

How to file an FM service Construction Permit or License application in LMS

1. Application for Minor Modification of Licensed Facility or Construction Permit, and License to cover a Construction Permit

After logging in, select AUTHORIZATIONS from the 3 top menu tabs. LMS will display all active authorizations associated with the FRN.

The screenshot shows the 'Active Authorizations' page in the LMS. The 'Facilities' menu tab is highlighted with a red arrow. Below the navigation tabs, there is a 'File an Application' button and a search area for 'Facility ID' and 'Find Authorizations'. A table displays two active authorizations:

Call Sign	File Number	Submit Date	Facility ID	State	City	Service Code	Authorization Type	Granted Date	Expiration Date
[Redacted]	[Redacted]	07/20/2005	[Redacted]	[Redacted]	[Redacted]	FM	License	08/08/2005	04/01/2022
[Redacted]	[Redacted]	02/22/2005	[Redacted]	[Redacted]	[Redacted]	FM	Construction Permit	06/15/2005	04/01/2022

Select the authorization by clicking on the File Number. You may also use the Facility ID to find an authorization.

The screenshot shows the 'Active Authorizations' page in the LMS. A red arrow points to the 'File Number' column in the table. Another red arrow points to the 'Facility ID' dropdown menu. The table displays two active authorizations:

Call Sign	File Number	Submit Date	Facility ID	State	City	Service Code	Authorization Type	Granted Date	Expiration Date
[Redacted]	[Redacted]	07/20/2005	[Redacted]	[Redacted]	[Redacted]	FM	License	08/08/2005	04/01/2022
[Redacted]	[Redacted]	02/22/2005	[Redacted]	[Redacted]	[Redacted]	FM	Construction Permit	06/15/2005	04/01/2022

- a. If you select a License, this is the dropdown menu you can expect when you click on ‘File an Application’. Select the type of application and proceed. You can file a Modification of License, a Minor Modification to the Licensed Facility, an FM Auxiliary Construction Permit, or an FM Booster Construction Permit.

The screenshot shows the 'FM License' page in the 'Licensing and Management System'. A dropdown menu is open under the 'File an Application' button. The menu items are: 'Modification of License (Full Power FM)', 'Minor Modification of Licensed Facility (Full Power FM)', 'FM Auxiliary Construction Permit', and 'FM Booster Construction Permit'. Below the menu, there are sections for 'Representatives', 'Channel and Facility Information', and 'Antenna Location Data'. The 'Representatives' section shows 'Name:' and 'Title:' fields with a blue box, and a note that there are 0 contact representatives associated with this application. The 'Channel and Facility Information' section includes 'Community of License City:', 'Community of License State:', 'Channel:', and 'Facility Type:' fields with blue boxes. The 'Antenna Location Data' section includes 'ASR number:', 'Latitude (NAD83):', 'Longitude (NAD83):', and 'Antenna Type:' fields with blue boxes.

- b. If you select a Construction Permit, this is the dropdown menu you can expect. This is where you can file a License to Cover, a Minor Modification to the Construction Permit, an FM Auxiliary Construction Permit, or an FM Booster Construction Permit.

The screenshot shows the 'FM Construction Permit' page in the 'Licensing and Management System'. A dropdown menu is open under the 'File an Application' button. The menu items are: 'License to Cover (Full Power FM)', 'Minor Modification of Construction Permit (Full Power FM)', 'FM Auxiliary Construction Permit', and 'FM Booster Construction Permit'. Below the menu, there is a 'Status Date:' field with the value '07/02/2019'. The 'Licensee' section shows 'Name:', 'Title:', 'Address:', 'Phone:', and 'Email:' fields with blue boxes, and a note that there are 2 contact representatives associated with this application. The 'Contact Representatives' section is also present. The 'Channel and Facility Information' section includes 'Community of License City:', 'Community of License State:', 'Channel:', 'Facility Type:', and 'Station Class:' fields with blue boxes. The 'Antenna Location Data' section includes 'ASR number:', 'Latitude (NAD83):', 'Longitude (NAD83):', and 'Antenna Type:' fields with blue boxes.

2. How to file an amendment to an application

Select APPLICATIONS from the top menu tabs. LMS will display all pending applications associated with the FRN. Click on the SUBMITTED tab and select the application you would like to amend.

The screenshot shows the FCC Licensing and Management System interface. At the top, there are navigation tabs for 'Applications', 'Authorizations', and 'Facilities'. Below this, the 'Pending Applications' section is visible, with a sub-link 'View Facility IDs associated with this FRN'. A 'File an Application' button is highlighted with a red box and a red arrow. Below the button are tabs for 'SAVED (0)', 'SUBMITTED (1)', 'DISPOSED (7)', 'REPORTS (3)', and 'ASSIGNMENT/TRANSFERS (4)'. A table displays one application with the following details:

Unpaid Fees File Number	Submit Date	Call Sign	Facility ID	State	City	Service Code	Purpose	Description	Status Date	Status
[Redacted]	08/29/2019	[Redacted]	[Redacted]	[Redacted]	[Redacted]	FM	Minor Modification		08/30/2019	Pending

Navigation controls at the bottom include 'First', 'Prev', '1', 'Next', and 'Last'.

Click on File an Application and select Amend Application. Proceed with filing.

The screenshot shows the 'Application Summary' page in the FCC Licensing and Management System. A 'File an Application' button is highlighted with a red box, and the 'Amend Application' option is also highlighted with a red box. The application details are as follows:

Service: Full Power FM
Application Purpose: Minor Modification
Status: Pending
Status Date: 08/30/2019

Under the 'Attachments' section, it states: 'You have 0 files that will be submitted with this application.'

Under the 'Fees, Waivers, and Exemptions' section, it states: 'Exempt from FCC Application Fees? No' and 'Exempt from FCC Regulatory Fees?'. Below this is a table with columns for 'Application Type', 'Fee Code', and 'Fee Amount'.