

FCC Business Radio Licensing Checklist

TWRG

A plain-language planning worksheet for gathering the people, locations, equipment, and operating details needed before filing or coordinating a U.S. business-radio license.

PRINTABLE

FIELD-READY

TEAM-FRIENDLY

Use this toolkit alongside the manufacturer documentation for your exact radio model and your organization's authorized frequencies.

1. Decide what you are licensing

Use this page to organize the request. It does not determine eligibility or replace an FCC-certified frequency coordinator or legal adviser.

- ☐ Name the legal entity that will hold the license—not only a brand, site nickname, or installer.
- ☐ Identify the business activity and how radio communications support operations.
- ☐ List every fixed site, control point, and geographic area where radios will operate.
- ☐ Estimate the number and type of mobile, portable, base, repeater, and control stations.
- ☐ Describe whether operations are simplex, repeated, conventional, or trunked.
- ☐ Inventory existing FCC call signs and licenses that may be modified instead of duplicated.
- ☐ Identify a knowledgeable contact who can answer technical and operational questions.

Applicant legal name	
Trade name	
Business activity	
Primary contact	
Email / phone	
Existing FRN	
Existing call sign(s)	
Target in-service date	

2. Gather site and equipment details

Location / area	Street or coordinates	Use	Radius / route	Notes

Equipment type	Quantity	Make / model	Power	Antenna / height	Band
Portable					
Mobile					
Base					
Repeater					
Control					

DON'T GUESS AT TECHNICAL VALUES

Frequency, emission designator, effective radiated power, antenna data, and station class affect coordination and authorization. Gather equipment documentation and let a qualified coordinator or adviser validate technical entries.

3. Filing readiness checklist

- ☐ Create or confirm the applicant's FCC Registration Number (FRN) through CORES.
- ☐ Confirm the applicant name and taxpayer/registration information are consistent across records.
- ☐ Determine the appropriate FCC radio service and whether frequency coordination is required.
- ☐ Select an FCC-certified frequency coordinator when required and obtain its current instructions and fee information.
- ☐ Provide complete operational, site, equipment, and antenna details to the coordinator or preparer.
- ☐ Review the proposed frequencies and operating parameters before the application is filed.
- ☐ Identify FCC application and regulatory fees and who is responsible for payment.
- ☐ Retain the submitted application, coordination documents, payment confirmations, and correspondence.
- ☐ Do not begin operating solely because equipment was purchased or an application was submitted; confirm authorization and effective dates.

FRN confirmed	
Radio service	
Coordinator	
Coordinator reference	
FCC application file #	
Fees paid / date	
Call sign	
Grant / expiration date	

4. After the license is granted

- ☐ Store the authorization where managers and the radio-system owner can retrieve it.
- ☐ Program only the frequencies and parameters authorized for the applicable locations and use.
- ☐ Give installers/programmers a controlled copy of the license or approved system plan.
- ☐ Document the radios and sites placed into service.
- ☐ Keep contact and administrative information current with the FCC.
- ☐ Create reminders well ahead of expiration and for any construction or notification deadlines.
- ☐ Review the license before changing frequencies, locations, antenna systems, power, or operating area.

Ongoing record	Owner	Storage location	Review date
FCC authorization			
Coordination record			
Programming master			
Equipment inventory			
Renewal calendar			

Official starting points

FCC CORES for FRN administration and fee payments: apps.fcc.gov/cores. FCC Universal Licensing System and Wireless Telecommunications Bureau pages for applications, authorizations, rules, and certified frequency coordinator information: fcc.gov/wireless.

Educational checklist only—not legal, regulatory, engineering, or frequency-coordination advice. Requirements, fees, forms, rules, and procedures can change and vary by radio service and system. Verify current requirements with the FCC and, when applicable, an FCC-certified frequency coordinator before filing or operating.