

How to file an application for a New NCE FM Station Construction Permit in LMS

***** Note that construction permit applications for New NCE FM stations may only be filed during FCC designated open filing windows. *****

Logging into the system

To start an application, log into LMS using the following site:

<https://enterpriseefiling.fcc.gov/dataentry/login.html>

New filers must first Register for an FRN and create a Password. If needed, use the “New Filers: Register for FRN” link shown below.

Due to routine maintenance, the LMS system may be unavailable on Tuesdays from 6 PM to Wednesdays 8 AM.

The Licensing and Management System (LMS) allows you to submit, manage, and track FCC Media Bureau, Video and Audio Divisions applications and Notifications.

LMS Public Search

Pleadings
[Submit a Pleading](#)

LMS Database
[LMS Public Database Files](#) available for download. Normally, these files will be updated daily.

LMS Help Center

Log In

FCC Registration Number (FRN):

Password (FRN's password or Associated FCC Username's password):

Log In

[New Filers: Register for FRN](#)
[Forgot Your Password?](#)

Starting the form

Once logged into LMS, the system will take users to the landing page, which is the “Saved Applications” page in LMS.

FC Federal Communications Commission

Licensing and Management System

FRN: 0004121000 | Search | Log Out

Applications

Authorizations

Facilities

Saved Applications

[View Facility ID's associated with this FRN.](#)

[File an Application](#)

Facility ID: Find Applications:

SAVED (87)

SUBMITTED (393)

DISPOSED (10383)

REPORTS (561)

ASSIGNMENT/TRANSFERS (1118)

Click on “File an Application,” then click on “New NCE FM Construction Permit Application”

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Federal Communications Commission

Licensing and Management System

Applications

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File an Application ▾

New DTV Station Construction Permit Application (Schedule A)

Rulemaking: FM Construction Permit

New NCE FM Construction Permit Application

New DTV Experimental STA

New DTS Experimental STA

New Digital Class A Experimental STA

New LPTV Experimental STA

ASSIGN

Completing the form

This will take you to the General Information page, below. You can navigate through these sections by completing the information and clicking the “Save & Continue” button at the bottom of each screen to continue, or by clicking on the various application sections in the Navigation Bar on the right side of the page.

Applications

Authorizations

Facilities

New NCE FM Construction Permit Application

General Information

* Indicates required field

Application Description

Description of the application(255 characters max.) is visible only to you and is not part of the submitted application. It will be displayed in your Applications workspace.

Uploaded Attachments

* Are attachments (other than associated schedules) being filed with this application?

☐ Yes ☐ No [Clear](#)

Cancel

Save & Continue »

Application Sections

General Information

Fees, Waivers, and Exemptions

Applicant Information

Contact Representatives

Eligibility Certifications

Parties to the Application

Attributable Interest

Legal Certifications

Alien Ownership

Fair Distribution of Service

Point System Factors/Tiebreakers

Channel and Facility Information

Antenna Location Data

Antenna Technical Data

Technical Certifications

Application Summary

Certify

For detailed instructions on completing the various sections, consult the application instructions for the relevant form. Instructions for all LMS forms can be found on the LMS Help Center: <https://www.fcc.gov/media/radio/lms-help-center>

An *asterisk indicates a required field.

Questions that must be answered before the application can be filed will typically be highlighted in pink when trying to save that page. After answering the questions, you must click “Save & Continue” again. An example is shown below.

New NCE FM Construction Permit Application

Applicant Information

** indicates required field*

Please enter all required information.

Applicant Name and Type

* Applicant Type:

* Company Name:

Applicant Information

Attention To:

* Country:

PO Box:

Either PO Box or Address Line 1 is required.

*** Required Question - Please Respond.**

* Address Line 1:

In some application sections there are buttons or links that must be clicked before the information can be entered. For instance, on the “Parties to the Application” page you have the choice of entering the information for each party separately (Option 1) or uploading your own List of Parties, using a CSV template (Option 2).

New NCE FM Construction Permit Application
Parties to the Application

The list of Parties to the Application is empty.
Please add a party or upload a list of parties.

