



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Supplemental Notice 7460-2, Part-2

**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 2**, 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 2:

- 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.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
Name: User Name: Login Time: IP Address: Actions:	My Cases (Off Airport) Add New Case (Off Airport) Add Multiple Cases (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Off Airport Contacts My Circ Comments



5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.

Add Supplemental Notice (7460-2 Form)

• Enter your Aeronautical Study Number (ASN) below and select Search
• Review the case data displayed to confirm this is your ASN
• Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN: - - - OE

(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.

Form 7460-1 for ASN

Overview	
Study (ASN):	20XX-XXX-123-OE
Prior Study:	
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2:	Add 7460-2

(This will take you to the *Select Supplemental Notice Type* screen).



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7) Select the "File a 7460-2, Part 2" link.

Select Supplemental Notice (7460-2) Type for 2025-ASW-111-OE

- Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary
- Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal; a new filing is required
- If both Part 1 and Part 2 are required, you must submit Part 1 notification first
- Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable

PART 1	PART 2
A 7460-2 (PART 1) is required at least 10 days prior to start of construction.	A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.
File a 7460-2 Part 1	File a 7460-2 Part 2

(This will take you to the Supplemental Notice [7460-2, Part 2] questionnaire screen).

Supplemental Notice (7460-2) - Part 2

Supplemental Notice - 7460-2 Part 2 - Desk Reference Guide

Example:

- Please answer the following questions regarding your newly constructed structure.
- You will be required to certify your answers before submitting to the FAA.
- You are required to re-file for a new study if the original site data has changed.

* Was the structure constructed at the originally filed location 29-42-52.56N / 95-22-45.48W ?

* Is the site elevation at the constructed location 34 feet?:

* Has the structure reached its greatest height of 40 feet above ground level(AGL):
 * Note: If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.

* The determination issued states as a condition that the structure is to be marked/lighted with No marking/lighting. Did you adhere to this condition?
 * 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.

* Enter the greatest Height Reached Date:

* Site Elevation Determined By:

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

ASN Number:

FCC Permit Applied Date: (mm/dd/yyyy)

FCC Permit Issued Date: (mm/dd/yyyy)



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8) Answer the following questions and complete the required fields (as applicable) regarding your newly constructed structure; then select the "Confirm" button.

Supplemental Notice (7460-2) - Part 2

* Was the structure constructed at the originally filed location?:
 No
 Yes

* Is the site elevation at the constructed location ?? feet?:
 No
 Yes

* Has the structure reached its greatest height of ?? feet above ground level (AGL)?:
** Note: If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.*
 No
 Yes

* The determination issued states as a condition that the structure is to be marked/lighted with ?? marking/lighting. Did you adhere to this condition?:
** 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.
 No
 Yes

* Enter the greatest Height Reached Date:
 (mm/dd/yyyy)

* Site Elevation Determined By:

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

ASR Number:

FCC Permit Applied Date:
 (mm/dd/yyyy)

FCC Permit Issued Date:



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Note 1: If the installation and use of an Aircraft Detection Lighting System (ADLS) was proposed, the 7460-2, Part 2 will display the following additional required date fields (complete one):

- Date ADLS enabled

Or

- Date ADLS discontinued

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 2.
- The pre-populated 7460-2 form is not available for edit, however the **“Upload a PDF”** link and **“Comments”** box are available.
- **Go to Step 9.**

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

10) Select the **[Submit]** button.

Supplemental Notice (7460-2) - Part 2

Please confirm you would like to submit this 7460-2 to the FAA.

