



NTP PORTAL

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HOW DO I KNOW IF I NEED AN NTP?

As a general rule of thumb, if work (maintenance, modification, or installation) is being performed you will need an NTP. NTPs are approved in 24-48 hours. In the case of a “Service Affecting Condition”, you may move forward as soon as the NTP is requested.

A “Service Affecting Condition” is defined as a condition in the tenant’s equipment at a site that if not corrected (i) may be a safety hazard to persons having access to the site or (ii) prevents proper “on-air” operation of the tenant’s equipment at the site.

WHERE DO I REQUEST AN NTP?

The SBA NTP Portal (<https://sitentp.sbasite.com/>)

WHAT DO I NEED TO REQUEST AN NTP?

The requirements vary by NTP type. The portal will guide you.

WHAT IS A PICS ID NUMBER, AND WHY AM I BEING ASKED FOR IT?

SBA requires that all vendors doing work on SBA site, be approved through PICS. Ask your contractor for their ID. If they are not currently registered, they can register here <https://www.picsorganizer.com/Registration.action>.

WHAT ELSE DO I NEED TO ACCESS THE SITE?

An approved NTP grants permission to access the site, however you should still check in with the SBA NOCC via phone (888-950-7483) or smartphone app upon arrival.

“SBA Sites” app is available on iPhone and Android.

HOW LONG IS MY NTP ACTIVE?

NTP is only valid for the dates entered into the construction window. If you need to extend or change these dates, the original requestor or construction contact may edit them within the NTP Portal. Adjusted dates are subject to re-approval.

WHO CAN UPLOAD CLOSEOUT DOCS?

Only the original requestor or construction contact may upload the documents. The original requestor and construction contact also have the ability to re-assign the NTP to a closeout coordinator.

WHAT ARE THE VARIOUS NTP TYPES AND WHAT CLOSEOUTS ARE REQUIRED FOR EACH?

CARRIER INSTALLS - BUILT TO SUIT

Initial collocation as the anchor tenant on a site built to suit by SBA.

Required Closeouts: Tenant Installation Notice & SBA COP Photo Log (soft copies are issued alongside the NTP).

CARRIER INSTALLS – GROUND AND TOWER

New collocations and amendments that require both tower and civil work.

Required Closeouts: Tenant Installation Notice & SBA COP Photo Log (soft copies are issued alongside the NTP).

CARRIER INSTALLS – GROUND ONLY

Amendments involving ground work only or new collocations where ground work is being completed independent of tower work (different contractor or separate timeline). *Ground work including a new generator use *Generator Install*.

Required Closeouts: Tenant Installation Notice & SBA COP Photo Log (soft copies are issued alongside the NTP).

CARRIER INSTALLS – TOWER ONLY

Amendments involving tower work only or new collocations where tower work is being completed independent of ground work (different contractor or separate timeline).

Required Closeouts: Tenant Installation Notice & SBA COP Photo Log (soft copies are issued alongside the NTP).

CARRIER MAINTENANCE – GROUND AND TOWER

Carrier work that does not require an amendment and requires both tower and civil work. Examples: Changing out a dead piece of equipment; weatherproofing; adjusting tilt, etc.

Required Closeouts: None

CARRIER MAINTENANCE – GROUND ONLY

Carrier work that does not include climbing and does not require an amendment. Examples: Changing out a dead radio; weatherproofing; replacing ground leads, etc.

Required Closeouts: None

CARRIER MAINTENANCE – TOWER ONLY

Carrier work that includes climbing and does not require an amendment. Examples: Changing out a dead panel; adjusting tilts; weatherproofing, etc.

Required Closeouts: Varies. RSM will assign.

DECOMS

Tenant removing all equipment for pending lease termination or tower decommissions performed by SBA.

Required Closeouts: Tenant Installation Notice & SBA COP Photo Log (soft copies are issued alongside the NTP).

ENGINEERING – INVESTIGATIVE SERVICES

Non-carrier related inspections (Geotech, Steel Mapping, NDT, Height Verification, etc.).

Required Closeouts: None. NTP is closed upon receipt of requested report.

ENGINEERING – POST MOD RELATED SERVICES

Post-Mod Construction Inspections & Post-Mod TIA Inspections.

Required Closeouts: None. NTP is closed upon receipt of requested report.

FIBER INSTALL

Bringing fiber to site or bringing existing fiber to additional tenants.

Required Closeouts: SBA COP Photo Log (Soft copies are issued alongside the NTP).

GENERATOR INSTALL

New generator installations.

Required Closeouts: Tenant Installation Notice & SBA COP Photo Log (soft copies are issued alongside the NTP).

SBA TOWER MAINTENANCE

Site work contracted directly from SBA. Examples include lighting repairs, tower painting, road repair, fence repair, etc. Does not include TIA-driven repairs. See *Tower Mods - Maintenance*.

Required Closeouts: Varies. RSM will assign.

TOWER MODS - MAINTENANCE

Tower repairs and maintenance that are not driven by a carrier, such as TIA repairs.

Required Closeouts: Varies. RSM will assign.

TOWER MODS – CARRIER RELATED

Load-driven tower reinforcement. Mods resulting from a new tenant lease or amendment. Although closeouts are not required through the NTP Portal, closeouts are required and should be sent to the engineering firm.

Required Closeouts: None.