To add a party to the application:

- [Option 1: Enter information for each Party](#)
- [Option 2: Upload a list of parties](#)
 1. Download a CSV template file and use the required data format for the list of parties.
 2. Select the formatted CSV file (max. size = 10MB). Uploading a new file will overwrite all the party information for any existing parties including data entered manually.

Browse...

« Back

Continue »

This screen is displayed when entering information for each party separately.

New NCE FM Construction Permit Application
Add Party to the Application

A1

* Indicates required field

Attachments Draft Copy

View Parties to the Application »

List the applicant, and, if other than a natural person, its officers, directors, stockholders and other entities with attributable interests, non-insulated partners and/or members and board members. If a corporation or partnership holds an attributable interest in the applicant, list separately its officers, directors, stockholders and other entities with attributable interests, non-insulated partners and/or members. Create a separate entry for each individual or entity.

Applicant Party Name and Positional Interest

* Positional Interest:

* Citizenship:

* Percentage of Ownership, Voting Stock, or Membership: %

* Director or Member of Governing Board: ☐ Yes ☐ No

* Percentage of Total Assets: %
(equity plus debt)

First Name:

Middle Name:

Last Name:

Application Sections

General Information

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Eligibility Certifications

➔ Parties to the Application

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On the “Contact Representatives” page you must click on “Add Contact”.

New NCE FM Construction Permit Application

Contact Representatives

Add Contact

The list of Contact Representatives is empty.

Please click the Add Contact button to enter the required information.

« Back

Continue »

After clicking the “Add Contact” button, you must complete the appropriate questions.

New NCE FM Construction Permit Application

Contact Representatives

** indicates required field*

Contact Type

* Please select the contact type:

- ☐ Legal Representative
- ☐ Technical Representative
- ☐ Other

Contact Name

* First Name:

Middle Name:

* Last Name:

Here are samples of pages requiring legal certifications.

First page

New NCE FM Construction Permit Application

Legal Certifications

** indicates required field*

Character Issues

* Applicant certifies that neither the applicant nor any party to the application has or had any interest in, or connection with: (a) any broadcast application in any proceeding where character issues were left unresolved or were resolved adversely against the applicant or party to the application; or (b) any pending broadcast application in which character issues have been raised.

☐ Yes ☐ No [« Clear](#)

Adverse Findings

* Applicant certifies that, with respect to the applicant and each party to the application, no adverse finding has been made, nor has an adverse final action been taken by any court or administrative body in a civil or criminal proceeding brought under the provisions of any laws related to any of the following: any felony; mass media-related antitrust or unfair competition; fraudulent statements to another government unit; or discrimination.

☐ Yes ☐ No [« Clear](#)

Second page

New NCE FM Construction Permit Application

Alien Ownership

** indicates required field*

1) Is the applicant a foreign government or the representative of any foreign government as specified in Section 310(a) of the Communications Act?

☐ Yes ☐ No [« Clear](#)

2) Is the applicant an alien or the representative of an alien? (Section 310(b)(1))

☐ Yes ☐ No [« Clear](#)

3) Is the applicant a corporation, or non-corporate entity, that is organized under the laws of any foreign government? (Section 310(b)(2))

☐ Yes ☐ No [« Clear](#)

Here is a sample page requiring the entry of technical information.

New NCE FM Construction Permit Application

Antenna Location Data

** indicates required field*

Antenna Structure Registration

* Do you have an FCC Antenna Structure Registration (ASR) Number?

☐ Yes ☐ No ☐ Filed with the FAA [Clear](#)

Coordinates (NAD83)

* Latitude (NAD83):

DD	MM	SS.S	Direction
<input type="text"/>	<input type="text"/>	<input type="text"/>	N+ <input type="button" value="v"/>

* Longitude (NAD83):

DDD	MM	SS.S	Direction
<input type="text"/>	<input type="text"/>	<input type="text"/>	W- <input type="button" value="v"/>

* Structure Type:

* Overall Structure Height: meters

* Support Structure Height: meters

* Ground Elevation (AMSL): meters

Certifying and submitting the completed application

Once each page has a “Green Checkmark” under the “Application Sections” on the right side of every screen, you must proceed to the “Certify” page by clicking on the link below.