Construction
 Construction Type: New
 Owner of Structure: [dropdown]

Construction Location / Height
 Latitude: 28° 34' 21.12" N
 Longitude: 98° 11' 52.77" W
 Horizontal Datum: NAD83
 Site Elevation (SE): 176 (nearest foot)
 Structure Height (AGL): 77 (nearest foot)
 Site Elevation Determined By: Actual As-Built Survey

Address:
 Address 2:
 City: Pleasanton
 State: Texas

[Upload a PDF which will be attached to this case.](#)

Construction Notifications (Please enter Greatest Height Reached date)
 Greatest Height Reached Date: 10/25/2025

Antenna Requiring FCC License (Leave blank if your structure does not require FCC License)
 ASR Number
 FCC Permit Applied Date:
 FCC Permit Issued Date

Marking and Lighting
 Marking and Lighting: None
 Other Desc:

Supplemental Case Notes
 Latest Supplemental Case Note:
 Comments: (Use this option to submit comments with your validated submission)

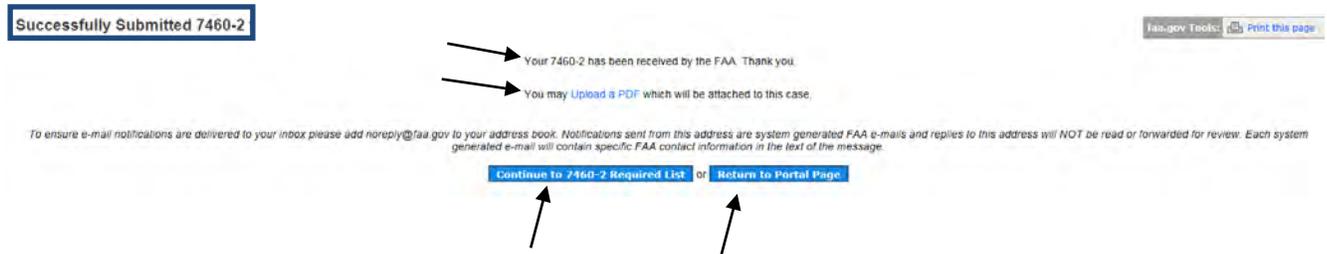
I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[Back](#) [Cancel](#) [Submit](#)



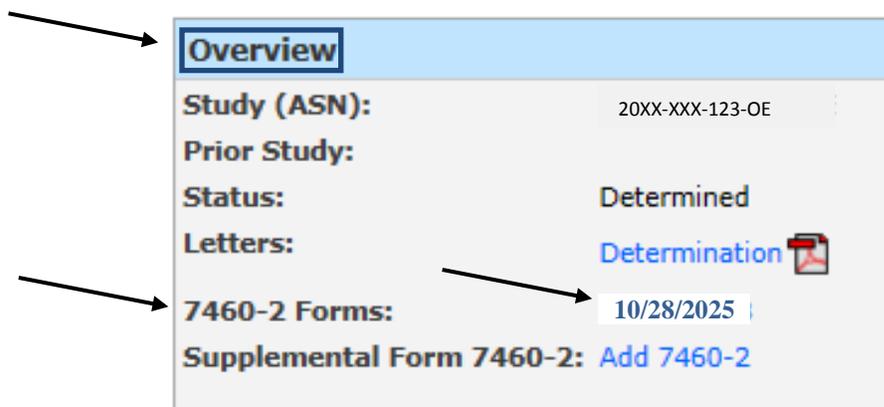
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- 11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise the FAA has received the Supplemental Notice 7460-2, Part 2.



- 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.

Form 7460-1 for ASN



- 13) If information was confirmed on the 7460-2 with ANY questions answered No:
- The 7460-2, Part 2 will be pre-populated with your information except for data where you answered “No”.



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Example:
20XX-XXX-XXX-OE

Supplemental Notice (7460-2) - Part 2 for 20XX-XXX-XXX-OE

Your latitude/longitude do not match the coordinates evaluated by the FAA
Your site elevation does not match the elevation evaluated by the FAA

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

Example:

The FAA conducted an aeronautical study on your original filing and issued a determination based on specific latitude/longitude coordinates and heights. You are required to re-file for a new study if the original site data has changed. Do you wish to proceed with the submitted data?

Proceed **Cancel** **Confirm**

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