



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.



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Guidelines

Crane Notice Number (CN NUMBER)

When a specific job requires the use of a crane, a Crane Notice Number (CN NUMBER) must be obtained (Except for certain Criteria where an Onsite waiver can be applied depending upon job type) by the job's Professional Engineer in order for the crane to be put into use at the site. Only the PE can file for a CN Number. The system will issue a CN Number upon save of an application. The CN and Status is displayed on the portal's Application Highlights.

Only if certain parameters of these devices fall within a certain range then CN numbers are not required

A CN number is unique to a location. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number (except for Dual Mast Climbers).

- These CN applications can be reviewed and approved by DOB, resulting in multiple approved CN applications on the same location.
- This business rule shall apply to all device types mentioned in this document.

The Professional Engineer may need to come back to the CN step of 'Assign CD Number to the CN' at any point in the CN process, to accommodate unique scenarios; for example: the crane at the site breaks or the contract for one crane expires and a new crane must be brought in. For phase 1, this will be handled by IT via the backend. The C&D Unit will coordinate with IT to accommodate this.

A CN fee must be paid annually (every 12 months) for as long as the CN is active.

- If 12 months elapses without the fee being paid, the status of the CN will change from 'Active' to 'Inactive'. It will remain in this status of 'Inactive' for a period of 30 days during which time the fee can be paid to renew the CN.
- If the fee is not paid after the 30-day period, the status of the CN will change to expired.
- A CN can be renewed any time during the status of Active or Inactive. The updated expiration date will be based on the Anniversary Date.
- If the applicant pays by e-check, then a No-Good Check Verification is performed. If the e-check bounces, a bounced check fee is applied, and the full fee must be paid in order to move forward. The anniversary date is still the original file date.

After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be assigned to one CN at a time. However, for other crane types such as Mobile Cranes, Dedicated Pile Drivers and Self Erecting Tower cranes, a CD can be assigned to multiple CN's.

Initial CN: The numbering format for initial Crane Notice will start with "CN" + 8 digits (where the ending two digits are the year that the CN is initially filed in and the digits immediately before that are the next sequentially available number). At the start of each new year, the numbering scheme resets at 1 (e.g. the very first CN that is filed in the year 2021 will have several: CN00000121). **Example CN:** CN00103619

CN Amendment: The numbering format for CN Amendment will start with "-A"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Amendment on the given CN. **Example**: CN00103519-A000001

CN Renewal: The numbering format for CN renewal will start with "-R"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Renewal on the given CN. **Example**: CN00103519-R000001

For Mobile cranes, Self- Erecting tower cranes, Dedicated Pile Driver and Derricks if user answer "No" to Assembly/Disassembly required for Initial Phase. Then system will not allow the user to identify A/D Director. If answer to the above question "Yes" then this is required step.

ROLES & RESPONSIBILITIES

- 1. Only the Professional Engineer (PE) can file for a Crane Notice (CN) Number.
- 2. The system will issue a CN Number upon submission of an application.
- 3. The CN and Status is displayed on the portals Application Highlights.
- 4. Only if certain parameters of these devices fall within a certain range then CN numbers are not required.
- 5. A CN number is unique to a location.
- 6. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number.
- 7. Only one Device Installer and one Lift Director can be assigned to a CN at a time.

8. Up to 10 Hoist Machine Operator's (HMO) can be assigned at one time. In order for an HMO to be added to a CN, the system their license must be Active.

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:

Log into DOB NOW	6
Derrick Crane CN: Initiate a Crane Notice Application	9
Complete General Information	11
Complete Prototype & Phase Tab	16
Upload Documents	21
Complete Statements & Signatures	25
Pay Fees	29
Complete Review and File	32
Job Filing Statuses	34
Derrick Crane CN: Tag Crane Device	37
Complete Assign Crane Device to Tag Crane Device Tab	39
Derrick Crane CN: Assign A/D Director	51
Complete A/D Director Tab	53
Derrick Crane CN: Assign Lift Director	59
Complete Assign Lift Director Tab	61
Derrick Crane CN: Assign Hoist Machine Operator (HMO)	68
Complete HMO(s) Tab	70
Derrick Crane CN: Notify DOB – Arrival of Device	76
Derrick Crane CN: Notify DOB – Assembly of Device	79
Derrick Crane CN: Provide Inspection Results	82
Upload Inspection Results	84
Derrick Crane CN: Provide Crane Phase Details	87
Complete Phase & Jump Details	89
Complete A/D Director Details	92
Derrick Crane CN: Notify DOB of Assembly/Disassembly	100



Complete Notify Jump to DOB section	102
Submit Phase Details	107
Derrick Crane CN: Provide Inspection Results	109
Upload Inspection Results	111
Derrick Crane CN: Notify DOB - Final Disassembly Notification	117
OPTIONAL: Derrick Crane CN: Request New Equipment User(s)	120
Add Request	122
Completes Statements & Signatures: Equipment User	127
Complete Statements & Signatures: Applicant of Record	132
Pay Fees	136
Submit Request	139
Print On-Site Certificate: From the Dashboard	141
Print On-Site Certificate: From within the Application	144



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:
	<u>https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</u>
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 G ↓ T ÷
3.	Press Enter on the keyboard.



Step	Action
4.	The DOB Login page displays. Enter Email and Password (as registered in eFiling).
	Search the Public Portal for Filings and Permits Submitted in Immittee Login to Immittee Address Enter your eFiling or DOB NOW: Licensing account information Building Identification Number (BIN) Enter your eFiling or DOB NOW: Licensing account information Borough, Block, Lot Enter your eFiling or DOB NOW: Licensing account information Device Search Licensees Search Licensees Search Licensee the pipe Contact us.
5.	Click Login. Inter your eFiling or DOB NOW: Licensing account information Imail Password Password Iogin To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Wedder, 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 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 BUILD
7.	Select Cranes from the drop-down list.
/.	
	DOB NOW BUILD Cranes Cranes
8.	The DOB NOW Dashboard displays.
	The Prototypes tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.
	A + 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
	CRefresh
	Job Number Filing Type v Filing Status v Crane Type Prototype Number Applicant v Payment Status Modified Date Actions Filter Filter Filter Filter Filter Filter Filter Filter Filter
	You are now logged into DOB NOW: <i>Build</i>. Continue to the next section.



Derrick Crane CN: Initiate a Crane Notice Application

Complete the following steps to initiate Crane Notice Application:

Step	Action			
APPL	ICANT OF RECORD: OWNER			
1.	Hover the cursor over +Crane No list.	tice and select New C	Crane Notice from the c	drop-down
	DOB DOB NOW NOW Submit Filings, P	ayments, and Requests	to the NYC Department	of Buildings
	A + Prototype + Crane D	+ Crane Notice + Onsite W	Vaiver 🛛 🕂 Master Rigger Notific	ation 🕂 AHV Pe
		All Crane Types		
	Prototype Crane Device Crane N	New Crane Notice	2 Onsite Waiver Ma	aster Rigger Notifi
		Amendment		
	Job Number 🗸 🗸	Renewal Provide Phase-Jump Details	iling Status 🗸 🗸	Crane Ty
	Filter	Tower Crane		Filter
	CP00001830	New Tower Crane Foundation	A Assignment M	1obile Crane
		Tower Crane, Mast Climber		1obile Crane
	CP00001828	Provide Disassembly Details		
	600001007	Now Pro-filing	L A	Iobilo Crano
2.	A New Crane Notice pop-up wind	ow displays with Cran	ne Device options:	
	Select the applicable Crane Device	e (e.g., Derrick Crane)) and click Submit to pr	oceed.
	New Crane Notice			
	O Dedicated Pile Driver	🔵 Mast Clin	nber	
	Derrick	Self Erect	ting Tower Crane	
	O Mobile Crane	O Tower Cr	rane	
			2	
			Submit Cancel	



Step	Action
	You have begun the process for a Crane Notice.
	Continue to the Complete General Information 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
1.	The General Information section displays.
	General Information General Information Filing Information Filing Information Crane Notice Filing Type* Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice Crane Notice C
2.	The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed- out and cannot be edited. Filing Information Crane Notice Type*
	Crane Notice V New V Derrick V
3.	Enter the Location Information: House Number Street Name Select the Borough from the Borough drop-down list (e.g., Staten Island) Block Lot
	Select the Owner Type (e.g., Individual) from the Owner Type drop-down list. Associated BIS/DOB NOW Job Number (Max 5) The BIN field is greyed-out and Read-Only.
	Location Information House Number* Street Name* Block* Lot* Owner Type* Associated BIS/DOB NOW Job Number (Max 5)* Select Owner Type: Separate each by a Comma ";" Ys characters remaining



Step	Action
4.	Enter the Applicant Information: Type the Email and then select the Email Address from the blue drop-down Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list Select the Business Name from the Business Name drop-down list
	Applicant Information Email* Last Name First Name Enter email/username Incense Number Business Name* License Type* License Number Select: Business Address City State Image: Im
5.	Enter the Equipment User's Information: Type the Email and then select the Email Address from the blue drop-down Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list Select the Business Name from the Business Name drop-down list (click + Add New if the Business Name is not listed) Equipment User's Information Enail* Enter email/username. License Type* License Type* License Type* License Type* License Address City Business Address Zip Code Business Telephone Mobile Telephone
6.	If applicable, click + Add Representative to add Filing Representative.



