7460-2, Part 1 will display the following additional required date fields:
- Estimated Date ADLS will be installed.
- Estimated Date ADLS will be operational.

**Note 2:** If you confirm the 7460-2 screen with **ANY** question answered **No** and the required fields completed:
- **Skip to Step 13.**

**Note 3:** If you confirm the 7460-2 screen with **ALL** questions answered **Yes** and the required fields completed:
- The OE/AAA system will pre-populate an electronic 7460-2 Part 1.
- The pre-populated 7460-2 form is available for edit, including the “Upload a PDF” link and “Comments” box.
- **Go to Step 9.**

9) **Certify** the supplemental notice information by selecting the “check box” *(to successfully submit the 7460-2, Part 1 to the FAA).*

10) Select the **[Submit]** button.
11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise the FAA has received the Supplemental Notice 7460-2, Part 1.

12) The submitted Supplemental Notice (7460-2) can be viewed from the “Form 7460-1 for ASN 20XX-XXX-XXX-OE” screen in the Overview section located at the top left of the form. The link will display the current date.

13) If information was confirmed on the 7460-2 with ANY questions answered No:
   • The 7460-2, Part 1 will be pre-populated with your information except for data where you answered No.
Example:
Supplemental Notice (7460-2) - Part 1 for 2025-AGL-22-OE

The 7460-2, Part 1 screen will prompt you to enter the changed (new) Information (when applicable) and advise if a new filing is required.

Example:

14) Select the [Proceed] button.

15) A 7460-1 form may be displayed; if so, proceed with adding your new case.

Note: The applicable DRG is on the top of the 7460-1 form for guidance:
- Add a new Case Off Airport
- Add a New Case Off Airport for Wind Turbines - Met Towers