



North Carolina State Highway Patrol

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Governor

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North Carolina State Highway Patrol
Technical Services Unit/VIPER

18 August 2025

Memorandum on VIPER Tower and Building Co-Location

This memorandum serves as a notification of the requirements for any equipment changes in VIPER-owned buildings and on VIPER-owned towers. It is critical that all agencies coordinate with VIPER prior to any planned equipment swaps or other work at these sites to prevent potential failure points and protect all parties' investments.

- **For work inside a VIPER-owned tower shelter:** You must contact the **VIPER Construction Manager** and receive a Notice to Proceed (NTP) before replacing or installing equipment. An NTP is required from VIPER before any engineering, building modifications, or installation of equipment can occur. An engineering review may be required to ensure that the existing HVAC, utility services, and Uninterruptible Power Supply (UPS) can support the new load without compromising the site. **If required, the cost of any engineering review and any subsequent upgrades to the shelter, UPS, or utility service will be at the sole expense of the requesting tenant.**
- **For work on a VIPER-owned tower structure:** You must contact the **VIPER Construction Manager** and receive an NTP before beginning any work. An NTP is required from VIPER before any engineering, tower modification, line and antenna installation, or lines and antenna inspection can occur. **If required, the cost of any engineering review or required tower upgrades will be at the sole expense of the requesting tenant.**

We recognize that previous arrangements may have been handled informally. To ensure clarity and consistency for all tenants moving forward, a formal lease agreement will be required as part of the approval process for any planned work if a formal lease is not already in place.

Should you have any questions or require assistance in determining asset ownership at a tower site, we are always available to help. Please contact the VIPER System Administration team at your earliest convenience to begin this process using the information below.

Contact Information:


For any questions or clarifications regarding this notice and its applicability to your operations, please contact us directly at VIPER@ncshp.gov.


MAILING ADDRESS:
4231 Mail Service Center
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 8-18-2025
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