7. The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue	drop-down.
Type the Email and then select the Email Address from the blue	drop-down.
Filing Representative Details	
Email* Last Name Fi	rst Name
APPLEROME16@GMAIL.COM Business Address C	ity
State Zip Code C	ountry Select:
Business Telephone Mobile Telephone	
Save Cancel	
8. Click Save .	
Business Telephone	
(458) 466-4485	
Save Cancel	
Note: The Filing Representative added displays within the Filing Resp	rentative information table.
Click the edit (${igsir { { { \hspace{025cm} } \hspace{025cm} } \hspace{025cm} }}$) icon to update the information.	
Click the trash can (ullet) icon to delete the Filing Representative	<u>.</u>
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



Step	Action
9.	At the top-left of the screen, click Save .
	General Information Filing Information Crane Notice Type* Crane Notice
10.	A Notification pop-up window displays with the message: The following information cannot be changed after saving: • Filing Information • Location Information. Click Save to continue. Notification The following information cannot be changed after saving: • Filing Information • Location Information Save Cancel
11.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification X Job filing has been saved.



Step	Action
Note:	The General Information section displays an additional field, Additional Contact Information.
	If applicble, click the +Add Additional Contact to add an additional contact.
	Additional Contact Information Add Additional Contact Contact Type First Name Last Name Email Business Name Edit Delete
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
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved Dashboard
	CN00033220 3 General Information
	General Information Filing Information Filing Information Filing Type* Crane Type* Crane Type* Crane Type* Filing Type* Filing Type* Crane Type* Filing Type* Filin
	Statements & Signatures House Number* Street Name* Borough* 280 BROADWAY MANHATTAN Block* Let* BIN* 153 1 1079215
	You have completed the Complete General Information tab.
	Continue to the next section.



Complete Prototype & Phase Tab

<u>Complete the following steps to complete the Prototype & Phase Information tab for the application:</u>

Step	Action		
1.	Click Prototype & Phase Information to display the Prototype & Phase Information section.		
	CN00023319	Prototype & Phase Information	
	General Information	Prototype Search	
	Prototype & Phase Information	Search by:* Prototype Number	
	Documents	Prototype Number*	
	Statements & Signatures	Q Search & Add	
2.	Select the applicable Sea	rch by (e.g. Prototype Number) radio-button in Prototype Search.	
	A maximum of 2 Prototyp	es can be added per application.	
		ototype & Phase Information	
		Search by:* Prototype Number Crane Type	
	Desements		
	Statements & Signatures	Prototype Number* Q Search & Add	



Step	Action			
Note:	To search by Prototype Number :			
	Enter the Prototype Number	in the Prototype Number fie	eld.	
	Prototype Search Search by:*	Prototype Number	Crane Type	
	Prototype Number*	Q Search & Add		
	To search by Crane Type :			
	Select the Crane Type from th	ne Crane Type drop-down li	st.	
	Prototype Search Search by:*	O Prototype Number	Crane Type	
	Crane Type* Select Crane Type: Select Crane Type: Tower Crane	Q Search & Add	C can type	
	Self Erecting Tower Crane Mobile Crane Dedicated Pile Driver Derrick	Crane Type*		
	Mast Climber Prototype Number*	Manufacturer*		
3.	Click Search & Add to procee	d.		
	General Information			
	Prototype Search			
	Search by:*	Prototype Number	○ Crane Type	
	Prototype Number* CP00001605	Q Search & Add		
	L			



Step	Action			
4.	The Search Results pop-up window displays.			
	If applicable, select the applicable Prototype Number.			
	Click +Add to proceed.			
	Search Results for Derrick			
	Selected : CP00001843	Filter Sea	rch Results From Here	
	Prototype Number Prototyp CP00001843 Full Appr) Manufacturer otis	^
	Prototype Details	Crane Devices	Revoke History	
	Model Test Training			
	Equipment Information Maximum Rated Capacity Maxi 5 Metric Tons 5 Fee	mum Boom	Maximum Jib 5 Feet	—
	Maximum Freestanding Height Total 5 Feet 15 Fe	eet	Maximum Other Attachments 5 Feet	
		nterweight Configuration(Max) Applicable er	Carrier Type Not Applicable Climbing Type	
	Hydraulic/Pneumatic Diese Width with Outtriggers Extended Over	el all Carrier Length	Not Applicable Overall Carrier Width	
	Not Applicable Not A Overall Carrier Tailswing Not Applicable	Applicable	Not Applicable	
	Boom Types Articulating			
	1 to 5 of 137 records	+ Add O Cancel		
5.	A Notification pop-up wind	low displays with th	ne message:	
	Prototype has been added.		-	
	Click OK to proceed.			
	Notification			
	Notification			
	Prototype has been added.			
		ОК		



Step	Action			
Note:	The Prototype added, displays within the Prototype Information.			
	Click the details (Details) icon to view the Prototype Information.			
	Click the trash can (Delete) icon to delete the Prototype Number.			
	Prototype & Phase Information			
	Prototype Search Search by:* Image: Crane Type			
	Prototype Number* Q. Search & Add			
	Prototype Information (Max 2)			
	Prototype Number CP00001739 Crane Type Derrick Review Status Pre-filing Maximum Boom 1 Feet Maximum Jib 5 Feet Total 7 Feet Image: Comparison of the comparis			
6.	Select the number of phases from the drop-down list labeled <i>"How many phases are you planning for this job?"</i>			
	Phases Information How many phases are you planning for this job?*			
7.	Complete the Initial Phase and Initial Jump Information:			
	Enter the Proposed Height			
	Select the applicable radio-button for "Is assembly/disassembly required after the Initial Phase?"			
	Select the applicable radio-button for "After Hours Variance Required?"			
	Initial Phase and Initial Jump Information			
	Proposed Height*			
	Feet			
	Is assembly/disassembly required after the Initial Phase?* OYes ONo			
	After Hours Variance Required?*			



Step	Action		
8.	At the top-left of the screen, click Save .		
	CN00031820	Prototype & Phase Information	
	General Information	Prototype Search	
	Prototype & Phase Information	Search by:* Prototype Number Crane Type	
	Documents	Prototype Number* CP00001822 Q Search & Add	
	Statements & Signatures		
9.	A Notification pop-	up window displays with the message:	
	Job filing has been s	aved.	
	Click OK to continue	2.	
	Notification	×	
	Job filing has been s	saved.	
	sos raing nas seen e		
		OK	
	Yo	u have completed the Prototype & Phase Tab.	
		Continue to the next section.	



Upload Documents

<u>Complete the following steps to upload documents in the Documents tab to support the application:</u>

Step	Action		
1.	Click Documents to display the Documents section.		
	CN00011919 Documents		
	General Information Required Documents Prototype & Phase Information + Add Document		
	Documents Statements & Signatures		
2.	Click +Add Document. Documents Add Document Document Name		
3.	The Upload Document pop-up window displays. Type the Document Name.		
	Select the Document Type (e.g., Manual) from the Document Type drop-down list.		