Application Sections
✔ General Information
✔ Fees, Waivers, and Exemptions
✔ Applicant Information
✔ Contact Representatives
✔ Eligibility Certifications
✔ Parties to the Application
✔ Attributable Interest
✔ Legal Certifications
✔ Alien Ownership
✔ Fair Distribution of Service
✔ Point System Factors/Tiebreakers
✔ Channel and Facility Information
✔ Antenna Location Data
✔ Antenna Technical Data
✔ Technical Certifications
✔ Application Summary
➔ Certify

Once all application sections are completed and display Green Checkmarks, proceed to this Certify page, complete the Name and Title of the person signing the application, check the attachment certification box and click on “Submit Application.”

Authorized Party to Sign

FAILURE TO SIGN THIS APPLICATION MAY RESULT IN DISMISSAL OF THE APPLICATION AND FORFEITURE OF ANY FEES PAID

Upon grant of this application, the Authorization Holder may be subject to certain construction or coverage requirements. Failure to meet the construction or coverage requirements will result in automatic cancellation of the Authorization. Consult appropriate FCC regulations to determine the construction or coverage requirements that apply to the type of Authorization requested in this application.

WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, §1001) AND/OR REVOCATION OF ANY STATION AUTHORIZATION (U.S. Code, Title 47, §312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, §503).

I declare, under penalty of perjury, that I am an authorized representative of the above-named applicant for the Authorization(s) specified above.

** Indicates required field*

Date: 06/29/2021

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Attachments: ☐ I certify that this application includes all required and relevant attachments.

[Submit Application](#)

✓ Legal Certifications

✓ Alien Ownership

✓ Fair Distribution of Service

✓ Point System Factors/Tiebreakers

✓ Channel and Facility Information

✓ Antenna Location Data

✓ Antenna Technical Data

✓ Technical Certifications

✓ Application Summary

➔ **Certify**

After filing, you will receive a confirmation that the application has been Submitted and it will also display the Application File Number (ten digit number starting with zero).

Filing Amendments to pending applications:

Once logged into LMS, on the “Saved Applications” page click on the “Submitted” button.

Saved Applications

[View Facility ID's associated with this FRN.](#)

File an Application ▾

SAVED (94) SUBMITTED (396) DISPOSED (10583) REPORTS (561) ASSIGNMENT/TRANSFERS (1118)

This will take you to the “Pending Applications” page. From here, click on the File Number of the application to be amended.

Pending Applications

[View Facility ID's associated with this FRN.](#)

File an Application ▾

SAVED (87) SUBMITTED (395) DISPOSED (10583) REPORTS (561) ASSIGNMENT/TRANSFERS (1118)

Unpaid Fees	File Number	Submit Date
	0000129003	04/05/2021
	0000129003	04/05/2021
	0000129023	06/09/2021

This will take you to the “Application Summary” page. From here, click the “File an Application” button, then select “Amend Application” from the drop-down menu.

Application Summary

File an Application ▾

Amend Application

The same sections that appeared on the original application will be available to amend. At this point you can provide the amended information for the relevant section(s) and certify and submit the form in the same manner as the original application.

Applications

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Facilities

Amendment to a New NCE FM Construction Permit Application

App

General Information

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☐ Yes ☐ No

Application Sections

➔ General Information

Fees, Waivers, and Exemptions

✓ Applicant Information

✓ Contact Representatives

✓ Eligibility Certifications

✓ Parties to the Application

✓ Attributable Interest

✓ Legal Certifications

✓ Alien Ownership

✓ Fair Distribution of Service

✓ Point System Factors/Tiebreakers

✓ Channel and Facility Information

Filing Pleadings – Petitions, Objections and other Pleadings may be filed in LMS by selecting “Submit a Pleading” on the following page:
<https://enterpriseefiling.fcc.gov/dataentry/login.html>

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Federal Communications Commission

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