

DOB NOW: Build CRANES & DERRICKS



- The following Step-by-Step Guide will outline the steps applicable to Derrick Cranes within DOB NOW: *Build*.
- The examples shown and used in this Step-by-Step Guide are specific to Derrick Cranes only.

HELPFUL LINKS

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP



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Guidelines

CRANE DEVICE NUMBER

- 1. A prototype can have one or many Crane Device (CD) Numbers associated to it (many devices can be bought based on the same prototype), but a CD Number only is associated to a single prototype.
- 2. A CD NUMBER is generated when the initial CD application is approved, which means the CD is registered but not approved for installation status.
- 3. The current Owner of the CD can be changed by doing an Amendment. The new Owner must be specified and the Bill of Sale must be uploaded to prove the ownership of the device.
- 4. Derrick Cranes do not distinguish between Fixed and Interchangeable components; rather, all components are categorized as "registered components" of the device.

DOB NOW: Build - NUMBERING FORMAT

 Initial CD: The initial CD numbering will starts with "CD" + 8 digits (where the digits are the next sequentially available number).

Example: CD00006790

 Amendment: The CD amendment numbering will start with "-A"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Amendment on the given CD.

Example: CD00006789-A000001

 Renewal: The CD renewal numbering will start with "-R"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Renewal on the given CD.

Example: CD00006789-R000001



ROLES & RESPONSIBILITIES

- An initial CD NUMBER application has to be filed by the Device Owner who is the "Applicant of Record".
- 2. The Manufacturer and the Owner cannot be the same person.
- 3. When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

For FILING REPRESENTATIVES only

- 1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
- 2. Two Filing Representatives are allowed for each application.
- 3. A Filing Representative can add another Filing Representative in an application.
- 4. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit filings). However, they can perform data-entry functions to provide equipment information and upload documents.
- 5. Filing Representatives cannot edit Manufacturer or Engineer information and cannot attest.

SYSTEM GUIDELINES

- 1. Greyed-out fields are Read-Only or are auto-populated by the system.
- 2. Fields with a red asterisk (*) are required and must be completed.

ADDITIONAL HELP & INFORMATION

- 1. Video Tutorials: DOB NOW YouTube Channel
- 2. Presentations & Sessions: nyc.gov/dobnowinfo



In these Step-by-Step Guides, you will learn how to:

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Log into DOB NOW

Complete the following steps to log into DOB NOW:

Step	Action
Note:	In order to log into DOB NOW, the user must be registered for eFiling.
	Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.
	For Step-by-Step instructions, please submit a question to <u>www.nyc.gov/dobnowhelp</u> or refer to the following links:
	How to Register for eFiling:
	https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf
	How to Turn Off Pop-up Blockers:
	https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	Access the Internet .
2.	Enter <u>www.nyc.gov/dobnow</u> in the URL field at the top of the browser window.
	New Tab × + □ □ ∞ ← → C □ www.nyc.gov/dobnow ⓒ □ 1 :
3.	Press Enter on the keyboard.



Step	Action	
4.	Over and the support of the sup	311 Search all NYC-gar websites License filing for: Wedder Sar Work Qualification Only
	Address Enter your Building Identification Number (BIN) Enter your Borough, Block, Lot Device Search Lisspaces Search Viscour Search	Esubmit Jobs, Filings and Applications: eFiling or DOB NOW: Licensing account information Cogin NOWE During the second
5.	Click Login. Enter your eFiling or DOB NOW: Licensing account information Email Email Password Password Login To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here. Need more help? Contact us.	



Step	Action		
6.	The DOB NOW Welcome page displays.		
	Hover the cursor over DOB NOW: Build.		
	DOB DOB NOW Welcome, ADAM JOE2 ADDITIST/BelFARL.COM NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings Need Help? Sign Out		
	Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.		
	Façade, Boiler Compliance Filings are available under DOB NOW: Safety.		
	Plumbing. Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical and Elevator Job Filings are available under DOB NOW: Build.		
	Get started by selecting a component below.		
	DOB NOW BUILD		
7.	Select Cranes from the drop-down list.		
	DOB NOW BUILD Cranes DOB NOW SAFETY		
8.	The DOB NOW Dashboard displays.		
0.	The Prototypes tab displays by default and displays all Prototype Certificate of Approval		
	Applications associated with an eFiling account.		
	+ Prototype + Grane Device + Grane Notice + Onsite Waiver + Master Rigger Notification + AHV Permit		
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search		
	Job Number Filing Type Filing Status Crane Type Prototype Applicant Payment Modified Actions Filter Filter Filter Filter Filter Filter Filter Filter Filter		
	You are now logged into DOB NOW: Build.		
	Continue to the next section.		



Derrick Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

Step	Action
1.	Hover the cursor over +Crane Device and select Register Crane Device from the drop-down list.
	DOB DOB NOW NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings
	Amendment Renewal Job Nur Mobile Crane Filing Status Crane Type Pro Filter CD3 Application Filter Mobile Crane R CP00001832 Tower Crane Pre-filing Mobile Crane R CP00001830 Interchangeable Components Pending QA Assignment Mobile Crane CP00001820 Mast Climber, Derrick Pre-filing Mobile Crane CP00001828 Self Erecting Tower Crane, Pre-filing Mobile Crane
2.	CP00001827 Mobile Crane, Dedicated Pile Driver Pre-filing Mobile Crane Submit Inspection Dates & Mag Reports Objections Mobile Crane A Confirm pop-up window displays with the message:
	Confirm you want to register a new Crane Device. Click Yes to proceed.
	Confirm Confirm you want to register a new Crane Device.
	You have begun the registration process for a Crane Device. Continue to the Complete General Information tab section.



Complete General Information Tab

Complete the following steps to complete the General Information Tab to associate all Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action			
1.	The General Informati	on section displays.		
	DOB NOW Submit Filings, Payments, and Request	s to the NYC Department of Buildings		Welcome, JOE ADAM AJOFTEST@GMAL.com Need Help? Sign Out
	H Save	formation		Dashboard
	General Information Prototype Search Search by:*		◯ Crane Type	
	Prototype Num	Q, Search & Add		
2.	Select the applicable S	earch by (e.g. Prototype N	umber) radio button in Prot	otype Search.
		General Information		
	General Information	Prototype Search Search by:*	Prototype Number	⊖ Crane Type
		Prototype Number*	Q Search & Add	



Step	Action
Note:	To search by Prototype Number: Enter the Prototype Number in the Prototype Number field.
	Prototype Search Search by:*
	Prototype Number*
	To search by Crane Type: Select the Crane Type from the Crane Type drop-down list. Prototype Search
	Search by:* O Prototype Number O Crane Type
	Crane Type* Select Crane Type: Select Crane Type: Tower Crane
	Self Erecting Tower Crane Mobile Crane Mobile Crane Crane Type* Dedicated Pile Driver Mast Climber
3.	Click Search & Add to proceed.
5.	General Information
	Prototype Search
	Search by:* Prototype Number Crane Type
	Prototype Number* CP00001839 Q Search & Add



Action		
The Search Results	pop-up window displays.	
If applicable, select	the applicable Prototype Numbe	r.
Click +Add to proce	ed.	
Search Results		
Prototype Number CP00001839	Crane Type Derrick	Approved On 01/23/2020
Prototype Detail	s Crane Devices	Revoke History
Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer
Model (Month/Year) 08/2018	Manufacturer main inc	
Model Test	induit are	
Equipment Information		
Maximum Rated Capacity 1211 Metric Tons	Maximum Boom 1211 Feet	Maximum Jib 1111 Feet
Maximum Freestanding Height 1111 Feet	Total 3433 Feet	Maximum Other Attachments 1111 Feet
Counterweight Configuration (Min Not Applicable	n) Counterweight Configuration (Max) Not Applicable	Carrier Type Not Applicable
Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable
Width with Outtriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable
Overall Carrier Tailswing		
	+ Add O Cancel	
-	ion fields: Registration Type, Cra del (Month/Year), Model and Cra	ne Type, Prototype Number, ane Device Number are greyed-out
Filing Information		
Registration Type*	Crane Type*	
New	Derrick	
Prototype Number*	Manufacturer*	Model (Month/Year)* 08/2018
Model*		
Test		
Test Crane Device Number	Device Serial Number*	Device Manufactured Date (Month/Year)*



Step	Action			
5.	Enter the Filing Information	:		
	Device Serial Number			
	Select the Device Manufact	ured Date (Date/year)	from the calendar	
	Filing Information Registration Type*	Crane Type*		
	New •	Derrick		
	Prototype Number*	Manufacturer*	Model (Month/Year)*	
	CP00001839 (3	main inc	08/2018	
	Model*			
	Test			
	Crane Device Number	Device Serial Number*	Device Manufactured Date (Month/Year)*	
	Not Yet Issued	9659345	11/2018	
	Select the License Type (e.g Select the Business Name fr		License Type drop-down list e drop-down list	
	Email*	Last Name	First Name	
	Enter email/username			
	License Type* Select:	License Number	Business Name* Select:	•
	Business Address	City	State	
	Zip Code	Business Telephone	Mobile Telephone	
Note:	Select + Add New if the Bus	iness Name is not liste	d.	
	Business Name*			
	Select:	•		
	Select:			
	JA LLC			
	+ Add New			