Step	Action
4.	Click Choose File to upload the Document Type selected.
5.	The Document pop-up window displays. Select the Document and click Open.
6.	The Document displays next to Choose File. Click Upload .
	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	×	
	Document has been upl	oaded.	
		OK	
Note:	The Document uploade	ed displays within the Document table.	
	Click the edit (${igsirential} {igsirential}$) icon	n to update the Document information.	
	Click the trash can ($\hat{\blacksquare}$) icon to delete the Document.		
	Click the upload (📤) icon to replace the Document previously uploaded.		
	Required Documents		
	+ Add Document		
	Document Name Derrick Bill of Sale	Document Type Document Status Uploaded On Actions Bill of Sale Pending 01/31/2020 1000 1000	
8.	At the top-left of the screen, click Save .		
	Save Review and File CN00011919 Documents		
	General Information	Required Documents	
	Prototype & Phase Information		
	Documents	+ Add Document	
	Statements & Signatures	Document Name	



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.			
	Save Review and File			
	CN00011919	Statements & Signatures		
	General Information	Applicant's Statement*		
	Prototype & Phase Information	As a condition of being granted a license/registration and/or qualif New York City Administrative Code and Department rules, regulatic their specific trade.		
	Documents	I have reviewed the information provided in this application and		
	Statements & Signatures	falsification of any statement made to the Department is a misdem accept, any benefit, monetary or otherwise, either as a gratuity for p		
Note:	The statement applicable to the Stakeholder that's logged in highlights in blue.			
	Statements & Signatures			
	Applicant'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.			
	In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation 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		



Step	Action				
APPLI	APPLICANT OF RECORD				
2.	The Name and Date field	tement checkbox to elect d's auto-populate by the s lly clicking on the box at left I am electronically sig the same validity and effect as a signature affixed b	system.	vith all of its terms. I understand	
3.	(Electronically Signed) At the top-left of the scrue Save Review and File CN00011919 General Information Prototype & Phase Information Documents Statements & Signatures	Statements & Signatu Applicant's Statement* As a condition of being grar New York City Administrativ their specific trade. I have reviewed the inform falsification of any statemen	JITES Inted a license/registration and/or qualified a license/registration and/or qualified at the code and Department rules, regulation and the too the Department is a misdem by or otherwise, either as a gratuity for p		
4.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.				



Step	Action	
EQUIF	PMENT USER'S STAT	EMENT
5.	Save Preview to File CN00023319 General Information Prototype & Phase Information	natures tab scroll-down to the Equipment User's Statement.
6.	The Name and Date field	er's Statement checkbox to electronically attest. d's auto-populate by the system. Ily clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand the same validity and effect as a signature affixed by hand. Date 09/19/2019
7.	At the top-left of the scr Save Review and File CN00011919 General Information Prototype & Phase Information Documents Statements & Signatures	



Step	Action
8.	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 Statement & Signatures section.
	You have completed the Statement & Signatures section. Continue to the next section.



Pay Fees

<u>Complete the following steps to submit a payment application to the NYC Department of Buildings.</u>

Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
1.	At the bottom-right of the screen, click Pay Now.
	► S250.00 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 \$ 250.00 ?
	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 \$250.00 ?
	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.
	Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pay
	Payment Amount: \$2,000.00 eCheck Credit Card
	C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype \$2,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee.
	Billing Information
	First Name *
	Last Name *
	Country * United States *
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.
	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	CANT 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 BUILD
	Application Highlights Job Number CD00001680 Registration Type New Crane Type Derrick Prototype Number CP00001840
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



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 Tile 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
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 (QA)
	You have completed the Initiate a Crane Notice Application Step-by-Step Guide.



Job Filing Statuses

Step	Action
Job Filing Status Incomplete	
Note	When a Job Filing receives and Incomplete, Approval, Temporary Approval, Approved, and
	Disapproved the applicant is informed of the return via email.
	The Process is the same for Prototype Amendment and Supplement
1.	Incomplete
	When the Job Filing receives an incomplete disposition, documents will have a status of
	rejected when uploaded documents are missing information or incorrect.
	Pre-filing Pending QA Assis Pending QA Admir Pending PE Assig PE Review in Pr Pending CPE/ACPE Approved
2.	Hoover over the History square then click on Trace History.
	Trace History Payment History
3.	The History displays with the comment for the incomplete item.
	Trace History *
	CN00064420
	09/19/2019 Comments A Incomplete Please upload the correct Acris Report



Step	Action
4.	Click Save then Resubmit.
	The applicant can resolve the issues and resubmit the application, which is returned to the
	same QA Admin who issued the incomplete disposition.
	Pre-filing Pending QA Assig Pending QA Admir Pending PE Assig
	💾 Save 📄 Resubmit
5.	Issue Objections
	 The Plan Examiner selects an objection from a dropdown list of objections.
	• The PE also specifies whether a meeting with the applicant to discuss the objections
	is allowed: if a meeting is allowed, the applicant can schedule a meeting through
	the system.if a meeting is not allowed, the applicant will not have the opportunity to schedule a
	meeting.
	• The application is returned to the applicant for resolution. When the applicant
	resolves the objections and resubmits their application, it's returned to the same PE
	who issued the objections.
	(Please refer to the Objections and Appointment Step by Step)
	Pre-filing Pending QA Assig Pending QA Admir Pending PE Assig PE Review in Pro Pending CPE/ACPE Approved
6.	Full Approval
	Full Approvals have no expiration date. A formal full approval letter is in the document
	section of the Job Filing.
	Pre-filing Pending QA Assig Pending QA Admir Pending PE Assig PE Review in Pro Pending CPE/ACPE Approved



Step	Action						
	Disapproved						
	The applicant is notifed request is denied.						
	Pre-filing Pending QA Assig Pending QA Admir Pending PE Assig PE Review in Pri Pending CPE/ACPE Disapproved						
	In the Job Filing hoover over the History square then click on Trace History. Trace History Image: Comparison of the status of Disapproved. The History displays with the status of Disapproved.						
	Trace History ×						
	O3/06/2020 Plan Examiner Disapproved						



Derrick Crane CN: Tag Crane Device

Complete the following steps to assign the CD to CN within the application:

Step	Action						
APPLI	PLICANT OF RECORD						
Note:	The initial CN Application must be approved before assigning a Crane Device to a Crane Notice.						
	Only the PE can file for a CN Number.						
	A single CD number can have one or many associated CN numbers but a CN number can only be associated with a single CD number.						
1.	From the Dashboard, select the Crane Notices tab.						
	+ Prototype + Crane Device + Crane Notice + Onsite Walver + Master Rigger Notification + AHV Permit						
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Grane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver Search Cranership						
	Job Number Notice Type Filing Type Filing Status Crane Notice Status Address Crane Type Actions Filter Filter Filter Filter Filter Filter Filter Filter						
2.	Locate the Crane Notice application.						
	Under the Actions column, select Assign Crane Device.						
	Prototype Crane Device Crane Notice Anter Rigger Notification						
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver Crane Notices Constructions Constructions AHV Work Permits Search Crane Notices Constructions Constructions <td< th=""></td<>						
	Job Number Notice Type Filing Type Filing Status Crane Notice Status Address Crane Type Actions Filter Filter Filter Filter Filter Filter Filter						
	CN00033220 Grane New Approved CN Application - Approved 280 Detrick Select Action C Select Action C Select Action C Select Action: Select Act						
	CN0003120 Crane Amendment Approved CN Application - Approved 280 Tower Crane Create AHV Print Certificate Reneval						
Note:	To filter the Crane Notices by Crane type select the respective tab (e.g., Derrick Crane).						
	Prototype Crane Device + Crane Notice + Master Rigger Notification + AHV Pemit Prototypes Crane Devices Crane Notices Poster AHV Pemit Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search						
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derick Dedicated Pile Driver Status Crane Notice Status Address Crane Type Actions Job Number Notice Type Filling Type v Filling Status Crane Notice Status V Address Crane Type v Actions						



Step	Action
3.	A Confirm pop-up window displays with the message (sample): Confirm you want to tag a Crane Device to CN00033220. Click Yes to proceed.
	Confirm Confirm you want to tag a Crane Device to CN00033220.
Note:	 The page refreshes and displays the additional items: 1. Notification to Search & assign Crane Device to Notice 2. Notify DOB drop-down list 3. Additional Tab: Tag Crane Device
	Pre-filing Pending QA Aksignment Pending QA Aksignment Pending PE Assignment PE Review in Process Approved Statements & Submit Pending QA Aksignment Pending QA Aksignment
	You have begun the process for Tag Crane Device . Continue to the Complete Assign Crane Device to Crane Notice section.



