



Federal Aviation
Administration

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*

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.



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 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 Multiple Cases (Off Airport)
 Add Supplemental Notice (7460-2 Form)
 My Sponsors | Add New Sponsor
 Off Airport Contacts
 My Circ Comments

My Cases by Status:

Draft	27
Waiting	0
Accepted	21
Add Letter	0
Work in Progress	2
Interim	0
Determined	18
Circularized	0
Terminated	5
All	73

* 7460-2 Required (18)
 Extension Request
 My Case Transfers
Temporary Structure Notification

- Enter your Aeronautical Study Number (ASN) 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 information displayed to confirm this is the correct ASN.
- Once confirmed, select the link labeled **Add 7460-2** from the Overview section.

Form 7460-1 for ASN

Overview

Study (ASN):
Prior Study:
Status: Determined
Letters: Determination

Supplemental Form 7460-2: [Add 7460-2](#)

- Select the **“Request A NOTAM”** link located on the bottom left of the Select Supplemental Notice (7460-2) Type for ASN XX screen.

Select Supplemental Notice (7460-2) Type

- 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 screen.

- Provide the start date.
- Provide a completion Date or the number of days.
- Provide the removal date (This must not be a date in the future).
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.



Federal Aviation Administration

Start Date:

Completion Date:

Number Of Days:

Time of Arrival:

Time Zone: Eastern (UTC -5)

Onsite Contact Name:

Onsite Contact Number :

Calendar: April 2025

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

Cancel Save

NOTAM Request

- Select the Save button to confirm information.

Start Date: (mm/dd/yyyy)

Completion Date: (mm/dd/yyyy)

Number Of Days:

Time of Arrival:

Time Zone: Eastern (UTC -5:00/-4:00)

Onsite Contact Name:

Onsite Contact Number :

Cancel Save

NOTAM Request

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

Start Date:

Completion Date:

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.

<< Back Cancel Confirm



Federal Aviation Administration

- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM

→ 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](#)

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

Successfully Submitted NOTAM for ASN 20XX-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

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 The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.	Dismantled Marking/Lighting Change Notification
Request a NOTAM Request to Extend a NOTAM	Request Cancellation of a NOTAM

- Provide the extension requested until date.

NOTAM Extension

NOTAM Efile - Desk Reference Guide

Provide the extension requested until date.

Extension Requested Until Date:

Cancel Save

May 2025						
S	M	T	W	T	F	S
27	28	29	30	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	31
1	2	3	4	5	6	7
Today						

NOTAM Extension

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

Provide the extension requested until date.

Extension Requested Until Date:

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

Back Cancel Confirm



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. 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 The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request. Request a NOTAM Request to Extend a NOTAM	Dismantled Marking/Lighting Change Notification Request Cancellation of a NOTAM

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

NOTAM Cancellation

[NOTAM Efile - Desk Reference Guide](#)

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

Removal Date: 05/31/2025

Cancel Save

- Select the Save button.

NOTAM Cancellation

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

Removal Date: (mm/dd/yyyy)

Cancel Save



NOTAM Cancellation

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:

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

<< Back

Cancel

Confirm

- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM

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](#)