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FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: NOTAM E-Notification

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

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Federal Aviation
Administration



NOTAM TEMPORARY STRUCTURE NOTIFICATION

Notice to the FAA for erecting a temporary structure is necessary so aeronautical procedures can be temporarily modified to accommodate the structure.

When a case is determined, based on the condition stated in the Temporary structure (TMP) letter, the "FDC NOTAM" field displays whether a NOTAM is or is not required.

To determine if you need to submit a NOTAM for a temporary structure case, view the "FDC NOTAM" field. The field is located in the Structure Summary section of the Off Airport Details for Case screen.

Notice of Proposed Construction or Alteration - Off Airport

[Add a new Case Off Airport - Desk Reference Guide V_2014 2 0](#)

Project Name: BRICK-000279861-14	Sponsor: Brickell Heights LLC
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Details for Case : Tet
[Show Project Summary](#)

Case Status	
ASN: 2014-AGL-7431-OE	Date Accepted: 07/22/2014
Status: Determined	Date Determined: 07/22/2014
Public Comments: None	Letters: 07/22/2014
	Documents: None
	Project Documents: None

Construction / Alteration Information		Structure Summary	
Notice Of: Construction		Structure Type: Crane	
Duration: Temporary		Structure Name: Tet	
if Temporary : Months: 1 Days: 1		FDC NOTAM: Required via e-filing	
Work Schedule - Start:		NOTAM Number:	
Work Schedule - End:		FCC Number:	
		Prior ASN:	

*For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.

The "FDC NOTAM" field will display "Notify FAA via e-filing", "Notify FAA via phone" or "Not Required".



Federal Aviation
Administration



When “Notify FAA via e-filing” is required by your FAA determination, NOTAM notification is completed through your registered E-file account.

From your Portal Page, select the **Temporary Structure Notification** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section below the Extension Request link.

Off Airport Construction
(includes on Military Airport)

[My Cases \(Off Airport\)](#) | [Add New Case \(Off Airport\)](#)
[Add Supplemental Notice \(7460-2 Form\)](#)
[My Sponsors](#) | [Add New Sponsor](#)
[Off Airport Contacts](#)
[My Circ Comments](#)

My Cases by Status:

Draft	86	
Accepted	144	
Add Letter	5	* Action required
Work in Progress	41	
Interim	99	
Determined	3006	* 7460-2 Required (1046)
Circularized	2	* Cases Due To Expire (53)
Terminated	1108	Extension Request
All	4392	Temporary Structure Notification

- Enter your Aeronautical Study Number (ASN) below and select Search

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: [dropdown] - [dropdown] - [dropdown] - OE

[Search](#) [Reset](#)

- Review the case data displayed to confirm this is your ASN
- Once confirmed, select the link labeled **Add 7460-2** from the Overview section.



Federal Aviation
Administration



Overview	
Study (ASN):	2013-AWP-6797-OE
Prior Study:	2013-AWP-5084-OE
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2:	Add 7460-2

- Select the “Request A NOTAM” link on the bottom left of the Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen.

Select Supplemental Notice (7460-2) Type for 2013-AWP-6797-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.
The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.	The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.
Or	
Abandoned	Dismantled
The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.	Marking/Lighting Change Notification
Request a NOTAM	

This will take you to the NOTAM Request for 20XX-XXX-XXX-OE screen.

- Provide the start date. This must be at least 04/22/2014.
- Provide a completion Date or the number of days.
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.

Start Date:	<input type="text"/>		(mm/dd/yyyy)
Completion Date:	<input type="text"/>		
Number Of Days:	<input type="text"/>		
Time of Arrival:	<input type="text"/>		
Onsite Contact Name:	<input type="text"/>		
Onsite Contact Number :	<input type="text"/>		



NOTAM Request for 2013-AWP-6797-OE

- Select the Save button to confirm information

Start Date: (mm/dd/yyyy)

Completion Date: (mm/dd/yyyy)

Number Of Days:

Time of Arrival:

Onsite Contact Name:

Onsite Contact Number :

NOTAM Request for 2013-AWP-6797-OE

Please confirm you would like to submit this NOTAM request to the FAA.

Start Date: 04/23/2014

Completion Date: 04/25/2014

Number Of Days: 3

Time of Arrival: 8:00 AM

Onsite Contact Name: Bob Carpenter

Onsite Contact Number : 3011231236

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

- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM for 2013-AWP-6797-OE

Your NOTAM request has been received by the FAA. Thank you.

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

or



Federal Aviation
Administration



- **After submission**, return to your Portal Page.

Successfully Submitted NOTAM for 2014-AXX-XX-OE

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

NOTAM Extension Request

If needed, a NOTAM Extension Request can be submitted.

Follow the instructions above for initial NOTAM notification until you get to the “Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen”. At that point follow the NOTAM Extension Request instructions below:

Select Supplemental Notice (7460-2) Type for 2013-AWP-6797-OE

PART 1	PART 2
A 7460-2 (PART 1) is required at least 10 days prior to start of construction. The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.	A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height. The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.
Or	
Abandoned	Dismantled
The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.	Marking/Lighting Change Notification
Request a NOTAM	Request Cancellation of a NOTAM
Request to Extend a NOTAM	

- Provide the extension requested until date.



Federal Aviation
Administration



NOTAM Extension for 2014-AWP-1824-OE

• Provide the extension requested until date.

Extension Requested Until Date:

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today						

NOTAM Extension for 2013-AWP-6797-OE

• Provide the extension requested until date.

Extension Requested Until Date: (mm/dd/yyyy)

NOTAM Extension for 2013-AWP-6797-OE

Please confirm you would like to submit this NOTAM request to the FAA.

• Provide the extension requested until date.

Extension Requested Until Date: 04/28/2014

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

NOTAM Cancellation Notification

Follow the instructions above for initial NOTAM notification until you get to the "Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen". At that point follow the NOTAM Cancellation Notification instructions below:



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.
The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.	The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.
Or	
Abandoned	Dismantled
The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.	Marking/Lighting Change Notification
Request a NOTAM Request to Extend a NOTAM	Request Cancellation of a NOTAM

- Provide the removal date. This cannot be a future date.

NOTAM Cancellation for 2014-AWP-1824-OE

Provide the removal date. This must not be a date in the future.

Removal Date:

Cancel Save

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today						

- Select the Save button

NOTAM Cancellation for 2013-AWP-6797-OE

Provide the removal date. This must not be a date in the future.

Removal Date: (mm/dd/yyyy)

Cancel Save

NOTAM Cancellation for 2014-AWP-1824-OE

faa.

Please confirm you would like to submit this NOTAM request to the FAA.

Provide the removal date. This must not be a date in the future.

Removal Date: 04/18/2014

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

Back Cancel Confirm



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Administration



- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM for 2013-AWP-6797-OE

Your NOTAM request has been received by the FAA. Thank you.

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

[Continue to 7460-2 Required List](#)

or

[Return to Portal Page](#)