Complete Assign Crane Device to Tag Crane Device Tab

Complete the following steps to complete the Assign Crane Device to Crane Notice Tab for the

application:

Step	Action						
APPLICANT OF RECORD							
1.	Within the Tag Crane Device tab, select the applicable Search by (<i>e.g. Prototype Number</i>) radio button in Device Search.						
	🎽 Save 📄 Submit	Search & assign crane device to crane notice					
	CN00023319	Assign Crane Device to C	Trane Notice				
	General Information Prototype & Phase Information	Device Search Search by:*	Device Number	O Prototype Number			
	Tag Crane Device Documents	Device Number*	Q Search & Add				
Note:	To search by Device Number: Enter the Device Number in the Device Number field.						
	Assign Crane Device to (Crane Notice					
	Device Search Search by:*	Device Number	O Prototype Number				
	Device Number*	Q Search & Add					
To search by Prototype Number: Select the Prototype Number from the Prototype Number drop-down list. Tag Crane Device to Crane Notice							
	Prototype Number* Select Prototype:	• Q Search	& Add				



Click Search & Add to proceed.				
Search by:*	Prototype Number	🔿 Crane Type		
Prototype Number*		_		
CP00001605	Q Search & Add	d		
The Search Results pop-u	up window displays.			
If applicable, select the a	pplicable Prototype Number.			
Click +Add to proceed.				
Search Results for Derrick		Iter Search Results From Here Q		
Prototype Number CP00001843	Prototype Status Model (Mont Full Approval 08/2014	th/Year) Manufacturer otis		
Prototype Details	Crane Devices	Revoke History		
Model				
Test Training				
Equipment Information				
Equipment Information Maximum Rated Capacity 5 Metric Tons	Maximum Boom 5 Feet	Maximum Jib 5 Feet		
Maximum Rated Capacity 5 Metric Tons Maximum Freestanding Height	5 Feet Total	5 Feet Maximum Other Attachments		
Maximum Rated Capacity 5 Metric Tons Maximum Freestanding Height 5 Feet Counterweight Configuration(Min)	5 Feet Total 15 Feet Counterweight Configuration(Max)	5 Feet Maximum Other Attachments 5 Feet Carrier Type		
Maximum Rated Capacity 5 Metric Tons Maximum Freestanding Height 5 Feet Counterweight Configuration(Min) Not Applicable Transmission Type	5 Feet Total 15 Feet Counterweight Configuration(Max) Not Applicable Power	5 Feet Maximum Other Attachments 5 Feet Carrier Type Not Applicable Climbing Type		
Maximum Rated Capacity 5 Metric Tons Maximum Freestanding Height 5 Feet Counterweight Configuration(Min) Not Applicable Transmission Type Hydraulic/Pneumatic Width with Outtriggers Extended	5 Feet Total 15 Feet Counterweight Configuration(Max) Not Applicable Power Diesel Overall Carrier Length	5 Feet Maximum Other Attachments 5 Feet Carrier Type Not Applicable Climbing Type Not Applicable Overall Carrier Width		
Maximum Rated Capacity 5 Metric Tons Maximum Freestanding Height 5 Feet Counterweight Configuration(Min) Not Applicable Transmission Type Hydraulic/Pneumatic Width with Outriggers Extended Not Applicable Overall Carrier Tailswing	5 Feet Total 15 Feet Counterweight Configuration(Max) Not Applicable Power Diesel	5 Feet Maximum Other Attachments 5 Feet Carrier Type Not Applicable Climbing Type Not Applicable		
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 Overall Carrier Tailswing Not Applicable Boom Types	5 Feet Total 15 Feet Counterweight Configuration(Max) Not Applicable Power Diesel Overall Carrier Length	5 Feet Maximum Other Attachments 5 Feet Carrier Type Not Applicable Climbing Type Not Applicable Overall Carrier Width		
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 Overall Carrier Tailswing Not Applicable	5 Feet Total 15 Feet Counterweight Configuration(Max) Not Applicable Power Diesel Overall Carrier Length	5 Feet Maximum Other Attachments 5 Feet Carrier Type Not Applicable Climbing Type Not Applicable Overall Carrier Width		



Step	Action						
4.	A Notification pop-up window displays with the message:						
	Prototype has been added.						
	Click OK to proceed.						
	Notification ×						
	Prototype has been added.						
	OK						
Note:	The Device Number added, displays within the Device Information – Derrick Crane.						
	Click the details (Details) icon to view the Device Number information.						
	Click the trash can (Delete) icon to delete the Device Number.						
	Device Information - Mobile Crane						
	Device Number						
	CD00001329 Approved for Use Pre-filing Delete Details						
5.	At the top-left of the screen, click Save .						
	Pre-filing Pending QA Assignment Pending QA Admin Review						
	Rave Submit						
	CN00023319 Assign Crane Device to Crane Notice						
	CN00023319 Assign Crane Device to Crane Notice						
6.	A Notification pop-up window displays with the message:						
	Job filing has been saved.						
	Click OK to proceed.						
	Notification						
	Job filing has been saved.						
	ОК						



Step	Action						
7.	At the top-left of the screen, click Submit .						
	Pre-filing Pending QA Assignment Pending QA Admin Review Save Submit CN00023319 Assign Crane Device to Crane Notice						
8.	A Confirm pop-up window displays with the message:						
	Confirm you want to submit.						
	Click Yes to proceed.						
	Confirm Confirm you want to submit. Yes No						
9.	A Notification pop-up window displays with the message:						
	Job filing has been submitted.						
	Click OK to proceed.						
	Notification × Job filing has been submitted.						



Step	Action						
10.	The Job Filing is Tag. A Notification pop-up window displays with the message: Device Owner needs to provide updated Device Documents in the Documents section to proceed. The Industry User must go back to the main dashboard.						
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved Image: Submit Image: Submit <td< th=""></td<>						
	CN00033220 Tag Crane Device to Crane Notice Completed General Information Device Search Search by:* © Device Number Prototype Number Tag Crane Device Device Number* © Prototype Number Device Number* Device Number* Documents Statements & Signatures Device Information - Derrick Device Information - Derrick						
11.	To go back to the Main Dashboard from a Job Filing, Click Dashboard.						



Step	Action				
12.	On the main dashboard : 1. Click the Crane Device tab. 2. A dropdown displays. Click the box Mast Climber, Derrick to update Device Documents. Image: transport of the transport of the transport of the transport of transport				
13.					



Step	Action						
14.	The Crane Device Number Job Filing opens with the General Information Tab open. Click Save.						
15.	A Notification displays: Are you sure you want to continue with provide Inspection dates and Documents on following crane device number. Please verify before saving: • CD00001681 Click Save. Notification Are you sure you want to continue with provide Inspection dates and Documents on following crane device number. Please verify before saving: • CD00001681 Save Cancel						
16.	A Notification displays: The Job filing has been saved. Click OK. Notification × Job filing has been saved.						



Step	Action
17.	The CD Number which was CD00001681 is now CD00001682 The Status bar, The Review and File and additional Sections are displayed: Equpment Information Documents Statements & Signatures
18.	Click the Documents tab to upload the MAG Report. CD00001682 General Information Equipment Information Documents Statements & Signatures
19.	Upload Document window displays. Click the Document Type Click Choose File to upload Document Upload Document Document Name* Mag Report Document Type* Mag Report Upload Cancel



Step	Action						
20.	 To update the Inspection dates on the for the Components: Click the Equipment Information section Click the each edit pencil to open and update the Inspection date. 						
	General Information Equipment Information Documents Statements & Signatures	Components Add Component Component Type Component Type Base/Turntable Information Boom Information Other Component Information Sill Information Sill Information Stiff Leg Information	Serial/Identificat.x. 456 45633 34557 4444 45678	Manufactured Date × 09/2019 05/2019 11/2018 12/2019 09/2019	Last Inspection Date ×	Status ~ Accepted Accepted Accepted Accepted Accepted Accepted	Action
21.	Click the Calenda	n Tue Wed Thu Fri Sat Sun 31 01 02 03 04 05 5 07 08 09 10 11 12 14 15 16 17 18 19	ion Date f	ield.			
22.	When the Last In Fixed Component Component Information* Base/Turntable Information Status* Accepted Serial/Identification Number* 456 Manufactured Date* 09/2019 Last Inspection Date* 01/09/2020	spection Date is chosen	sen, Click	Save.			



Step	Action
23.	A Notication displays: Component has been updated. Click OK
	Notification ×
	Component has been updated.
Note	Repeat Steps 20-23 for each Component.
	When all Components have been updated Click Save.
	H Save
	A Notification displays: Job filing has been saved. Click OK.
	Notification ×
	Job filing has been saved.
24.	Statements & Signatures must be signed.
	Statements & Signatures
	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings. Latest that I comply with all New York City Administrative Code and Department nules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that faisilication of any statement made to the Department is a misdemeanor and that it also unlawful to give to a city employee, or for a city employee.
	accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.
	Indexistant of a divergence that by personany caccurg of the book at eer rain electronically signing this approximation and expressing iny agreement with all of its terms. I understant that this electronic signature shall have the same validity and effect as a signature afford by hand. Name Date
25.	Click Review and File.
	Review and File



Step	Action
26.	The Application Preview displays. Click Next to read and progress through the Application Preview to the final page.
	Application Preview
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.
27.	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 Tile C Return to Filing View
28.	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



Step	Action
29.	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).
You	have completed the Complete Assign Crane Device to Crane Notice Step-by-Step Guide.



Derrick Crane CN: Assign A/D Director

Complete the following steps to assign the A/D Director within the application:

Step	Action
EQUIF	PMENT USER
Note:	This section displays if assembly/disassembly is required after the Initial Phase. The A/D Director does not have to be licensed.
Note:	The Job Filing displays a message: Applicant can now identify the A/D Director.
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the Actions column, select Assign A/D Director.



