



Checklist of Information needed for NEW or REPURPOSED Equipment (FCC Form 2100, Schedule 399)

Transmitter Information

Type of Change to Transmitter		Answer	Estimated Cost	
If Retuning Existing Transmitter	IOT Banding Issue, is change: <ul style="list-style-type: none"> - Minor? - Major? 			
	New Mask Filter: <ul style="list-style-type: none"> - Select power level needed 			
	Is a new exciter needed? If yes, select type: <ul style="list-style-type: none"> - Single frequency agile - Dual exciter with changeover 			
If Purchasing (or Leasing) New Transmitter	Manufacturer?			
	Model Number?			
	Transmitter Type: <ul style="list-style-type: none"> - Inductive Output Tube? - Solid State? 			
	Tube	Provide: <ul style="list-style-type: none"> • IOT Power Type? • Power Capacity (kW)? 		
	Solid State	<ul style="list-style-type: none"> • Air Cooling? • Liquid Cooling? • Power Capacity (kW)? 		
If requesting reimbursement for a <u>new</u> transmitter, licensee must provide a written justification.				

Antenna Information

Type of Change to Antenna		Answer	Estimated Cost
If Retuning Existing Antenna	Is a sweep test needed?		
If Purchasing or Leasing New Antenna	Will the licensee lease or own?		
	Will it be shared with another station? <ul style="list-style-type: none"> • If yes, list call sign(s) and facility ID(s) 		
	Is it directional?		
	Is it located on or in close proximity to an antenna farm?		
	Is it for a Class A or full power station?		
	How is it mounted? <ul style="list-style-type: none"> • Top-Mount Single? • Top-Mount Stacked? • Side-Mount? 		
	What is the antenna's position in the stack? <ul style="list-style-type: none"> • Not Stacked • Top • Middle • Bottom 		
	What is the Polarization? <ul style="list-style-type: none"> • Horizontal • Elliptical • Circular 		
	Type of Antenna? <ul style="list-style-type: none"> • Coaxial • Broadband Panel • Other 		
		If Broadband, provide: <ul style="list-style-type: none"> • Number of stations supported • Number of panels • Design power capacity in use • Frequency (upper and lower limit) 	
If other, list type:			
ERP?			
Manufacturer?			
Model?			
	Year?		
If requesting reimbursement for a new antenna, the licensee must provide a written justification.			

Transmission Line Information

Type of Change to Transmission Line		Answer	Estimated Cost
If Utilizing Existing Line	If yes, explain whether the station will have any other transmission line expenses.		
If Purchasing or Leasing New Transmission Line	Type of Line? <ul style="list-style-type: none"> • Flexible Foam? (provide diameter) • Flexible Air? (provide diameter) • Rigid? (provide segment length) • Waveguide? 		
	Number of parallel runs?		
	Length of feet per run?		
If requesting reimbursement for new transmission line, the licensee must provide a written justification.			

Tower Information

Type of change to the Tower?		Answer	Estimated Cost
If Modifying Existing Tower	Select the type of engineering study needed (if any): <ul style="list-style-type: none"> • No study needed • Study needed for undocumented/poorly documented tower • Study needed for documented tower 		
	What type of tower reinforcements are needed (if any)? <ul style="list-style-type: none"> • No reinforcements needed • Minor reinforcements needed • Serious reinforcements needed • Major reinforcements needed 		
	If tower rigging services are needed, indicate type of tower to be rigged: <ul style="list-style-type: none"> • Candelabra • Located on building • Terrain constrained • Other • N/A 		
Are helicopter services required?			
List any other type of tower expenses related to modifying the existing tower for which the licensee is requesting reimbursement.			
If Station Needs to Move Equipment	If tower rigging services are needed, indicate type of tower to be rigged: <ul style="list-style-type: none"> • Candelabra • Located on building • Terrain constrained • Other • N/A 		
	Are helicopter services required?		
List any other type of tower expenses related to moving equipment for which the licensee is requesting reimbursement.			
Construct New Tower	Provide height AGL		
If requesting reimbursement for a new tower, the licensee must provide a written justification.			

Note: If a station must construct and operate an interim facility, it can submit for reimbursements the costs associated with that facility (e.g., transmitter, antenna, transmission line, tower work, Interior RF systems).

Professional Services Expenses

Services	Answer	Estimated Cost
Project Management Services <ul style="list-style-type: none"> • List the number of hours needed • Explain why services are necessary and why work cannot be conducted in-house 		
RF Consulting Services	Engineering study for new channel assignment and antenna development	
	Engineering section of CP Application (indicate whether for Main, Auxiliary, or both)	
	Engineering section of License Application (indicate whether for Main, Auxiliary or both)	
	Request for STA. <ul style="list-style-type: none"> • If yes, how many STAs? 	
Attorney and Other Consulting Services	Prepare and file CP Application (indicate whether for Main, Auxiliary or both)	
	Prepare and file License Application (indicate whether for Main, Auxiliary or both)	
	Request for STA? <ul style="list-style-type: none"> • If yes, how many STAs? 	
	NEPA Section 106 Environmental Review	
	Environmental Assessment	
	ASR Modification	
	FAA Consultation (including preparation of FAA Form 7460)	
RF Field Engineering Services	Comprehensive coverage verification via field study	
	RF exposure measurements	
	Additional Field Engineering Services? <ul style="list-style-type: none"> • List number of days • Provide written justification 	

Other Expenses

See Catalog for Complete List	Cost
AM Pattern Disturbance - Is an impact Study needed? - Is remediation needed?	
Medical Facility Notification <i>Note: medical notification will be a construction permit condition for all stations that are changing channels or power levels</i>	
Development and airing of an announcement regarding an upcoming channel change	
MVPD Notification	
Channel 14 Considerations	
Distributed Transmission Systems	
Building Permits	
Other Local Permits	
Coordination with Bureau of Land Management and National Forest Service	
Disposal Cost (for equipment and other waste)	
Equipment Delivery and Handling Charges	
Equipment Storage	