Step	Action	
7.	If applicable, click +Add Repres	Email
8.	The Filing Representative Detail Type the Email and then select	blue drop-down.
9.	Click Save. Business Telephone (458) 466-4485 Save Cancel	



Step	Action		
Note:	The Filing Representative added displays within the Filing Representative information table.		
	Click the edit (🕝) icon to update the information.		
	Click the trash can (🗰) icon to delete the Filing Representative.		
	To add an additional Filing Representative repeat Steps 7 to 9 above.		
	Filing Representative Information + Add Representative Add Representative First Name Last Name Email Business Name Business Telephone Action APPLE ROME APPLEROME16@GMAIL.COM ROME LLC (458) 466-4485 Image: Colored Col		
10.	At the top-left of the screen, click Save .		
	H Save		
	General Information		
	General Information Prototype Search Search by:*		
11.	A Notification pop-up window displays with the message:		
	The following information cannot be changed after saving:		
	Prototype Information		
	Click Save, to continue.		
	Notification		
	The following information cannot be changed after saving: • Prototype Information		
	Save Cancel		



Step	Action
12.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.
	OK
Note:	The page refreshes and displays the additional items: 1. Status Bar 2. Review and File (Grayed out until Job Filing fields are complete) 3. Crane Device Filing Number 4. Additional Tabs: Equipment Information, Documents and Statements & Signatures 5. Application Information: Application Highlights, View Filing, Trace & Payment History and Fee Volume Vo
	You have completed the Complete General Information tab.
	Continue to the next section.



Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action			
1.	Click Equipment Information to display the Equipment Information section.			
	CD00001329	Equipment Information		
	General Information	Actual Rated Capacity*		
	Equipment Information			
	Documents	Actual Jib		
	Statements & Signatures	Feet		
		Actual Configuration* Min.(lbs) Max.(lbs)		
Note:	The Equipment Information fields: Capacity Units, Total, Transmission Type, and Power are greyed-out and cannot be edited.			
	Equipment Information			
	Derrick Type*	Actual Rated Capacity* Capacity Units*		
	Breast derrick	Metric Tons		
	Actual Boom*	Actual Jib Other Attachments Feet Feet		
	Total	Transmission Type* Power*		
		Feet Mechanical T Gas T		



Step	Action		
2.	Enter the Equipment Information: Actual Rated Capacity Actual Boom Actual Jib Other Attachments 		
	Equipment Information Derrick Type* Actual Rated Capacity* Capacity Units* Breast derrick Actual Boom* Feet Transmission Type* Power* Gas Total Feet Mechanical Gas Transmission Type* Capacity Units* Capacity Units* Metric Tons Metric Tons Transmission Type* Power* Gas Transmission Type* Type* Type*		
3.	Select the applicable Boom Type Information checkbox(s) (e.g., Articulating). Boom Type Information* Image: Articulating Lattice Luffing Other		
Note:	Only the checkboxes applicable to the transaction will be enabled.		
4.	Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.		



Step	Action		
5.	To add the Cable Drum: Type the Cable Size Select the Measuring Unit from the Select Unit drop-down list (e.g., Inches).		
	Cable Drum Information* + Add Cable Drum Cable Size Measuring Units Select Unit: Select Unit: No Cable Drums added		
6.	Under the Action column, click Save. Total number of Cable Drums: Action E Save X Cancel		
7.	A Notification pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click OK to close the notification. Notification Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. OK		



Step	Action
Note:	The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit () icon to update the Cable Drum information. Click the trash can () icon to delete the Cable Drum. Cable Drum Information Cable Drum Information Cable Drum Information Cable Drum Information Cable Size Measuring Units Action S000 Inches
8.	Click +Add Component to display the Fixed Component pop-up window.



Step	Action
9.	To add each Fixed Component: Select the Component Information (<i>e.g., Live Mast Information</i>) from the Component Information drop-down list Enter the Serial/Identification Number Select the Manufactured Date Select the Last Inspection Date Fixed Component Component Information* Select: Select: Se
	Last Inspection Date
10.	At the bottom of the pop-up window, click Save.
11.	A Notification pop-up windows displays with a message: Component has been added. Click OK to close the notification. Notification × Component has been added.



Step	Action				
Note:	Repeat Steps 8 to 10 to add additional Fixed Components. The Fixed Component added displays within the Fixed Component table. Click the edit () icon to update the Fixed Component information. Click the trash can () icon to delete the Fixed Component. The Total number of Fixed Component updates below the table.				
	Components + Add Component Component Type ~	Serial/Identification Number V	Manufactured Date	Status	Action <
	Base/Turntable Information Boom Information Other Component Information Sill Information Stiff Leg Information	23123 23232 23323 322323 322323 3233	09/2019 12/2014 09/2019 09/2014 09/2019	Pending Re-submission Pending Re-submission Pending Re-submission Pending Re-submission Pending Re-submission	
	Base/Turntable Information Total Number of components (Max 1) - (Stiff Leg Information Total Number of components (Max 1) - (Boom Information Total Number of components Number of components Number of Articulating (Max 10) - (Total Number of co Winch Pac Total Number of co	ment Information mponents (Max 1) - 1 <u>k Information</u> mponents (Max 1) - 1	1981 Street	formation mponents (Max 10) - 1
Note:	Click the Fixed Compone	nt to view the Fixed	l Component	Information (e.g.	., Status).
	Live Mast Information Serial/Identification Numb	per V Manufactured	Date ~	Status ~	Action ~
	10121988	11/2013	Pre-filing		C 🛍



Step	Action			
12.	At the top-left of the screen, click Save .			
	Save Review and File			
	CD00001657	Equipment Information		
	General Information	Actual Rated Capacity*		
	Equipment Information	10		
	Documents	Actual Jib		
	Statements & Signatures	49 Feet		
13.	A Notification pop-up wi	indow displays with the message:		
	Job filing has been saved.			
	Click OK to continue.			
	Notification	×		
	Job filing has been saved.			
		OK		
	rou nave com	pleted the Complete Equipment Information tab.		
		Continue to the next section.		



Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action		
1.	Click Documents to display the Documents section.		
	CD00001657 General Information Equipment Information Documents Statements & Signatures Add Document		
2.	Click +Add Document. Documents Document Document Name		
3.	The Upload Document pop-up window displays. Type the Document Name. Select the Document Type (<i>e.g., Manual</i>) from the Document Type drop-down list. Upload Document Document Name* Select: Document Type* Select: Upload Cancel		



Step	Action			
4.	Click Choose File to upload the Document Type selected. Document Type* Manual Document Choose File No file chosen			
5.	The Document pop-up windo Select the Document and clic Open (Copen (Copen) (Co	k Open.	Search Forms PDF Documents ♪ Search Forms PDF Documents ♪	
	Organice Desktop Desktop Desktop Downloads Fence.docx Change Manage Dio Comments Music Divolice to Proceed to Contra Documents Music Videos DiansSketch Videos Special Inspector bad upload String Computer File name: Manual	10/29/2018 11:13 Adobe Acrobat D	Size 155 KB 43 KB 291 KB 295 KB 79 KB 475 KB 339 KB 190 KB 127 KB 165 KB 179 KB 636 KB 789 KB	
6.	The Document displays next Click Upload. Document Type* Manual Document Choose File Manual.pdf	•		



Step	Action		
7.	A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.		
	Notification × Document has been uploaded.		
Note:	The Document uploaded displays within the Document table. Click the edit () icon to update the Document information. Click the trash can () icon to delete the Document. Click the upload () icon to replace the Document previously uploaded. Required Documents Image: Comment Name Document Type Document Status Uploaded On Actions Bill of Sale Pending 01/31/2020 1) 1/31/2020		
8.	At the top-left of the screen, click Save. At the top-left of the screen, click Save.		



Step	Action
9.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.
	Notification
	Job filing has been saved.
	You have completed the Upload Documents. Continue to the next section.



Complete Statements & Signatures

Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action				
1.	Click Statements & Signatures to display the Statements & Signatures section.				
	CD00001657	Statements & Signatures			
	General Information Equipment Information	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or gu			
	Documents	Administrative Code and Department rules, regulations, and directiv			
	Statements & Signatures	I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special			
Note:	The statement applicable	The statement applicable to the stakeholder that's logged in highlights in blue.			
	Statements & Signatures				
	Applicant's Statement*				
		egistration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City			
Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I underst made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any be a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and qualification.		this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement nd that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as			
		y actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code on and that failure to do so may result in immediate suspension, revocation or other disciplinary action.			
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.				
	Name	Date			
APPLI	CANT OF RECORD				
2.	Click the Applicant's State r	nent checkbox to electronically attest.			
	The Name and Date field's auto-populate by the system.				
		king on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand me validity and effect as a signature affixed by hand.			
	Name	Date			
	JOE ADAM (Electronically Signed)	09/19/2019			



Step	Action	
3.	At the top-left of the scre	en, click Save .
	Save Review and File	
	CD00001657	Statements & Signatures
	General Information Equipment Information Documents Statements & Signatures	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv I have reviewed the information provided in this application and, t made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for specia
4.	A Notification pop-up wir Job filing has been saved.	ndow displays with the message:
	Click OK to continue.	
	Notification Job filing has been saved.	OK
	You have co	ompleted the Statement & Signatures section.
		Continue to the next section.



Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action	
Note:	The fees must be pa	aid before continuing to Review and File.
1.	At the bottom-right of the screen, click Pay Now .	
	a	View Filing
	2 - 5 of 8 items	D History
	• Max 10) - 1	\$3,000.00 Pay Now



Step	Action	
2.	The Payment Confirmation pop-up window displays with the message:	
	Please note that the following data cannot be changed after the payment has been made on this filing:	
	Owner Type: Individual	
	Are you sure you want to make a payment now for \$3000.00?	
	Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.	
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.	
	Click Yes , to proceed.	
	Payment Confirmation	
	Please note that the following data cannot be changed after the payment has been made on this filing:	
	Owner Type: Individual	
	Are you sure you want to make a payment now for \$3,000.00 ?	
	Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.	
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.	
	Yes No	



Step	Action
3.	The page is redirected to NYC City Pay . Pay the application fees via eCheck or Credit Card by selecting the applicable tab.
	NVC Resources 311 Office of the Mayor
	Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pay Payment Amount: \$4,000.00 Image: Credit Card
	C & D: PROTOTYPE DOB NOW Build Prototype : CP00001605 : New Crane Prototype \$4,000.00
	Billing Information First Name *
4.	The Notification pop-up window displays on the DOB NOW page with the message:
	Payment has been processed. A receipt will be sent by email. Select History for more information.
	Click OK to proceed.
	Notification ×
	Payment has been processed. A receipt will be sent by email. Select History for more information.
	ОК
	You have completed the Pay Fees section.
	Continue to the next section.



Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action		
APPLI	APPLICANT OF RECORD		
1.	At the top-left of the screen, click Review and File .		
	DOB NOW Submit Filings, Payments, and Requests t		
	Save Review and File		
2.	The Application Preview displays. Click Next to read and progress through the Application Preview to the final page.		
	Application Preview		
	DOB NOW BUTLD		
	Application Highlights Job Number CD00001680 Registration Type New Crane Type Denick Prototype Number CP00001840 Crane Device Number D100001680 Device Status Not Available Current Filling Status Pre-filling		
Note:	If errors are discovered when Review and File is selected, click Return to Filing View , correct		
	the errors, re-attest, and Review and File again.		



Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date Title C Return to Filing View
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) C Return to Filing View
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification X Job filing has been submitted. An email notification will be sent with the status of the review.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment). Pre-filing Pending QA Assignment Pre-filing Pending QA Assignment
You	have completed the Derrick Crane CD Number : Register a Crane Device Step-by-Step Guide.



Print Certificate Complete: From the Dashboard

Complete the following steps to print the CD Certificate from the dashboard:

Step	Action
1.	From the Dashboard, select the Crane Devices tab.
	Image: Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
2.	Locate the Crane Device application.
	Under the Actions column, click the Print (🚔) icon on the application.
	Derrick Dedicated Pile Driver
	Filing Status V Prototype V Device Number Owner V Created Date Actions
	Filter Filter Filter Filter
	Accepted CP00001605 CD00001329 JOE ADAM 09/30/2019 V 🕑 🚊
3.	Ensure that your pop-up blocker is turned-off.
	The Cranes & Derricks Certificate of Operation opens in a second tab.
	DOB NOW × S mstwva-dobcrm03.buildings.nyc × +
	← → C ① Not secure mstwva-dobcrm03.buildings.nycnet:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit
	Buildings
	CRANES & DERRICKS



Step	Action
4.	From the bottom of the page click Print to PDF .
5.	The internet browser downloads the certificate. Click the file arrow and select Open .
6.	<complex-block></complex-block>
You hav	e completed the Print a Certificate: From the Dashboard Step-by-Step Guide.



Print Certificate Complete: From within the Application

Complete the following steps to print the CD Certificate from within the application:

Step	Action	
1.	From the Dashboard, select the Crane Devices tab.	
2.	Locate the Crane Device application. Double-click the application.	
	Job Number Registration Type Crane Type Filing Status 1018 Filter derrick Filter CD00001018- A000001 Amendment Derrick Pre-filing	
	CD00001018 New Derrick Accepted	
3.	The Device Information pop-up window displays with the message: Job Number: CD00001018 Filing Type: New Crane Type: Derrick Crane Click OK to proceed.	
	Device Information	
	Job Number: CD00001018 Filing Type: New Crane Type: Derrick	
	OK Cancel	



Step	Action
4.	The Crane Device application displays. On the bottom-right, click Print Certificate .
	Manufacturer* Model (Month/Year)* DEMO 11/2013 Device Serial Number* Device Manufactured Date (Month/Year)* 987654231 11/2013
5.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab. Image: Dob Now X Image: mstwa-dobcrm03.buildings.nycr X + Image: Dob Now X Image: mstwa-dobcrm03.buildings.nycret:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit Image: Dob Now X Image: mstwa-dobcrm03.buildings.nycret:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit Image: Dob Now X Image: mstwa-dobcrm03.buildings.nycret:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit Image: Dob Now X Image: mstwa-dobcrm03.buildings.nycret:8085/Cranes/app/PrintPermits/CDPrintPermits/CDPrintPermit.html?permit Image: Dob Now X Image: mstwa-dobcrm03.buildings.nycret:8085/Cranes/app/PrintPermits/CDPrin
6.	From the bottom of the page click Print to PDF .



Step	Action			
7.	The internet browser downloads the certificate. Click the file arrow and select Open . Emergency 1 Open Assistant Co Always open with system viewer Open with system viewer Show in folder Commission Cancel CertificateOfOperapdf			
8.	A third tab opens with the print options. Click Print. Click Print.	5 0 0)/2020	Print Destination Pages Copies Color More settings	I sheet of paper Cancel
You hav	e completed the Print a Certificate: From within the Applica	tion Step	o-by-Step	Guide.



Derrick Crane CD Number: Amendment: Change Ownership

Complete the following steps to register a Crane Device:

Step	Action			
1.	Hover the cursor over +Crane Device, select Change Ownership from the dro		ver +Amendment	and then
	DOB DOB NOW NOW Submit Filings, Payments, and Re	equests to the NYC Department of E	Buildings	
		Onsite Waiver + Master Rigger Notification	+ AHV Permit	
	Prototypes Crane Register Crane Device	D/Disassembly Details Onsite Waivers Change Ownership 3	Master Rigger Notifications	AHV Work Permits
	Job Nur Filter Mobile Crane	Device Amendment Filing Status Filter	Crane Type Filter	✓ Prototype N Filter
	CD3 Application CP00001849 Tower Crane	Full Approval	Dedicated Pile Driver	CP00001
	CP00001845 Interchangeable Components	Pre-filing	Tower Crane	PT00001
	CP00001844 Mast Climber, Derrick Provide Updated Device Documents	Full Approval	Self Erecting Tower Crane	CP00001
	CP00001841 Self Erecting Tower Crane, Mobile Crane, Dedicated Pile Driver	Pre-filing Pre-filing	Tower Crane	PT00001 CP00001
	CP00001838-S00000 Submit Inspection Dates & Mag Reports	Pre-filing	Tower Crane	PT00001
	Enter the Crane Device Number.			
2.				
	Crane Device - Change Ownership			
	Crane Device Number*			
	Enter Device number e.g. CD00000380			
		Submit Cancel		
	Click Submit.			
	Crane Device - Change Ownership			
	Crane Device Number* CD00001694			
		Submit Cancel		



Step	Action			
3.		hes and displays the Gene	ral Information tab.	
	H Save			
	General Information	General Information		
		Filing Information		
		Registration Type*	Amendment Type*	Crane Type*
		Amendment •	Change Ownership 🔹	Derrick
		Prototype Number*	Manufacturer*	Model (Month/Year)*
		CP00001872	john	12/2019
		Model*		
		test		
You ha	ive begun the Cha	ange Ownership Amendm	ent process for a Crane l	Device.
Contin	ue to the Comple	te General Information ta	b section.	



Complete General Information

Complete the following steps to complete the General Information tab to associate the Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action		
4.	The General Information section	displays.	
	General Information General Information Filing Information Registration Type* Amendment	Amendment Type*	Crane Type*
5.	The Filing Information fields: Cra	ane Notice Type, Filing Type a	nd Crane Type are greyed-out
	and cannot be edited. General Information		
	Filing Information Registration Type* Amendment Prototype Number* CP00001849	Amendment Type* Change Ownership Manufacturer* ManuTest	Crane Type* Dedicated Pile Driver Model (Month/Year)*
	Test Crane Device Number* CD00001694	Device Serial Number* 185007226	Device Manufactured Date (Month/Year)* 05/2012
•	Select the License Type (select the Email Address from e.g., Individual) from the Licen	se Type drop-down list
	The Last Name, First Name, Business Name Mobile Telephone, and Country of		Code, Business Telephone,
	Enter email/username Business Name* Select:	Last Name Business Address Zip Code	First Name City Business Telephone
	Mobile Telephone	Country Select:	Owner Type* Select Owner Type:



Step	Action		
Note:			
	The Existing Owner Information	on is displayed.	
	Existing Owner Information		
	Email	Last Name	First Name
	AJOETEST1@GMAIL.COM Business Name	JOE1 Business Address	ADAM City
	AJ 1 State	280 Broadway Zip Code	NYC Business Telephone
	NY Mobile Telephone	10000 Country	(201) 333-2222 Owner Type
	Not Available	United States	NYCHA
6.	If applicable, click + Add Repr	esentative to add Filing Repre	esentative.
	Filing Representative Information		
	+ Add Representative		
	First Name	Last Name E	mail
7.	The Filing Representative Det	ails pop-up window displays.	
	Type the Email and then selec	ct the Email Address from the	blue drop-down.
	Filing Representative Details		
	Email* APPLEROME16@GMAIL.COM	Last Name	First Name
	APPLEROME16@GMAIL.COM		
		Business Address	City
	State	Zip Code	Country
	State		Country Select:
	Business Telephone	Mobile Telephone	
		Save Sancel	
8.	Click Save.		
	Business Telephone		
	(458) 466-4485		
	Save Cancel		



Step	Action
Note:	
	The Filing Representative added displays within the Filing Resprentative information table.
	Click the edit (📝) icon to update the information.
	Click the trash can (🕮) icon to delete the Filing Representative.
	Filing Representative Information + Add Representative
	First Name Last Name Email Business Name Business Telephone Action
	APPLE ROME APPLEROME16@GMAIL.COM ROME LLC (458) 466-4485
9.	At the top-left of the screen, click Save.
	H Save
	General Information
	General Information Filing Information
	Crane Notice
10.	Click Save.
	Notification
	Are you sure you want to continue with Change Ownership for the following crane device number. Please verify before saving:
	• CD0001733
	Save Cancel
	A Natification non un window displays with the message
11.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click OK to continue.
	Notification
	Job filing has been saved.
	ΟΚ



Step	Action	
Note:	The page refreshes and displays the additional items:	
	1. Status Bar	
	2. Review and File	
	3. Crane Notice Filing Number	
	 Additional Tabs: Prototype & Phase Information, Document and Statements Signatures 	5 &
	5. Application Information: Application Highlights, View Filing, History and Fee	
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings	Welcome, ADAM JOE1 AJDETESTI@GMAILCOM Need Help? Sign Out
	Pre-ting Pending QA Assignment Pending QA Admin Review Accepted	Dashboard
	M Save B Roway and File 2 CD00001694-A000001 3 5eneral Information	5 Application Highlights
	General Information Filing Information Equipment Information Registration Type* Amendment Type* Change Ownership Dedicated Pile Driver Documents Amendment Change Ownership Dedicated Pile Driver Dedicated Pile Driver Statements & Signatures Prototype Number* Manufacturer* Model (MonthYlear)* 06/2010 Model* Model* Model Dedicated Pile Driver Model (MonthYlear)*	View Filing History 50.00
l	Tet	Pay Now
You hav	ve completed the Complete General Information tab.	
Continu	ue to the next section.	



Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action						
12.	Click Equipment I	Information (to display the	e Equipment Info	ormation s	section.	
	CD00001733- A000001	Equipment In	formation				
	General Information	Derrick Type*		Actual Rated Capacity*		Capacity Units*	
		A-Frame derrick	*	5		Metric Tons	*
	Equipment Information	Actual Boom*		Actual Jib		Other Attachments	
	Documents	5	Feet		Feet	5	Feet
	Statements & Signatures	Total		Transmission Type*		Power*	
		10	Feet	Hydraulic/Pneumatic	*	Gas	*
Note:	The Equipment Ir	nformation ar	nd Boom Type	e Information fie	lds are gr	eyed-out and	l cannot be
	edited.				-	-	
	Equipment Infor	mation					
	Equipment mo	matton					
	Derrick Type*		Actual Rated Capa	city*	Capacity Uni	ts*	
	A-Frame derrick	•	5		Metric Ton	15	•
	Actual Boom*		Actual Jib		Other Attach	iments	
	5	Feet		Feet	5		Feet
	Total		Transmission Type	*	Power*		
	10	Feet	Hydraulic/Pneur		Gas		•
	Boom Type Information*						
	Articulating	Lattice	Luffing	Telescoping	Other		
Note:	The Cable Dru	um Informati	on field is gre	eyed-out and can	not be ed	lited.	
	Cable Drum Information*]
	+ Add Cable Drum						
		Cable Size		Measuring Units		Total numbe Action	er of Cable Drums: 🚺
		1000		Inches			
•	At the top-left of	the screen, c	lick Save.				
•							
	💾 Save 🕒 Revi	iew and File					
	CD00001733- A000001	Equi	ipment Info	ormation			



Step	Action
•	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click OK to continue.
	Notification ×
	Job filing has been saved.
You hav	le completed the Complete Equipment Information tab.
Continu	e to the next section.



Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
13.	Click Documents to display the Documents section.
	Save Review and File
	CD00001694-A000001 Required Documents
	General Information Equipment Information
	Documents Document Name
	Statements & Signatures
•	Click +Add Document.
	Paguirad Deguments
	Required Documents
	+ Add Document
	Document Name
•	<i>The Upload Document pop-up window displays.</i> Type the Document Name.
	Select the Document Type (<i>e.g., Manual</i>) from the Document Type drop-down list.
	Upload Document
	Document Name*
	Document Type* Select:
	Document Choose File No file chosen
	Upload



 Click Choose File to upload the Document Type selected. Upload Document bill of Sale Document Type* Bill of Sale Document Type* Bill of Sale Document pop-up window displays. The Document pop-up window displays. Select the Document and click Open. With the Month of the Monthod of the Monthod of the Month of the Month	 Upload Document Document Name* bill of Sale Document Type* Bill of Sale Document Upload Cancet The Document pop-up window displays. Select the Document and click Open. Window for the former former for the former former for the former for	 Upload Document Document Name* bill of Sald Document Type* Bill of Sale Document pop-up window displays. Stect the Document and click Open. Window Tax Tak + From R0 reported to upload a from R000 reported t		Action					
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Select the Document and click Open.	Select the Document and click Open.	Select the Document and click Open.							
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Step	Action					
•	A Notification pop-up	window displays with the	message:			
·	Document has been uploaded.					
	Click OK to continue.					
	Notification	×				
	Notification					
	Job filing has been saved.					
		ОК				
]			
Note:	The Document uploaded displays within the Document table.					
	Click the edit (📝) icon to update the Docum	ent information.			
		$($ III $) icon to delete the Doo$				
	(ument previously uploaded.			
	Required Documents					
	+ Add Document					
	Document Name	Document Type	Document Status Uploaded On	Actions		
	Test 2 Test	ACRIS Report Bill of Sale		± C m ± C m		
•	At the top-left of the s	screen, click Save.				
	🗎 Save 📑 Review and File					
	CD00001694-A000001	Required Documents				
	General Information + Add Document					
	Equipment Information	+ Add Document				
	Equipment Information Documents	Add Document Document Name Test 2	ACRIS Report			
		Document Name	ACRIS Report Bill of Sale			
	Documents Statements & Signatures	Document Name Test 2 Test	Bill of Sale			
•	Documents Statements & Signatures A Notification pop-up	Document Name Test 2 Test window displays with the	Bill of Sale			
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• You hav	Documents Statements & Signatures A Notification pop-up Job filing has been saw Click OK to continue. Notification Job filing has been saved.	Document Name Test 2 Test window displays with the a ved.	Bill of Sale			



Complete Statements & Signatures

Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action	
14.	Click Statements & Signatures to	display the Statements & Signatures section.
	Save Review and File	
	CD00001694-A000001	Statements & Signatures
	General Information	Owner's Statement*
	Equipment Information	As a condition of being granted a license/ Department rules, regulations, and directive
	Documents Statements & Signatures	I have reviewed the information provided Department is a misdemeanor and that it is the job or in exchange for special considera
Note:		
	The statement applicable to the st	akeholder that's logged in highlights in blue.
	Statements & Signatures	
	Owner's Statement*	ification from the New York City Department of Buildings. I attest that I comply with all New York City Administrative Code and
	Department rules, regulations, and directives governing how license I have reviewed the information provided in this application and, Department is a misdemeanor and that it is also unlawful to give to	res/registrants/qualification holders conduct their specific trade. to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the a city employee or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing
		nishable by imprisonment, fine and/or loss of license/registration and/or qualification. connection with my license/registration and/or qualification. I understand that the Administrative Code requires that I cooperate liate suspension, revocation or other disciplinary action.
	I understand and agree that by personally clicking on the box at le signature shall have the same validity and effect as a signature affor	If I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic ed by hand.
	Name	Date



Step	Action				
OWNER					
15.	Click the Owner's Statem	ent checkbox to electronically	ı attest.		
	The Name and Date field	's auto-populate by the system	т.		
	Statements & Signatures				
	Owner's Statement* As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings. I attest that I comply with all New York City Administrative Code an Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.				
	Department is a misdemeanor and that it is al		ttest to its accuracy. I understand that falsification of any statement made to the cept, any benefit, monetary or otherwise, either as a gratuity for properly performing license/registration and/or qualification.		
		ctions undertaken in connection with my license/registration and/ may result in immediate suspension, revocation or other disciplina	or qualification, I understand that the Administrative Code requires that I cooperate ry action.		
	I understand and agree that by personally clic signature shall have the same validity and effe		and expressing my agreement with all of its terms. I understand that this electronic		
	Name		Date		
	ADAM JOE1 (Electronically Signed)		02/04/2020		
•	At the top-left of the scre	en, click Save.			
	🛱 Save 📔 Review and File				
	CD00001694-A000001	Statements & Signatures			
	General Information	Owner's Statement*			
	Equipment Information	As a condition of being granted a lice			
	Documents	Department rules, regulations, and dire			
	Statements & Signatures	I have reviewed the information provi Department is a misdemeanor and that the job or in exchange for special consi			
•		ndow displays with the messa	ge:		
	Job filing has been saved				
	Click OK to continue.				
	Notification	×			
	Job filing has been saved.				
		ОК			
You hav	e completed the Statemer	nt & Signatures section.			
Continue	e to the next section.				



Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
16.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
17.	The Application Preview displays.
17.	Click Next to read and progress through the Application Preview to the final page.
	Application Previous Next » Q Zoom Q Zoom 100% Page: 1 / 5
	DOB NOW BUILD
	Application Highlights
	Job Number CD00001694-A000001 Registration Type Amendment Crane Type Dedicated Pile Driver
	Prototype Number CP00001849 Crane Device Number CD00001694 Device Status Approved for Use Pending Inspection
	Current Filing Status Pre-filing
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.
	File C Return to Filing View
	On the final page, click the checkbox to attest reviewing the application.
18.	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement
	with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
	C Dature to Filing J Fau
	File C Return to Filing View

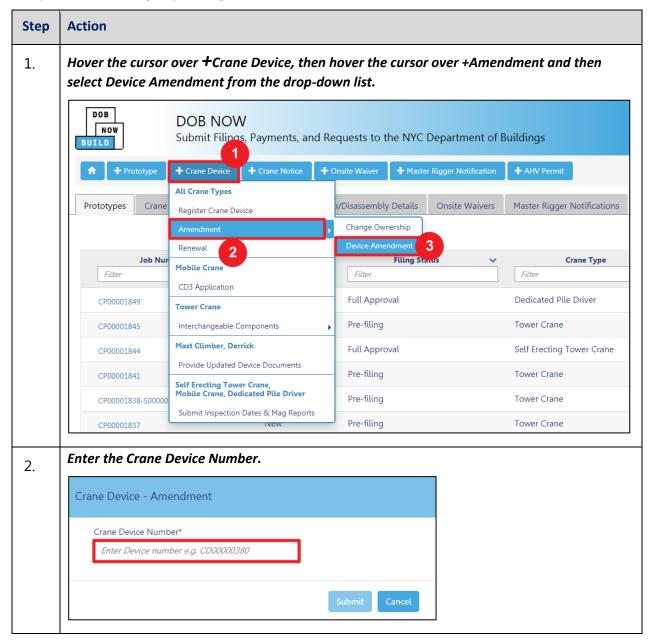


Step	Action
19.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.
	Name JOE ADAM Date 09/20/2019 (Electronically Signed)
	File C Return to Filing View
20.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review.
	Click OK to close the Confirm pop-up window. Notification
	Job filing has been submitted. An email notification will be sent with the status of the review.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).
	Pre-filing Pending QA Assignment Pending QA Admin Review Accepted
You hav	ve completed Derrick Crane CD Number: Amendment Step-by-Step Guide.



Derrick Crane CD Number: Amendment: Device Amendment

Complete the following steps to register a Crane Device:





Step	Action				
	Click Submit.				
	Crane Device - Amendment				
	Crane Device Number* CD00001694				
			Submit Cancel		
·	DOB NOW NOW Submit Filings, Payments,	and Requests to the NYC Departm	nent of Buildings		
	General Information	General Information			
		Prototype Search Search by:* Prototype Number*	Prototype Number Q Search & Add	Crane Type	
		Prototype Information Current Prototype Number CP00001849	Madel (Month/Vear) 06/2010	Manufacturer ManuText	e O Remove Details
You ha	ve begun the Device An	nendment proce	ess for a Crane De	evice.	
Contin	ue to the Complete Gen	eral Information	n tab section.		



Complete General Information

Complete the following steps to complete the General Information tab to associate the Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action				
3.	The General Information section displays.				
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome, DE ADAM Need Help? Sign Out				
	H Save				
	General Information Prototype Search Search by:* Prototype Number Prototype Number* Q Search & Add				
4.	At the top-left of the screen, click Save.				
	H Save				
	General Information General Information				
	Prototype Search				
	Search by:*				
5.	A Notification pop-up windows displays with the message:				
	The following information cannot be changed after saving:				
	• Prototype Information Are you sure you want to continue with Device Amendment for the following crane device				
	number. Please verify before saving:				
	• CD00001733				
	Click OK to close the Notification pop-up window.				
	Notification				
	The following information cannot be changed after saving: • Prototype Information				
	Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving: • CD00001733				
	Save Cancel				



Step	Action					
6.	A Notification pop-up window displays with the message:					
	Job filing has been saved.					
	Click OK to continue.					
	Job filing has been saved.					
	ΟΚ					
Note:						
	The page refreshes and displays the additional items:					
	1. Status Bar					
	2. Review and File					
	3. Crane Notice Filing Number					
	 Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 					
	5. Application Information: Application Highlights, View Filing, History and Fee					
	Perfiling Pending Inspection Supervisor Review Accepted Dashboard					
	CD00001694-A000002 General Information					
	General Information Prototype Information View Filing					
	Documents Current Prototype Number CP00001849 Model (Month)/Year) Manufacturer ManuTest 6 Remove 0 Details 9 Details					
	Statements & Signatures Registration Type* Amendment Type* Crane Type*					
	Amendment Ministration type Claim type State \$2,00 Amendment Device Amendment Device Amendment Device Amendment \$2,00					



o search by Protot inter the Prototyp	type Number: e Number in the Prototype Numbe	r field.
Prototype Search		
Search by:*	Prototype Number	Crane Type
	Q Search & Ad	d
•	Type: p e radio-button and the Crane Typ	e will auto-popu
To search by Crane Select the Crane Ty Prototype Search		e will auto-popu
Select the Crane Ty		e will auto-popu Ocrane Type
Select the Crane Ty Prototype Search	pe radio-button and the Crane Typ	



				Action	Step
		v displays.	pop-up window	The Search Results	7.
	er.	Prototype Number.	t the applicable	If applicable, select	7.
			eed.	Click +Add to proc	
				Prototype Information	
		Approved On 02/13/2020	Crane Type Derrick	Prototype Number CP00001872	
		Revoke History	Crane Devices	Prototype Details	
		Applicant Type Manufacturer	Applicant JOE ADAM	Prototype Status Full Approval	
			Manufacturer john	Model (Month/Year) 12/2019	
				Model test	1
				Equipment Information	
		Maximum Jib 5 Feet	Maximum Boom 5 Feet	Maximum Rated Capacity 5 Metric Tons	
		Maximum Other Attachments 5 Feet	Total 15 Feet	Maximum Freestanding Height 5 Feet	
		Carrier Type Not Applicable	Counterweight Configuration (Max) Not Applicable	Counterweight Configuration (Min) Not Applicable	
		Climbing Type Not Applicable	Power Gas	Transmission Type Hydraulic/Pneumatic	
		Overall Carrier Width Not Applicable	Overall Carrier Length Not Applicable	Width with Outtriggers Extended Not Applicable	
	the Current Prototype Number	ill populato with the	rmation field w	The Prototyne Infe	
			-		8.
1	•	rototype Number.	w the Current P		
i Details	Manufacturer Ê ManuTest Remove		Model (Mont) 06/2010	Current Prototype Number CP00001849	
	Manufacturer 💼	Maximum Jib 5 Feet Maximum Other Attachments 5 Feet Carrier Type Not Applicable Overall Carrier Width Not Applicable Overall Carrier Width Not Applicable	Manufacturer john Maximum Boom 5 Feet Total 15 Feet Conterweight Configuration (Max) Not Applicable Power Gas Overall Carrier Length Not Applicable rmation field w w the Current P	Model (Month/Year) 12/2019 Model test Equipment Information Maximum Rated Capacity 5 Metric Tons Maximum Freestanding Height 5 Feet Counterweight Configuration (Min) Not Applicable Transmission Type Hydraulic/Pneumatic Width with Outtriggers Extended Not Applicable The Prototype Info Click Details to view	8.