Step	Action	
Note:	To filter the Crane Notices by Crane Type select the respective tak	e (e.g., Derrick Crane).
	+ Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification	on + AHV Permit
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waive	rs Master Rigger Notifications
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrie	Dedicated Pile Driver
3.	A Confirm pop-up window displays with the message (sample):	
	Confirm you want to assign the Assembly/Disassembly Director or	n CN00031820.
	Click Yes to proceed.	
	Confirm	
	Confirm you want to assign the Assembly/Disassembly	
	Director on CN00031820.	
	Yes No	
Note:	The page refreshes and displays the additional items:	
	1. Notification to Assign a A/D Director	
	2. Additional Tab: A/D Director	
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Pro	cess Approved
	Save Submit	■ Notify DOB ▼ Dashboard
	CN00031820 Assign A/D Director	In Progress Application Highlights
	General Information A/D Director Information Prototype & Phase Email* Last Name First Name	ime View Filing
	Enter email/username Tag Crane Device License Type* License Number Rigger	Type*
	Documents Business Name* Business Address City	t Rigger Type:
	Statements & Signatures State Zip Code Busines	is Telephone
	Mobile Telephone	Print Certificate
	You have begun the process for Assign an A/D Direc	tor
	Continue to the Complete A/D Director tab sectio	



Complete A/D Director Tab

<u>Complete the following steps to complete the A/D Director tab for the application:</u>

Step	Action
EQUI	PMENT USER
1. Note:	Within the A/D Director tab, enter the A/D Director Information: Type the Email and then select the Email Address from the blue-drop down Select the License Type (e.g., Individual) from the License Type drop-down list Select the Rigger Type (e.g., Master Rigger) from the Rigger Type drop-down list Select the Business Name from the Business Name drop-down list Select the Business Name from the Business Name drop-down list Select the Business Name from the Business Name drop-down list Select the Business Name from the Business Name drop-down list Select the Business Name from the Business Name drop-down list Select the Business Name from the Business Name drop-down list Select the Business Name from the Business Name drop-down list The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited. Note: Select Information Name (State Select S
2.	Statements & Signatures
	Save Submit



Step	Action
3.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification × Job filing has been saved.
A/D D	IRECTOR
4.	Locate the Crane Notice application. Under the Actions column, select Assign A/D Director.
5.	A Confirm pop-up window displays with the message (sample): Confirm you want to assign the Assembly/Disassembly Director on CN00031820. Click Yes to proceed. Confirm Confirm you want to assign the Assembly/Disassembly Director on CN00031820. Yes No



Step	Action		
6.	The page refreshes and displays the Crane Notice application. Select the A/D Director tab.		
	CN00022219	Assign A/D Director	
	General Information Prototype & Phase Information Assign CD to CN A/D Director Documents	A/D Director Information Email* AJOETEST2@GMAIL.COM License Type* Preparer	Last Name JOE2 License Number 023107
Note:	A/D Director's Statement* As a condition of being granted a Administrative Code and Departmen I have reviewed the information pr statement made to the Departmen otherwise, either as a gratuity for p license/registration and/or qualitica	ovided in this application and, to the best of my knowledge ar t is a misdemeanor and that it is also unlawful to give to a city roperly performing the job or in exchange for special considerati tion. rsonally clicking on the box at left I am electronically signing t ature shall have the same validity and effect as a signature affixed	ged in highlights in blue. Department of Buildings, I attest that I comply with all New York City trants/qualification holders conduct their specific trade. In belief, attest to its accuracy. I understand that falsification of any employee, or for a city employee to accept any benefit, monetary of on. Such actions are punishable by imprisonment, fine and/or loss of his application and expressing my agreement with all of its terms. I by hand.
7.	The Name and Date fie A/D Director's Statement* As a condition of being granted a 1 Administrative Code and Department I have reviewed the information pr statement made to the Department otherwise, either as a gratuity for p ticense/registration and/or qualificat	ovided in this application and, to the best of my knowledge an is a misdemeanor and that it is also unlawful to give to a city e operly performing the job or in exchange for special consideration ion. rsonally clicking on the box at left I am electronically signing th ture shall have the same validity and effect as a signature affixed to D	



Step	Action
8.	Below the Name and Date fields, click Submit. AD Director'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 and Department rules, regulations, and directives governing how licensees/registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for property performing the job or in exchange for special consideration. Such actions are punchable by imprisonment, fine and/or loss of 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. Name Name Licetronically Signed) Licetronically Signed Licetronically Signe
9.	A Notification pop-up window displays with the message: Confirm you want to submit the A/D Director's Statement. Click Yes to continue.
	Confirm Confirm you want to submit the A/D Director's Statement.
10.	A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to continue. Notification × Job filing has been submitted.



Step	Action
EQUIF	PMENT USER
Note:	The statement applicable to the stakeholder that's logged in highlights in blue.
	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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuly for properly performing the job or in exchange for special consideration. Such actions are punsibable by imprisonment, fine and/or loss of license/registration and/or qualification. 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
11.	Click the Equipment User's Statement checkbox to electronically attest.
	The Name and Date field's auto-populate by the system.
	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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or a stration of the second
	qualification. 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 ADAM JOE2 10/08/2019 (Electronically Signed) 10/08/2019
12.	At the top-left of the screen, click Save .
	Pre-filing Pending QA Assignment Pending
	Save Submit
13.	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
14.	At the top-left of the screen, click Submit .
	Pre-filing Pending QA Assignment Pending
15.	A Confirm pop-up window displays with the message:
	Confirm you want to submit.
	Click Yes to proceed.
	Confirm Confirm you want to submit. Yes No
16.	A Notification pop-up window displays with the message:
	Job filing has been submitted.
	Click OK to proceed.
	Notification
	Job filing has been submitted.
	You have completed the Assign A/D Director Step-by-Step Guide.
	Continue to the next section.



Derrick Crane CN: Assign Lift Director

Complete the following steps to assign the Lift Director within the application:

Step	Action
EQUIF	PMENT USER
Note:	Only one Device Installer and one Lift Director can be assigned to a CN at a time.
1.	From the Dashboard, select the Crane Notices tab.
	+ Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification + AHV Permit
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
2.	Locate the Crane Notice application. Under the Actions column, select Assign Lift Director. Image: Construction of the Actions column, select Assign Lift Director. Image: Construction of the Actions column, select Assign Lift Director. Image: Construction of the Actions column, select Assign Lift Director. Image: Construction of the Actions of the Actions of the Action of the Actions of the Action of the Actions of the Act
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notification All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
	Job Number Notice Type Filing Type Filing Status Crane Notice Status Filter Filter Filter Filter



Step	Action				
3.	A Confirm pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00033420. Click Yes to proceed.				
	Confirm Confirm you want to assign the Lift Director on CN00033420.				
Note:	 The page refreshes and displays the additional items: Notification to Assign a Lift Director Additional Tab: Lift Director DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings 				
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved Image: Submit Image: Submit <td< th=""></td<>				
	You have begun the process for Assign a Lift Director . Continue to the Assign Lift Director tab section.				



Complete Assign Lift Director Tab

<u>Complete the following steps to complete the Assign Lift Director tab for the application:</u>

Step	Action				
EQUIF	EQUIPMENT USER				
1.	Within the Assign Lift Director tab, enter the Lift Director Information: Type the Email and then select the Email Address from the blue-drop down				
	CN00033420 Assign Lift Director In Progress General Information Lift Director Information Enail* Last Name First Name Prototype & Phase Information Enail* Last Name First Name Tag Crane Device DOBELVTRIDIRECTOR@GMAIL.COM License Number Business Name* Documents Business Address City State Statements & Signatures Zip Code Business Telephone Mobile Telephone				
Note:	The Lift Director Information fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited. General Information It Director Information Enter email/wername Business Address City Enter email/wername Business Address City Business Telephone Business Name Business Address Business Name Business Address Business Name Business Address Business Region Business Telephone				
2.	At the top-left of the screen, click Save.				
	CN00033420 Assign Lift Director				



Step	Action
3.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification × Job filing has been saved.
LIFT D	IRECTOR
4.	Locate the Crane Notice application. Under the Actions column, select Assign Lift Director.
5.	A Confirm pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00033420. Confirm Confirm you want to assign the Lift Director on CN00033420.



