

# Central Ohio Interoperable Radio System RETRANSMISSION AUTHORIZATION

## SECTION 1: Requesting Party Information

I hereby request retransmit authorization via BDA, Emergency Responder Radio Coverage System for in-building public safety radio system coverage, according to the information below:

Requestor Name:	Requestor Email:
Phone Number:	Submittal Date:

## SECTION 2: Information to be provided by Building Owner or Designee

Building Owner Name	
Building Owner Phone	
Name of Building	
Building Address	
Building Contact Name	
Building Contact Phone	
Building Contact Email	
Emergency Contact Name	
Emergency Contact Phone (24h)	
Location of equipment in building (Floor & Room)	
Designed By	
PE or GROL Number (required)	
Installed By	
Tested By	
BDA Mfg/Model	
Antenna Type/Mfg/Model	
Antenna Gain (dBd)	
ERP to Donor Site (dBm)	
Antenna Coordinates (NAD83)	
Antenna Height Above Ground (feet)	
Antenna Height Above Mean Sea Level (amsl)	
Projected Signal Level at Donor Site (-dBm)	
Date to be Commissioned (first turned on)	
Broadband or Channelized	
How Many Channels	
Antenna Aimuth (degrees true)	
Licensed Call Letters to be Rebroadcast	

### SECTION 3: Request for Authorization Process

1. Completed form can be emailed to [kharris@dublin.oh.us](mailto:kharris@dublin.oh.us)
2. COIRS will review the request and either approve or disapprove the BDA request.
3. COIRS then sends an approved and executed Retransmission Authorization form back to the applicant. If disapproved a reason will also be provided.
4. Upon completion, Class B BDAs must be registered with the FCC and the registration number forwarded to COIRS, [kharris@dublin.oh.us](mailto:kharris@dublin.oh.us).

### **NOTE REGARDING INITIAL ACTIVATION OF BDA SYSTEMS**

Coordination with COIRS is required before a new BDA system is turned on for the first time. Customers are asked to email Kristopher Harris at [kharris@dublin.oh.us](mailto:kharris@dublin.oh.us) **at least one week prior** to initial system activation in order to coordinate this activity. Test radios may be signed out from NRECC.

**If at any time during or after installation, the BDA system negatively impacts the COIRS network, the building owner will be required to immediately turn off the malfunctioning BDA system until correct functioning is restored. For ALL BDA's that are connected to COIRS, Fire Code Officials are not permitted to waive the hardening requirements and the battery backup requirements of the standard.**

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### SECTION 4: Signatures

A copy of this signed authorization will be kept on file at:  
[Northwest Regional Emergency Communications Center, 6565 Commerce Pkwy, Dublin, OH 43017](#)

\*\* Copies will be forwarded to the Fire Prevention Office for this location

The parties have signed below as evidence of their agreement with the terms of this authorization:

Requestor Name:	Requestor Title:
Requestor Signature	Date:

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### COIRS Office Use Only

Approving Authority Name:
Approving Authority Title:
Approving Authority Signature:
Date:

FCC Signal Booster Registration:  
(obtained by owner and sent to COIRS)