Prototype Details Crane Devices	
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Step	Action						
12.	If applicable, click + Add Rep	presentative to add Filin	g Representative.				
	+ Add Representative First Name	Last Name	Email				
13.	The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue drop-down.						
	Filing Representative Details						
	Email* APPLEROME16@GMAIL.COM APPLEROME16@GMAIL.COM	Last Name Business Address	First Name City				
	State	Zip Code	Country Select:	*			
	Business Telephone	Mobile Telephone	•				
14.	Click Save.		•				
	Business Telephone (458) 466-4485						
	Save Cancel						



Step	Action						
Note:							
	The Filing Representative added displays within the Filing Resprentative information table.						
	Click the edit (Click the edit (🕼) icon to update the information.					
	Click the trash ca	n (🟛) icon t	o delete the Filing R	epresentative.			
	Filing Representative Info						
	First Name	Last Name	Email	Business Name	Business Telephone	Action	
	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	۵	
15.	Click +Add Cable	Drum to dis	splay the Cable Size	action field.			
	Cable Drum Information* + Add Cable Drum						
	Cable Size	2	Measuring Units		Total number of Cable Drums: 1 Action		
	1000		Inches		6		



Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

6.						
	Click Equipment Inf Information section		o display the Eq	uipment Info	rmation and Boom	Туре
	Equipment Informa	tion				
	Derrick Type*		Actual Rated Capacity*		Capacity Units*	
	A-Frame derrick	•	5		Metric Tons	•
	Actual Boom*		Actual Jib		Other Attachments	
	5	Feet		Feet	5	Feet
	Total		Transmission Type*		Power*	
	10	Feet	Hydraulic/Pneumatic	*	Gas	*
	Boom Type Information*					
	Articulating	Lattice	Luffing	Telescoping	Other	
	Enter Actua The Boom Type Info		an only be dese	lected		
	Equipment Informat	tion	-			
	Derrick Type*		Actual Rated Capacity*		Capacity Units*	
	A-Frame derrick	•	5		Metric Tons	
	11					•
	Actual Boom*		Actual Jib		Other Attachments	T
	Actual Boom* 5	Feet	Actual Jib	Feet	Other Attachments	Feet
		Feet	Actual Jib Transmission Type*	Feet		
	5	Feet Feet		Feet	5	
	5 Total		Transmission Type*	Feet	5 Power*	Feet



Action				
The Equipment Information fields: Derrick Type, Total, Transmission Type, Power, and are				
Equipment Information				
Derrick Type*	Actual Rated Capacity*	Capacity Units*		
A-Frame derrick	5 Actual Jib	Metric Tons		
5 Feet	Feet	5 Feet		
Total 10 Feet	Transmission Type* Hydraulic/Pneumatic	Power* Gas		
Click +Add Cable Drum to display	, the Cable Size action field.			
Cable Drum Information*				
+ Add Cable Drum		Total number of Cable Drums: 🚺		
Cable Size	Measuring Units Inches	Action		
A Notification pop-up windows d	isplays with the message:			
-				
		ed.		
Click OK to close the Notification	pop-up window.			
Notification	×			
A maximum of 1 Cable Drums can be a	dded to this Grane			
Device (based on the Prototype Equipm				
Another Cable Drum cannot be added.				
ОК				
To add the Cable Size:				
Type the Cable Size				
Cable Drum Information* + Add Cable Drum				
Cable Size	Measuring Units	Total number of Cable Drums: 🚺 Action		
	Inches •	🖺 Save 🗶 Cancel		
	No Cable Drums added			
	The Equipment Information for greyed-out and cannot be Equipment Information Derick Type* A-Frame derick A-truel Boom* 5 5 Total 10 Feet Click +Add Cable Drum to display Cable Drum Information* A Notification pop-up windows di A maximum of 1 Cable Drums can Equipment Information). Another Click OK to close the Notification for Notification A maximum of 1 Cable Drums can be ad Device (based on the Prototype Equipm Another Cable Drum cannot be added. CK To add the Cable Size: Type the Cable Size	The Equipment Information fields: Derrick Type, Total, Tragreyed-out and cannot be edited. Equipment Information Perick Type" Transmission Type" 100 Click +Add Cable Drum to display the Cable Size action field. Click +Add Cable Drum to display the Cable Size action field. Click to close the Notification pop-up windows displays with the message: A Motification pop-up windows displays with the message: A maximum of 1 Cable Drums can be added to this Crane Deve Equipment Information). Another Cable Drum cannot be added Click OK to close the Notification pop-up window. Notification For add the Cable Size: Type the Cable Size Type the Cable Size Type the Cable Size Type the Cable Size		



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		At the top-left of the screen, click Save,		Cable Size 5000 he Component Last In components Add Component Type 67879900 78900	 Serial/Identificat 11/2019 12/2019 	tion Number 02/14/2020 02/07/2020	tured Date Last Inspe Accepted Accepted	Action	
At the top-left of the screen, click Save.			T	Cable Size 5000	 Serial/Identificat 11/2019 12/2019 12/2019 12/2019 11/2019 11/2019 	Inches e can be update tion Number Manufact 02/14/2020 02/07/2020 02/07/2020 02/07/2020 02/07/2020 02/07/2020	tured Date	Action C m ction Date C m ction Date C m ction C m ctio	
At the top-left of the screen, click Save.		Save Review and File	T	Cable Size 5000 he Component Last In components Add Component Type 67879900 78900 987665 56678 965433 e top-left of the screee	 Serial/Identificat 11/2019 12/2019 12/2019 12/2019 11/2019 11/2019 	Inches e can be update tion Number Manufact 02/14/2020 02/07/2020 02/07/2020 02/07/2020 02/07/2020 02/07/2020	tured Date	Action C m ction Date C m ction Date C m ction C m ctio	
	Save Review and File		T (At the	Cable Size 5000 he Component Last In components	 Serial/Identificat 11/2019 12/2019 12/2019 12/2019 11/2019 11/2019 n, click Save.	Linches e can be update tion Number 02/14/2020 02/07/200 02/07/200 02/07/200 02/07/200 02/07/200 02/07/200 02/07/07 02/07	tured Date	Action C m ction Date C m ction Date C m ction C m ctio	
CD00001694-A000002 General Information	CD00001694-A000002 General Information	CD00001694-A000002 Equipment Information	T (At the	Cable Size 5000 he Component Last In components Add Component Component Type 67879900 78900 987665 56678 965433 e top-left of the screet Save Review and File CD00001694-A000002	 Serial/Identificat 11/2019 12/2019 12/2019 11/2019 11/2019 11/2019 n, click Save. Equipment	tion Number Manufact 02/14/2020 02/07/2020 02/07/2020 02/07/2020 02/07/2020	tured Date	Action C m ction Date C m ction Date C m ction C m ctio	
Save Review and File CD00001694-A000002 Equipment Information	Image: Save and File CD00001694-A000002 Equipment Information General Information Actual Rated Capacity*	CD00001694-A000002 Equipment Information General Information Actual Rated Capacity*	T (At the	Cable Size 5000 he Component Last In omponents Add Component Type 67879900 78900 987665 56678 965433 e top-left of the screet CD00001694-A000002 General Information	 Serial/Identificat 11/2019 12/2019 12/2019 11/2019 11/2019 11/2019 n, click Save. Equipment Actual Rated Cap	tion Number Manufact 02/14/2020 02/07/2020 02/07/2020 02/07/2020 02/07/2020	tured Date	Action C m ction Date C m ction Date C m ction C m ctio	



Step	Action
•	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click OK to continue.
	Notification
	Job filing has been saved.
	OK
You hav	e completed the Complete Equipment Information tab.
Continu	e to the next section.



Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	Click Documents to display the Documents section.
	CD00001733- A000002 General Information Equipment Information Documents Mag Report
2.	Click +Add Document.
	Required Documents Add Document Document Name
3.	The Upload Document pop-up window displays.
	Type the Document Name. Select the Document Type (<i>e.g., Manual</i>) from the Document Type drop-down list.
	Upload Document Document Name* Document Type* Select: Document Choose File No file chosen



Action
Click Choose File to upload the Document Type selected.
Upload Document
Document Name*
bill of Sale
Document Type* Bill of Sale
Document
Choose File No file chosen
Upload Cancel
The Document pop-up window displays.
Select the Document and click Open.
Copen Co Copen Co Co
Organice - NewFolder BI - □ □ Control - Name Date modified Type Size Doctop Name Date modified Type Size Doctop 15 Fine docx 10/7/2017 4:55 FM Adobe Acrebat D. 15 St B
Downloads Difference docx 10//2017 / 435 PM Adobe Acrobat D. 155 KB Sill Recent Places To Flood Zone Restrictive Declaration 8/30/2017 131 PM Adobe Acrobat D. 43 KB Line Change Manage To Difference doc Proceed to Contractor 9/18/2017 9/20 AM Adobe Acrobat D 43 KB Notice to Proceed to Contractor 9/18/2017 9/20 AM Adobe Acrobat D 221 KB
U blankie D CHR45 blankie S // M // S // S // S // S // S // S //
Pictures TennStatch 9/15/2017/2525 PM Adobe Archebt D. 399 KB Wides Thy Station 400/2017/243 PM Adobe Archebt D. 199 KB
Computer To Shed 10/7/2017432 PM Adobe Acrobat D 127 KB (# Computer To Special Inspector bed upload 7/11/2017123 PM Adobe Acrobat D 165 KB To Special Inspector bed upload 10/7/2017432 PM Adobe Acrobat D 165 KB To Special Inspector bed upload 10/7/2017414 Adobe Acrobat D 165 KB
TRI Design Applicant 8/30/2017 1:40 PM Adobe Acrobat D 636 KB TRI Progress Inspector 8/30/2017 2:33 PM Adobe Acrobat D 789 KB
10 TRI Special Inspector 8/30/2017 12.12 PM Adole Acrobat D 589 KB - 12 Youat 10/29/2018 1116 Adole Acrobat D 74 KB
File name Manual Cutom Files Concel
The Document displays next to Choose File.
Click Upload.
Document Type*
Manual 🔻
Document Choose File Manual.pdf
Upload Cancel



Step	Action						
7.	A Notification pop-up window displays with the message:						
	Document has been uploaded.						
	Click OK to continue.						
	Notification × Job filing has been saved.						
	ОК						
Note:	The Document uploaded displays within the Document table.						
	Click the edit (🕝) icon to update the Document information.						
	Click the trash can ($rac{1}{100}$) icon to delete the Document.						
	Click the upload (📤) icon to replace the Document previously uploaded.						
	Required Documents						
	+ Add Document						
	Document Name Document Type Document Status Uploaded On Actions Test 2 ACRIS Report Pending 02/04/2020						
	Test Bill of Sale Pending 02/04/2020 🚖 🗭 💼						
8.	At the top-left of the screen, click Save.						
0.	Review and File						
	PT save Review and The						
	CD00001733- Required Documents						
	General Information + Add Document						
	Equipment Information Mag Report						
	Documents Statements & Signatures						
9.	A Notification pop-up window displays with the message:						
	Job filing has been saved.						
	Click OK to continue.						
	Notification ×						
	Job filing has been saved.						
	OK						



Step Action

You have completed the Upload Documents. Continue to the next section.