Step	Action			
6.	The page refreshes and displays the Crane Notice application. Select the Lift Director tab.			
	CN00023319 Assign Lift Director General Information Lift Director Information Prototype & Phase Information Email* Assign CD to CN Last Name Lift Director ADAM Business Name Business Address A J LLC AJ LLC State Zip Code			
Note:	The statement applicable to the stakeholder that's logged in highlights in blue.			
7.	Click the Lift Director's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.			
	Lift Director's Statement* As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, 1 attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific transf. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee to accept, any benefit monetary or statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee to accept, any benefit monetary or statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee to accept, any benefit monetary or statement and are to the performing the job or in exchange for special consideration. I understand and agree that by personally clicking on the box at left 1 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 BUILD 141 (Electronically Signed) Submit			



Step	Action
8.	Below the Name and Date fields, click Submit. If Director's Statement* As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings. J attest that I comply with all their specific trade. In have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that faislification of any statement 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 a punishable by imprisonment, fine and/or loss of license/registration and/or qualification. Image: Internet the information provided in the sapplication and/or qualification. Image: Internet the mode are that by personally clicking on the box at left 1 am electronically signature affixed by hand. Image: Internet the information provide in the same validity and effect as a signature affixed by hand. Image: Internet the information provide in the best of my knowledge and belief, attest to its accuracy. I understand that this electronic signature shall have the same validity and effect as a signature of special consideration. Such actions are unushable by imprisonment, fine and/or loss of license/registration and/or qualification. Image: Internet the electronic signature shall have the same validity and effect as a signature affixed by hand. Image: I
9.	A Notification pop-up window displays with the message: Confirm you want to submit the Lift Director's Statement. Click Yes to continue. Confirm Confirm you want to submit the Lift Director's Statement.
10.	A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to continue. Notification X Job filing has been submitted.



Step	Action			
EQUIF	EQUIPMENT USER			
Note:	Equipment User's Statement* Image: Statement in the state of the state			
11.	Click the Equipment User's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system. Equipment User'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 and Department rules, regulations, and directives governing how licensees/registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a different science and or exclose of the special consideration. Such actives any benefit, monetary or otherwise, either as a guilding in 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 ADAM JOEZ (Electronically Signed)			
12.	At the top-left of the screen, click Save. Pre-filing Pending QA Assignment Pending QA Admin Review Save Submit Submit CN00033420 Assign Lift Director			



Step	Action
13.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification X Job filing has been saved.
14.	At the top-left of the screen, click Submit.
15.	A Confirm pop-up window displays with the message: Confirm you want to submit. Confirm Confirm you want to submit. Yes No
16.	A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to proceed. Notification × Job filing has been submitted.



Step	Action			
17.	The Applicant is required to add an HMO or a Nationally Certified Operator.			
	Notes Solaries Applicant can new add an 1980 or a failowady Conflict Operator. E Motify DOB CN00033420 Assign Lift Director Completed General Information Lift Director Information Completed Prototype & Phase Information Lait Name First Name DoELL/TRIDIECTOR/GOMAL.COM DRECTOR Lift V Lift Director Information DRECTOR ElV Tag Cane Device DRECTOR DIRECTOR Lift Director DRECTOR DIRECTOR Definition DRECTOR ElV Documents Data Safes City Sate Statements & Signature Zip Code Business Telephone Molie Telephone			
18.	When Submit is click a Notification is displayed: Add at least one HMO to the filing to proceed. Click OK Notification × • Add at least one HMO to the filing to proceed.			
You have completed the Assign Lift Director Tab Step-by-Step Guide. Continue to the next section.				



Derrick Crane CN: Assign Hoist Machine Operator (HMO)

<u>Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:</u>

Step	Action				
EQUI	EQUIPMENT USER				
Note:	 The Equipment User assigns the HMO and attest the form. The HMO must then login to the system to accept their assignment and provide their attestation. Changing the HMO(s) is not viewed as a PAA and does not have an accompanying fee. If an HMO is no longer associated with a CN, the Equipment User can remove them from the CN as well, with no fee. The system does not restrict the number of CN's to which an HMO is assigned, they can be assigned to multiple CNs at one time. Once the first HMO is assigned to the CN, the system allows the list of assigned HMO's to be edited at any time, until the device is removed from the CN. 				
1.	From the Dashboard, select the Crane Notices tab.				
2.	Locate the Crane Notice application. Under the Actions column, select Assign HMO(s). Image: Dob NOW Wedge: Addition of the NYC Department of Buildings Image: Dob Now Submit Filings, Payments, and Requests to the NYC Department of Buildings Image: Dob Now Submit Filings, Payments, and Requests to the NYC Department of Buildings Image: Dob Now Cance Notice Image: Dob Now Cance Notice Status Image: Dob Now Cance Notice Status Image: Dob Now Pre-filing Chooss3220 Cance Notice New Notice New Notice New Notice New <t< th=""></t<>				



Action			
To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).			
A Confirm pop-up window displays with the message (sample):			
Confirm you want to assign the HMO(s) on CN00031820.			
Click Yes to proceed.			
Confirm			
Confirm you want to assign the HMO/Operator(s) on CN00033420.			
The page refreshes and displays the additional items:			
1. Notification to Assign HMO(s)			
2. Additional Tab: HMO(s)			
Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved			
Save Submit Applicant can now add an HMO or a Nationally Certified Operator.			
CN00033420 HMO/Operator(s) Details In Progress			
General Information + Add HMO/Operator			
Prototype & Phase Information First Name Last Name Email Business Name			
Lift Director (2)			
HMO/Operator(s) Documents			
Statements & Signatures			
You have begun the process for Assign HMO(s) .			
Continue to the Complete HMO(s) Tab section.			



Complete HMO(s) Tab

<u>Complete the following steps to complete the HMO(s) tab for the application:</u>

Step	Action				
EQUI	PMENT USER				
1.	Within the HMO(s) tab, click + Add HMO.				
	Pre-filing	Pending QA Assignment	Pending QA Admin Review	Pending PE Assignment	PE
	CN00023319 General Information	HMO(s) Details			
	Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents	First Name	Last Name	Email	Busine
2.	The HMO Contact Det Type the Email and the Select the License Typ Select the Business Na HMO Contact Details	en select the Email A e (e.g., Hoist Machir	Address from the blue ne Operator) from the	e drop-down list.	
	Email* <i>Enter email/username</i>	Last Name		First Name	
	License Type* Select:	License Numbe	۲* ۲	Business Name* Select:	¥
	Business Address Zip Code	City Business Telep	none	State Mobile Telephone	



Step	Action			
Note:	The HMO Contact Details fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited.			
	HMO Contact Details			
	Email* Last Name First Name Enter email/username License Type* Business Name* Select: • Select: • Business Address City State			
	Distriess Address City State Zip Code Business Telephone Mobile Telephone			
Note:	The statement applicable to the Stakeholder that's logged in highlights in blue.			
	Equipment User'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 and Department rules, regulations, and directives governing how licenses/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdement and 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 a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. 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			
3.	Click the Equipment User's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.			
	Equipment User'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.			
	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			
	ADAM JOE2 (Electronically Signed)			



Step	Action				
4.	Below the Name and Date fields, click Save.				
	 I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing I agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed hand. Name Date JOE ADAM 	ny by			
	(Electronically Signed)				
	Save Cancel				
5.	A Notification pop-up window displays with the message (sample):				
	BUILD172@BUILDINGS.NYC.GOV has been added as HMO on this filing.				
	Click OK to proceed.				
	Notification ×				
	BUILD172@BUILDINGS.NYC.GOV has been added as HMO on this filing.				
	ОК				
Note:	The HMO added displays within the HMO(s) Details table.				
	Click the edit (${\ensuremath{\boxtimes}}$) icon to update the information.				
	Click the trash can ($^{ar{ extsf{u}}}$) icon to delete the HMO.				
	To add an additional HMO, repeat Steps 1 to 5 and continue.				
	HMO(s) Details	is			
	✦ Add HMO				
	First Name Last Name Email Business Name Identified Action				
	BUILD 172 BUILD172@BUILDINGS.NYC.GOV BUILD172 LLC No				



Step	Action
HOIST	MACHINE OPERATOR (HMO)
6.	Locate the Crane Notice application. Under the Actions column, select Assign HMO(s).
	Job Number v Netice Type v Filling Type v Filling Status Crane Notice Status Address Crane Type v Actions Filter Filter
7.	A Confirm pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click Yes to proceed. Confirm Confirm you want to assign the HMO(s) on CN00031820.
8.	The page refreshes and displays the Crane Notice application. Select the HMO(s) tab.



