

Notice to Proceed Process



American Tower is committed to providing a safe and compliant worksite to your employees and vendors. To make this possible, we require all tenants to follow the Notice to Proceed (NTP) process. Following this process ensures that all installation contingencies have been met and all regulatory and compliance requirements have been satisfied prior to installation.

Please verify that the NTP process has been completed and an NTP letter has been received from American Tower prior to performing any work on the site.

Note:

- › **Maintenance NTP** is required for all site maintenance (e.g., decommissions, cabinet swaps, etc.) and to return to a site to complete equipment installation. If emergency maintenance is required, reach out to your American Tower Account Project Manager (APM) directly.
- › If your existing NTP has expired (12 months from the date of issuance) and no work has been performed on the site, an **Extended NTP** is required.

To complete the NTP process, the following documents must be submitted to American Tower:

- › Proposed Construction Drawings showing the size and location of all improvements or modifications to the site or completed **Scope of Work (SOW)*** form. The Installation Services team will approve the drawings and communicate any necessary changes that may be required. The customer must contact our Network Operations Center at 877-518-6937 to schedule a preconstruction walk prior to any construction.
- › Copy of Building Permit (if applicable) or an alternate verification of compliance from the local jurisdiction stating that a Building Permit is not required. Letters, emails, faxes or downloadable templates may be used. For more information, please refer to **Permitting Requirements for Notice to Proceed**.
- › Purchase Orders for all outstanding fees sent to po@americantower.com
- › Construction Schedule
- › General Contractor's Name. Please note that your contractor must be an American Tower approved vendor. Additionally, any subcontractor must also be an American Tower approved vendor. Please make sure your contractor completes an on-site preconstruction walk with the Field Operations Technician prior to installation. To have your contractors approved, email vendor.compliance@americantower.com

NTP documents may be submitted electronically using **ON AIR Access**. Improperly submitted documents may delay the receipt of your NTP letter. To learn more, please refer to **Online NTP Deliverable Submission**.

If you have any questions, please contact your APM. Include the Customer Name, American Tower Site Name, State and Site Number in the subject line of the email.

After completing your equipment installation, please send your construction completion date and as-built drawings to closeout@americantower.com

*Please contact your APM to inquire if a completed **Scope of Work (SOW)** form is applicable for your project.