



8 Steps to Get On Air at a Rooftop Site



AMERICAN TOWER®

How to get your equipment up and running on our managed rooftops

1 Find an American Tower Site and Establish a Customer Account

To find a communications site that meets your needs, use American Tower's [ON AIR Access](#) to quickly enter search criteria and immediately access a full list of sites within your coverage areas. From there, you can view rooftop information and print Site Brochures for a closer analysis.

If you are a new customer, we will set up a new account for your company. Once we receive and process your Credit Application, you will be able to submit a Site License Application for any of our sites.

Your Territory Manager is available to assist you and provide additional rooftop details, or contact us at leasing@americantower.com or 877-409-6966.

2 Visit Site and Establish Network Requirements

Once you identify your preferred American Tower rooftop site, reach out to your Territory Manager, or contact us at leasing@americantower.com or 877-409-6966. You will be assigned an Account Project Manager (APM) and sent a Collocation Application Package containing detailed instructions and information. At that point, you can schedule a rooftop walk by submitting a [Rooftop Access Procedure Form](#) to rooftopaccess@americantower.com

Following your site visit, establish your network requirements, including:

- › Equipment type(s), quantities, sizes and electrical power requirements
- › Location and space required for your equipment
- › Backup power requirements (if applicable)

Please ensure your project scope and schedule accommodate backhaul and the time required to obtain the necessary local zoning and building permits.

3 Apply for Space

To start the application process:

- › For wireless carrier customers, please complete the [Rooftop Application](#)
- › For customers in other industries, please complete the [Rooftop Application for Other Industries](#)

Submit your completed application, along with preliminary rooftop drawings of the proposed installation, to rooftop.application@americantower.com. If available, please also provide a set of detailed drawings with photographic examples of your proposed installation. Once this information is received, it will be reviewed to determine a lease rate. Our pricing structure considers the location of the rooftop and quantity and size of your proposed equipment. This information will be submitted to the building owner for review and approval.* Your APM will be available to answer your questions and keep you informed of your project status.





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4 Negotiate and Execute Your Agreement

At this stage, American Tower will work with you to determine lease terms and complete the agreement to meet your specific network requirements at that property.* Upon receipt of the signed agreement, American Tower will countersign, coordinate with the building owner for any necessary signatures or approvals and provide the fully executed document.

5 Permit Your Equipment

Contact the underlying jurisdiction to determine if zoning, building and electrical permits are required for your installation. These permits are essential to ensure that your equipment installation complies with all local and state zoning laws.

6 Obtain a Notice to Proceed (NTP)

After obtaining all necessary permits, submit the documents listed in the [Rooftop NTP Process](#) form to rooftop.ntp@americantower.com to obtain your NTP.

Once American Tower has all the necessary documents to process an NTP, we will work with the building owner for final approval. Upon approval, we will issue your NTP.

7 Gain Access to Rooftop and Install Your Equipment

Once American Tower issues your NTP, you are now ready to schedule access to the rooftop. Complete the [Rooftop Access Procedure Form](#) and submit to rooftopaccess@americantower.com with at least 24 hours' notice prior to the date of the intended visit to allow for coordination with a Field Operations Technician. Please note that some installations may require more time, especially if a crane is needed.

8 Close Out

The close-out process provides operational support as needed for site walks, rooftop audits, pre-construction meetings and close-out inspections. Field Operations Technicians may perform construction drawing reviews and complete rooftop assessment forms and drawing and photo packages to ensure the project has been executed accurately according to your project plans.

After completing your installations, send your as-built drawings to rooftop.closeout@americantower.com, so we can maintain accurate records for all our customers' future requirements.

For emergency site access outside of our normal business hours, please contact our Network Operations Center at 877-518-6937.

Following these eight steps is the path to getting on air as quickly as possible. An American Tower representative will guide you through this process, answering your questions and providing status updates on your rooftop application.

*Please note that some of our agreements with building owners allow us to negotiate lease rate directly, allowing us to omit certain processes.