Step	Action						
9.	Select the edit ($^{\square}$) icon applicable to the HMO Details from the list.						
	HMO(s) Details						In Progress
	Add HMO First Name Last Name TESTING123 DOB D	Email NOBTESTING123@GMAILCOM	Business Name T123 LLC	Identified No	Edit	Delete	
10.	The HMO Contact Details p	op-up window di	splays.				
	The statement applicable to	the stakeholder	that's logged	l in highlight	ts in blu	Je.	
	Click the Equipment User's						
				TOTIL ally all	est.		
	The Name and Date field's a	auto-populate by	the system.				
	HMO Contact Details						
	Email*	Last Name		First Nam	e		
	BUILD172@BUILDINGS.NYC.GOV	172		BUILD			
	License Type*	License Number*		Business I	Name*		
	Hoist Machine Operator	• 007667		FUSTO	N CRANE SI	ERVICE	•
	Business Address	City		State			
	31-31 123RD STREET	FLUSHING		NY			
	Zip Code	Business Telephon	9	Mobile Te	lephone		
	11354	(718) 886-2222					
	HMO's Statement*						
	As a condition of being granted a l comply with all New York City <i>i</i> registrants/qualification holders con I have reviewed the information pro that falsification of any statement m city employee to accept, any benefi consideration. Such actions are puni	vided in this application and ade to the Department is a t, monetary or otherwise, e shable by imprisonment, fir	d, to the best of my kr misdemeanor and tha ther as a gratuity for ne and/or loss of licens	nowledge and belief at it is also unlawful properly performin se/registration and/	f, attest to i l to give to g the job o 'or qualifica	ts accuracy. I a city emplo r in exchang ition.	l understand yee, or for a e for special
	I understand and agree that by p agreement with all of its terms. I ur hand.	derstand that this electron			and effect	as a signatu	re affixed by
	Name		Dai				
	BUILD 172 (Electronically Signed)		0	1/10/2020			
	(costroncatty orgined)						



Step	Action
11.	Below the Name and Date fields, click Save. 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 JOE ADAM 01/10/2020 (Electronically Signed) Image: Cancel
12.	A Notification pop-up window displays with the message:
	Confirm you want to submit the HMO's Statement.
	Click OK to proceed.
	Confirm
	Confirm you want to submit the HMO's Statement.
13.	A Notification pop-up window displays with the message:
	Job filing has been submitted.
	Click OK to proceed.
	Notification × Job filing has been submitted. OK
	You have completed the HMO(s) Tab Step-by-Step Guide.
	Continue to the next section.



Derrick Crane CN: Notify DOB – Arrival of Device

Complete the following steps to notify DOB on the arrival of Crane Notice:

Action			
MENT USER			
From the Dashboard, select the Crane Notices tab.			
+ Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification + AHV Permit			
Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications			
All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver			
Locate the Crane Notice application.			
Under the Actions column, select Notify DOB.			
Job Number Notice Type Filing Type Filing Status Crane Notice Status Address Crane Type Actions Riter Riter Riter Riter Riter Riter Riter Riter			
CN00033720 Crane Notice New Approved CN Application Approved - HMO/Operator Assigned 280 BROADWAY Derrick Select Action: V C CN00033620- Crane Notice Amendment Approved Approved for Use - Inspection Results Captured 280 BROADWAY Derrick Amendment Create ArV C			
CN00033620- Crane Notice Amendment Approved Approved for Use - Inspection Results Captured 280 BROADWAY Derrick Renewal			
To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).			
Prototype: + Crane Device: + Crane Notice + Onsite Waiter: + Master Rigger Notification + AHV Permit			
Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search			
All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derick Dedicated Pile Driver Job Number Notice Type V Filling Status V Crane Notice Status V Address V Crane Type V			
Joo number v v number v v number v nu			
A Confirm pop-up window displays with the message (sample):			
Confirm you want to submit a notification on CN00031820.			
Click Yes to proceed.			
Confirm			
Confirm you want to submit a notification on CN00031820.			
Yes No			



Step	Action	
4.	A New Notification pop-up window displays with the Crane Notice Number	New Notification
	Complete the Notification:	Crane Notice Number CN00023319 Notification Type*
		Arrival of Device
	Select the Notification Type (e.g., Arrival of Device)	Selected Date/Time Notification Date/Time :* Coctober 2019
	Select the Notification Date/Time	Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06
	The selected Date/Time displays above the calendar.	07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10
5.	Below the calendar, click Notify .	
	HH AM AM	
6.	A Confirm pop-up window displays with the messa	age:
	Confirm you want to submit a notification.	
	Click Yes to proceed.	
	Confirm Confirm you want to submit a notification. Yes No	



Step	Action
7.	A Notification pop-up window displays with the message: Notification has been submitted.
	Click OK to proceed.
	Notification ×
	Notification has been submitted.
	You have completed the Notify DOB – Arrival of Device Step-by-Step Guide.



Derrick Crane CN: Notify DOB – Assembly of Device

Complete the following steps to notify DOB on the arrival of Crane Notice:

Step	Action
EQUIF	PMENT USER
1.	From the Dashboard, select the Crane Notices tab.
	+ Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification + AHV Permit
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
2.	Locate the Crane Notice application.
	Under the Actions column, select Notify DOB.
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
	Job Number Notice Type Filing Type Filing Status Crane Notice Status Address Crane Type Actions Filter Riter Riter Riter Riter Riter Riter Riter
	CN00033420 Crane Notice New Approved Approved for Use - Inspection Results Captured 280 RECADUMAY Derrick Select Action V V CN00032120- A000001 Crane Notice Amendment Pre-filing CN Application - Approved 280 RECADUMAY Mobile Crane Mobile Crane Amendment Select Action: Additional Inspection Results Amendment
	CN00032420 Crane New Approved Expired 280 Mobile Crane Notice Crane Approved CN Approved 280 Mobile Crane Renewal
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).
	Prototype Cane Device Cane Notice Cane Notice Cane Notice And Cane Notice And Cane Notice Cane Notice And Cane Notice Can
	Prototypes Crane Devices Crane Notice Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
	Job Number Notice Type Filling Type Filling Status Crane Notice Status Address Crane Type Actions Fiber Fiber Fiber Fiber Fiber Fiber Fiber Fiber
3.	A Confirm pop-up window displays with the message (sample):
	Confirm you want to submit a notification on CN00031820.
	Click Yes to proceed.
	Confirm
	Confirm you want to submit a notification on CN00033420.
	Yes No



Step	Action		
4.	A New Notification pop-up window displays with the Crane Notice Number	New Notification	
	Complete the Notification:	Crane Notice Number Notification Type*	CN00023319
			Assembly of Device
	Select the Notification Type (e.g., Assembly of Device)	Selected Date/Time Notification Date/Time :*	 ♦ October 2019
	Select the Notification Date/Time		Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06
	The selected Date/Time displays above the calendar.		07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 /// HH . /// MM AM ✓ ✓ ✓ ✓
5.	Below the calendar, click Notify .		
	HH AM AM		
6.	A Confirm pop-up window displays with the mess	age:	
	Confirm you want to submit a notification.		
	Click Yes to proceed.		
	Confirm Confirm you want to submit a notification. Yes No		

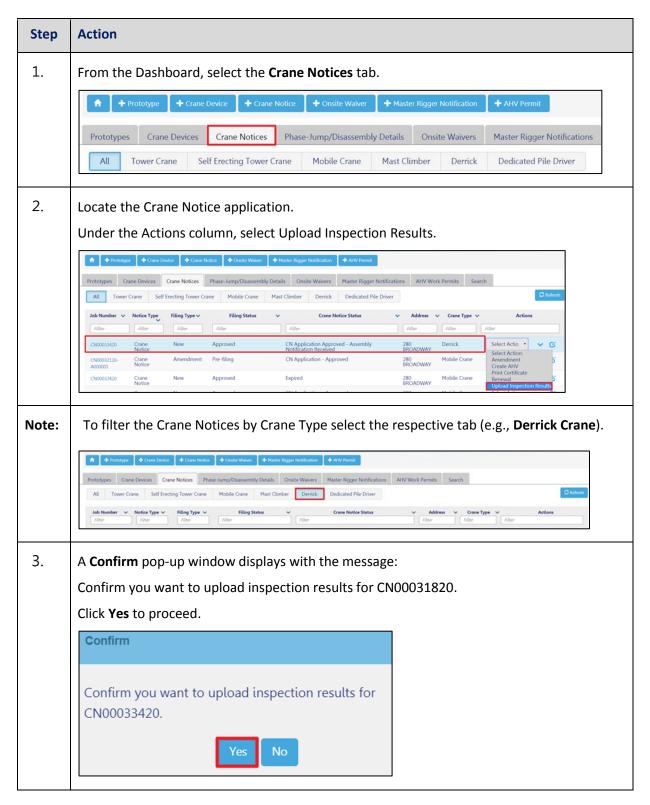


Step	Action
7.	A Notification pop-up window displays with the message: Notification has been submitted. Click OK to proceed.
	Notification ×
	Notification has been submitted.
	You have completed the Notify DOB – Assembly of Device Step-by-Step Guide.
	Continue to the next section.