Complete Statements & Signatures

Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action				
1.	Click Statements & Signatures to display the Statements & Signatures section.				
	CD00001733- A000002	Statements & Signatures			
	General Information	Applicant of Record - Owner's Statement*			
	Equipment Information	As a condition of being granted a license/rec Administrative Code and Department rules, re			
	Documents	I have reviewed the information provided in			
	Statements & Signatures	statement made to the Department is a misc otherwise, either as a gratuity for properly pe license/registration and/or qualification.			
Note:					
		o the stakeholder that's logged in highlights in blue.			
	Statements & Signatures				
	Applicant of Record - Owner's Statement*				
		registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.			
	statement made to the Department is a m	in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any isdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of			
		y actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code tion and that failure to do so may result in immediate suspension, revocation or other disciplinary action.			
		/ clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I all have the same validity and effect as a signature affixed by hand.			
	Name	Date			



Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
1.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
2.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview
	Impose BUILD District Colspan="2">District Colspan="2" District Co
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.
	File C Return to Filing View
3.	On the final page, click the checkbox to attest reviewing the application.
	 I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date I File C Return to Filing View



Step	Action
4.	The Name and the Date field's auto-populate after the check-box is clicked.
	Click File, to proceed.
	Name JOE ADAM Date 09/20/2019
	File C Return to Filing View
5.	A Notification pop-up windows displays with the message:
	Job filing has been submitted. An email notification will be sent with the status of the review.
	Click OK to close the Confirm pop-up window.
	Notification ×
	Job filing has been submitted. An email notification will be
	sent with the status of the review.
	OK View Filing
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).
	Pre-filing Pending QA Assignment Pending QA Admin Review Accepted
You hav	ve completed the Derrick Crane CD Number: Amendment Step-by-Step Guide.



Derrick Crane CD Number: Renewal

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
6.	Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.
	DOB DOB NOW NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings
	All Tower Cra Amendment bile Crane Mast Climber Derrick Dedicated Pile Driver Job Number Mobile Crane Crane Type Filler Filter CD3 Application Filter
7.	Enter the Crane Device Number .
	Crane Device - Renewal
	Crane Device Number* <i>Enter Device number e.g. CD00000380</i>
	Submit Cancel
8.	Click Submit.
	Crane Device - Renewal
	Crane Device Number* CD00000916
	Submit Cancel



Action	-			
The General I	nformation see	ction is displ	ayed, all section	ns are greyed-out.
H Save				
	Constallations			
General Information	General Informat	lion		
	Filing Information Registration Type*		Crane Type*	Manufacturer*
	Renewal	*	Derrick	TRINWELD
	Model*			
	1VXSKS2			
	248 characters remaining Crane Device Number*		Device Serial Number*	Device Manufactured Date (Month/Year)*
	CD00001652		3060-5151	08/2014
The Applicant out.		Last Name		First Name
Out. Applicant of Record - Ov Email*	vner Information			First Name
Out. Applicant of Record - Ov Email* AJOETEST@GMAIL.CO	vner Information	ADAM		First Name JOE
Out. Applicant of Record - Ov Email*	vner Information			First Name
Out. Applicant of Record - Ov Email* AJOETEST@GMAIL.CO Business Name*	vner Information	ADAM Business Addre		First Name JOE City
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC	vner Information	ADAM Business Addres		First Name JOE City JERSEY CITY
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State	vner Information	ADAM Business Addre: JA LLC Zip Code		First Name JOE City JERSEY CITY Business Telephone
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ	vner Information	ADAM Business Addre: JA LLC Zip Code 07302		First Name JOE City JERSEY CITY Business Telephone (545) 556-8622
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ	vner Information	ADAM Business Addre: JA LLC Zip Code 07302 Country		First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type*
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone	mer Information	ADAM Business Addree JA LLC Zip Code 07302 Country United States	s	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone	mer Information	ADAM Business Addree JA LLC Zip Code 07302 Country United States		First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone	mer Information	ADAM Business Addree JA LLC Zip Code 07302 Country United States	s	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone	vner Information M click + Add Rep	ADAM Business Addree JA LLC Zip Code 07302 Country United States	s	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone If applicable, o	vner Information	ADAM Business Addree JA LLC Zip Code 07302 Country United States	s	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual



Step	Action				
12.	The Filing Representative De Once Save is click the user ca blue drop-down.		-	il Address from the	?
	Filing Representative Details				
	Email* APPLEROME16@GMAIL.COM	Last Name	First Name		
	APPLEROME16@GMAIL.COM	Business Address Zip Code	City		
	Business Telephone	Mobile Telephone	Select:	•	
		Save Cancel			
	Click Save.	Save Cancet			
13.	H Save				_
	248 characters remainin General Information Crane Device Number* CD00001652	ig Device Serial Number* 3060-5151		ice Manufactured Date (Month/Year)* /2014	
14.	A Notification pop-up windo		-	wice number Diag	
	Are you sure you want to cor verify before saving: • CD00001652	ninue with renewal of Jo	nowing crune de	vice number. Pieu	<i>,e</i>
	Click Save				
	Notification				
	Are you sure you want to continue wi verify before saving: • CD00001652	th renewal of following crane devi	ce number. Please		
		[Save Cancel		



Step	Action						
15.	A Notification	pop-up window dis	plays with the mess	age:			
19.	Job filing has l	been saved.					
	Click OK						
	Notification			×			
	Job filing has l	been saved.					
		ОК					
Note:	The page refr	eshes and displays t	he additional items:				
	1. Statu	is Bar					
	2. Revie	ew and File					
	3 Crane	e Notice Filing Numh	ber				
3. Crane Notice Filing Number							
	 Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 						
	5 Appli	cation Information	Application Highligh	ts, View Filing, History and F	00		
	J. Appli 						
	Pre-filing	, 1	Pending Inspection Supervisor Review	Accepted	Dashboard		
	CD00001652-	General Information			5 Application Highlights		
	R000001052- General Information	Filing Information Registration Type*	Crane Type*	anufacturer*	View Filing		
	Equipment Information Documents	Renewal Model*	Derrick	TRINWELD	History		
	Statements & Signatures	1YXSKS2 248 characters remaining Crane Device Number*	Device Serial Number*	Device Manufactured Date (MonthyVear)*	\$200.00 Pay Now		
		CD00001652	3060-5151	08/2014			
You have	e completed the	Complete General	Information tab. Co	ntinue to the next section.			
	-	-					



Complete Equipment Information Tab

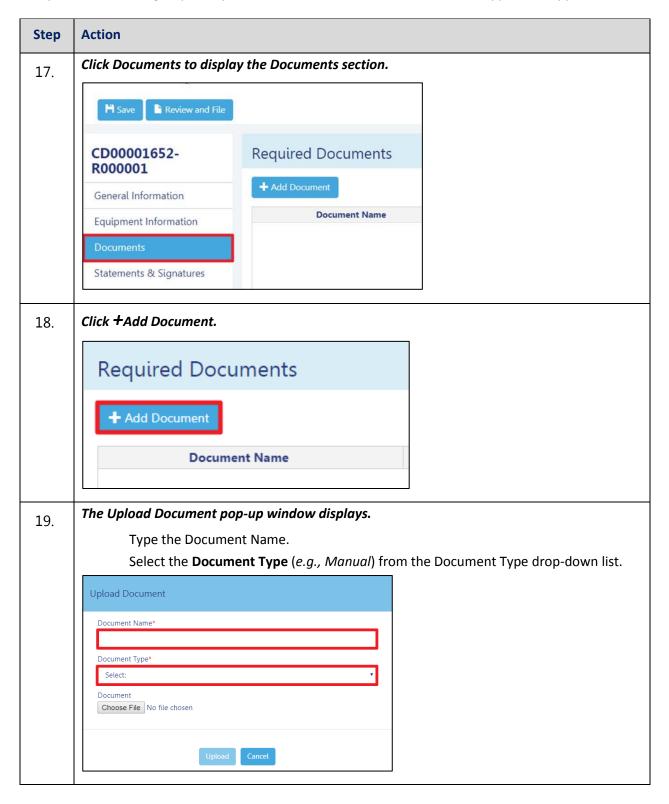
Complete the following steps to complete the Equipment Information tab:

	tion						
Clic	ck Equipmo	ent Information	n to displ	ay the Equipm	ent Info	ormation sec	tion.
CD0	0001620	Equipment Information	on				
Gener	ral Information	Derrick Type*		Actual Rated Capacity*		Capacity Units*	
Equip		Gin Pole derrick	*	3		Kips	*
Docur	ments	Actual Boom*		Actual Jib		Other Attachments	
Stater	ments & Signatures	6	Feet	6	Feet	6	Feet
		Total		Transmission Type*		Power*	
1		18	Feet	Hydraulic/Pneumatic	*	Diesel	*
	The Cable		tion field	l is greyed-out		not be edite	Total number of Cabl
		1000		Inches			C iii



Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:





Click Choose File to upload the Document Type selected. Upload Document Document Name* ACRIS Document Type* ACRIS Report Document Choose File No file chosen	·
Document Name* ACRIS Document Type* ACRIS Report Document	•
ACRIS Document Type* ACRIS Report Document	•
Document Type* ACRIS Report Document	•
ACRIS Report Document	Ţ
Document	•
Choose File No file chosen	
Upload Cancel	
The Document pop-up window displays.	
Select the Document and click Open.	
Search Forms PDF Documents to upload in filings • 4	
Organize 🔻 New folder 🔠 💌	- 🔳 🤅
Desktop Name Date modified Type Size	
Downloads Difference.docx 10/3/2017 4:35 PM Adobe Acrobat D 155 KB Recent Places Difference.docx Restrictive Declaration 8/30/2017 1:31 PM Adobe Acrobat D 43 KB	
Will Recent Places Dip Flood Zone Restrictive Declaration 8/30/2017 1:31 PM Adobe Acrobat D 43 KB Image: Im	
Notice to Proceed to Contractor 9/18/2017 9:29 AM Adobe Acrobat D 257 KB	
📜 Libraries DP49 Supporting Document 11/8/2018 2:00 PM Adobe Acrobat D 79 KB	
Documents Depuised Exam 10/29/2018 11:11 Adobe Acrobat D 475 KB	
Music Delta North B/30/2017 10:56 AM Adobe Acrobat D 339 KB	
📔 Pictures 📱 🔂 PlansSketch 9/15/2017 12:25 PM Adobe Acrobat D 339 KB	
E Videos Scaffold 10/3/2017 4:34 PM Adobe Acrobat D 190 KB	
The shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB	
Shed 10/3/2017 4/32 PM Adobe Acrobat D 127 KB Computer D Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB	
Shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB *** Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB *** SSN 10/3/2017 4:32 PM Adobe Acrobat D 167 KB	
Shed 10/3/2017 4/32 PM Adobe Acrobat D 127 KB Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB	
Shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB Special Inspector bad upload 7/1/2017 12:35 PM Adobe Acrobat D 165 KB SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB TRID beigin Applicant 8/30/2017 140 PM Adobe Acrobat D 179 KB	
Shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB SSN 10/29/2018 11:14 Adobe Acrobat D 165 KB TAL Design Applicant 8//3/0217 490 PM Adobe Acrobat D 165 KB TAL Design Applicant 8//3/0217 490 PM Adobe Acrobat D 636 KB TAL Progress inspector 8/30/2017 213 PM Adobe Acrobat D 789 KB	
Shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB 2 Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 155 KB 2 Signed State 7/11/2017 12:35 PM Adobe Acrobat D 157 KB 2 Signed State 8/07/2017 14:32 PM Adobe Acrobat D 179 KB 2 TRL Design Applicant 8/07/2017 14:0 PM Adobe Acrobat D 656 KB 2 TRL Progress Inspector 8/30/2017 21:3 PM Adobe Acrobat D 789 KB 2 TRL Special Inspector 8/30/2017 21:3 PM Adobe Acrobat D 789 KB	



Action
The Document displays next to Choose File.
Click Upload.
Upload Document
Document Name*
ACRIS
Document Type*
ACRIS Report
Choose File ACRIS REPORT.pdf
Upload Cancel
A Notification pop-up window displays with the message:
Document has been uploaded.
Click OK to continue.
Notification
Job filing has been saved.
ОК
The Document uploaded displays within the Document table.
Click the edit (🕼) icon to update the Document information.
Click the trash can (IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Click the upload (📤) icon to replace the Document previously uploaded.
Required Documents
Add Document
Document Name Document Type Document Status Uploaded On Actions Test 2 ACRIS Report Pending 02/04/2020
Test 2 Action seport Perioding 02/04/2020 Image: Constraint of the second



Step	Action		
24.	At the top-left of the	screen, click Save.	
	Save Review and File		
	CD00001694-A000001	Required Documents	
	General Information Equipment Information	+ Add Document	
		Document Name	
	Documents	Test 2	ACRIS Report
	Statements & Signatures	Test	Bill of Sale
25.	Job filing has been sa Click OK to continue. Notification Job filing has been saved		×
You hav	ve completed the Uploa	d Documents. Continue to) the next section.



Complete Statements & Signatures

Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action		
26.	Click Statements & Sigr	natures to display the Stateme	ents & Signatures section.
	💾 Save 📄 Review and File]
	CD00001652- R000001	Statements & Signatures	
	General Information	Applicant of Record - Owner's Statement*	-
	Equipment Information	As a condition of being granted a lice Administrative Code and Department r	
	Documents	I have reviewed the information provi statement made to the Department is	
	Statements & Signatures	otherwise, either as a gratuity for prop license/registration and/or qualification	De
Note:			
	The statement applicab	le to the stakeholder that's log	gged in highlights in blue.
	Statements & Signatures		
	Applicant of Record - Owner's Statement*		
	Administrative Code and Department I have reviewed the information pro statement made to the Department	t rules, regulations, and directives governing how licensees/ re wided in this application and, to the best of my knowledge is a misdemeanor and that it is also unlawful to give to a cit operly performing the job or in exchange for special consider	y Department of Buildings, I attest that I comply with all New York City gistrants/qualification holders conduct their specific trade. and belief, attest to its accuracy. I understand that falsification of any y employee, or for a city employee to accept, any benefit, monetary or ration. Such actions are punishable by imprisonment, fine and/or loss of
		lves my actions undertaken in connection with my license/reg restigation and that failure to do so may result in immediate su	istration and/or qualification, I understand that the Administrative Code uspension, revocation or other disciplinary action.
		sonally clicking on the box at left I am electronically signing ture shall have the same validity and effect as a signature affixe	g this application and expressing my agreement with all of its terms. I ed by hand.
	Name		Date
OWNER			



Step	Action				
27.	Click the Applicant of Record - Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.				
	Statements & Signatures				
	Applicant of Record - Owner's Statement*				
		cense/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.			
	statement made to the Department i	wided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or openly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of on.			
		wes my actions undertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code estigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.			
		sonally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I ure shall have the same validity and effect as a signature affixed by hand.			
	Name	Date			
	JOE ADAM (Electronically Signed)	02/24/2020			
28.	At the top-left of the s	creen, click Save.			
	CD00001652- R000001	Statements & Signatures			
	General Information	Applicant of Record - Owner's Statement			
	Equipment Information	As a condition of being granted a l Administrative Code and Departmen			
	Documents	I have reviewed the information pr			
	Statements & Signatures	statement made to the Department otherwise, either as a gratuity for p license/registration and/or qualifica			
29.	A Notification pop-up	window displays with the message:			
	Job filing has been sav	red.			
	Click OK to continue.				
	Notification	×			
	Job filing has been save	ed.			
		ОК			
You hav	e completed the Staten	nent & Signatures section. Continue to the next section.			



Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
30.	At the bottom-right of the screen, click Pay Now.



Step	Action
31.	The Payment Confirmation pop-up window displays with the message: Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for \$200.00 ? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click Yes , to proceed. Payment Confirmation
	 Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for \$200.00? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment.
32.	The page is redirected to NYC City Pay. Pay the application fees via eCheck or Credit Card by selecting the applicable tab. Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pay Item Total: \$200.00 Brevine Hamout: \$200.00 C & D. CD RENEWAL Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable. Dom NOV Bud Second Carb Dovice Scond Billing Information If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card. First Name * Last Name * Country * United States



Step	Action
33.	The Notification pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information. Click OK to proceed.
	Notification × Payment has been processed. A receipt will be sent by email. Select History for more information. •
	You have completed the Pay Fees section. Continue to the next section.



Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
34.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
	Save Review and File
35.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview Previous Next > Q.Zoom Q.Zoom 100% • Page: 1 / 6
	Job Number CD00001652-R000001 Registration Type Renewal Crane Type Derrick Crane Type Derrick Crane Type Approved for Use Device Number CD00001652 Device Status Approved for Use Current Filing Status Pre-filing
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.
36.	On the final page, click the checkbox to attest reviewing the application.
	 I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date I file C Return to Filing View



Step	Action
37.	The Name and the Date field's auto-populate after the check-box is clicked.
	Click File, to proceed.
	Name JOE ADAM Date (Electronically Signed) 09/20/2019
	File C Return to Filing View
38.	A Notification pop-up windows displays with the message:
	Job filing has been submitted. An email notification will be sent with the status of the review.
	Click OK to close the Confirm pop-up window.
	Notification
	Job filing has been submitted. An email notification will be sent with the status of the review.
	OK View Filing
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending Inspection Supervisor Review.
	Pre-filing Pending Inspection Supervisor Review Accepted
You hav	ve completed CD Number Renewal: Step-by-Step Guide.