Derrick Crane CN: Provide Inspection Results

Complete the following steps to upload the Inspections Results:





Step	Action				
Note:	The page refreshes and dis	plays the Inspection Docu	ments/Results	pop-up window	<i>I</i> .
	1. Filing Information				
	2. Upload Inspection R	esults			
	Inspection Documents/Results				
	Filing Information			(•
	Request Number CN00033420-2187	Crane Notice Number CN00033420	Location 280 BROADWAY, MA	NHATTAN	
	CD8-TR				
	Is CD8-TR is applicable for current phas	e?* OYes No			
	Upload Inspection Results				
	Document Name	Document Type	Document	Action	
		Select :	Select file	1 Upload	
	Document Name	Document Type	Document Status	Actions	
					-
		Submit Cancel			
	You have begur	n the process to Upload In	spection Result	S.	
	-	Continue to the next section	-		



Upload Inspection Results

Complete the following steps to upload the inspection results in the Documents tab to support the

application:

Step	Action				
Note:	1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted: CD8 CD8-TR (if applicable) CD 8 A/D (if applicable)				
1.	Select the applicable radio button for Is CD8-TR is applicable for current phase?				
	Filing Information Request Number Crane Notice Number Location CN00033420-2187 CN00033420 280 BROADWAY, MANHATTAN CD8-TR Is CD8-TR is applicable for current phase?* Yes Interview Notes				
2.	In the Upload Inspection Results section: Type the Document Name. Select the Document Type (e.g., CD8) from the Document Type drop-down list.				
	Document Name Document Type Document Action Select : Select file Lupload				
3.	Click Upload icon (¹) to upload the Document Type selected.				
	Document Name Document Type Document Action				
	Select :				



Step	Action	
4.	The Document pop-up window displays.	
	Select the Document and click Open .	
	💿 Open 🖾 😧 Open 🛛 🕲 🐨 13 Administration 🕨 Training Team Tools 🕨 Forms PDF Documents to upload in filings 🔹 🗣 🚱 Search Forms PDF Documents 🕫	
	Organize ▼ New folder	
	Desktop Name Date modified Type Size Downloads Type Size Size Recent Places Flood Zone Restrictive Declaration 8/30/2017 1:31 PM Adobe Acrobat D 155 KB	
	Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage Image: Manage I	
	Cipitaries C 0P49 Supporting Document 11/8/2018 2:00 PM Adobe Acrobat D 79 KB Documents C Physical Exam 10/29/2018 11:11 Adobe Acrobat D 475 KB Music D Plan or Sketch 8/30/2017 10:56 AM Adobe Acrobat D 339 KB	
	Pictures PlansSketch 9/15/2017 12:25 PM Adobe Acrobat D 339 KB Videos Videos 10/3/2017 4:34 PM Adobe Acrobat D 190 KB	
	Computer 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 This SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB	
	TR1 Design Applicant 8/30/2017 1:40 PM Adobe Acrobat D 636 KB TR1 Progress Inspector 8/30/2017 2:13 PM Adobe Acrobat D 789 KB	
	TR1 Special Inspector 8/30/2017 12:12 PM Adobe Acrobat D 589 KB Visual 10/29/2018 11:16 Adobe Acrobat D 74 KB	
	File name: CD8 Custom Files Copen Cancel	
5.	The Document displays next to the upload icon (🏜).	
	Click Upload .	
	Upload Inspection Results	
	Document Name Document Type Document Action	
	Select : • Select file 1 Upload	
6.	A Notification pop-up window displays with the message:	
	Document has been uploaded.	
	Click OK to continue.	
	Notification	
	Document has been uploaded.	
	ОК	



Action			
The Document upload	ed displays within the Docume	ent table.	
Click the edit (🕝) icor	n to update the Document info	ormation.	
Click the trash can ($^{\widehat{ extsf{m}}}$) icon to delete the Document	t.	
Helesel Incorrection Decides			
	Document Type	Document	Action
	Select :	Select file	
De sument Neme	De sument Ture	De sument Status	Actions
CD8	CD8 Inspection	Pending	
At the top-left of the s	creen, click Submit .		
Document Name	Document Type	Document Status	Actions
CD8	CD8 Inspection	Pending	c î
	Submit	el	
A Notification pop-up	window displays with the me	ssage.	
Click OK to continue.			
Notification		×	
Job filing has been s	ubmitted.		
	ОК		
You have comple	eted the Upload Inspection Re	esults Step-by-Step Gu	ide.
--··	Continue to the next sec		
	The Document uploads Click the edit () icor Click the trash can () Upload Inspection Results Document Name CD8 At the top-left of the s Document Name CD8 At the top-left of the s CD8 At the top-left of the s CD8 Click OK to continue. Notification Job filing has been sub Click OK to continue.	The Document uploaded displays within the Document Click the edit () icon to update the Document info Click the trash can () icon to delete the Document Upload Inspection Results Document Name Document Type CD8 Inspection At the top-left of the screen, click Submit. Document Name Document Type CD8 Inspection Submit Cance A Notification pop-up window displays with the mer Job filing has been submitted. Click OK to continue. Notification Job filing has been submitted. Notification Job filing has been submitted. Notification Job filing has been submitted. Notification Job filing has been submitted.	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. Upload Inspection Results Document Name Document Type Document Status Document Name Document Type Document Status CD8 CD8 Inspection Pending CD8 CD8 Inspection At the top-left of the screen, click Submit. CD8 CD8 Inspection A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to continue. Notification Job filing has been submitted. Click OK to continue. Notification Submit Cancel You have completed the Upload Inspection Results Step-by-Step Gu



Derrick Crane CN: Provide Crane Phase Details

Complete the following steps to provide the Crane Phase Details:

Step	Action
Note:	This section is only applicable if there is more than 1 Phase specified.
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the Actions column, select Provide Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).



Step	Action			
3.	Please confirm if CN00022219. Click Yes to proc	u would like to proceed with prov	d with providing Phase/J	ump details on
Note:	The page refresh	Phase & Jump Details Filing Information Filing Type* Phase/Jump Request Location Information House Number* 280 Block* 153	& Jump Details Page.	Crane Type* Mobile Crane • Borough* MANHATTAN • BIN* 1079215
	You h	nave begun the process to Continue to the Phase 8		etails.



Complete Phase & Jump Details

<u>Complete the following steps to provide the Phase & Jump Details to support the application:</u>

Step	Action
Note:	The Filing Information and Location Information sections are greyed-out and cannot be edited.
1.	Complete the following Phase and Jump Information: Enter the Phase Number Enter the Initial Height Enter the Proposed Height Select the applicable radio-button for After Hours Variance Required? Select the applicable radio-button for Is assembly/disassembly required after the Initial Phase? Phase and Jump Information Phase Number After Hours Variance Required?* Is assembly/disassembly required after the Initial Phase?* Ves No Ves No
2.	If Yes is selcted for "Is assembly/disassembly required after the Initial Phase?" the field "Is Final Dissassembly?" displays. After Hours Variance Required?* Yes No Is assembly/disassembly required after the Initial Phase?* Yes No Applicant Disassembly?* Applicant Email ADETEST@GMAIL.COM Applicant License PE - 078712 Details
Note:	To provide the Notification for Final Dissembly, select Yes. Phase and Jump Information Phase Number* 3 Initial Height* 600 Feet After Hours Variance Required?* Yes Is assembly/disassembly required after the Initial Phase?* Yes Is Final Disassembly, Inspection Results is not required to be captured.



Step	Action		
3.	The Applicant of Reco	d displays at the bottom of t	he Phase & Jump Details page.
	If applicable, click Deta	ils to view the Applicant of R	ecord information.
	Applicant Of Record		
	Applicant Name JOE ADAM	Applicant Email AJOETEST@GMAIL.COM	Applicant License PE - 078712 Details
	Business Name JA& LLC	Business Address 123 test	City JERSEY CITY
	State NJ	Zip 07302	Business Telephone (545) 556-8622
	Mobile Telephone Not Available		
4.	At the top-left of the so	creen, click Save .	
	H Save		
	H Save		
	Phase Details	Phase Details	
	Statements & Signatures	Filing Information	
		Filing Type* Phase Request	•
5.	A Notification pop-up	window displays with the me	ssage:
	Please note that you w selected	ould not able to provide Jum	p details on Previous phases from
	Phase number for cran	e notice number CN0002221	9.
	The following informat	ion cannot be changed after	saving :
	 Phase Number 		
	Click Save to continue.		
	Notification		
	Please note that you would not abl selected Phase number for crane n	e to provide Jump details on Previous phases fro otice number CN00022219.)m
	The following information cannot b • Phase Number	e changed after saving :	
		Save	Cancel



Step	Action
6.	A Notification pop-up window displays with the message: Job filing has been saved. OK to continue.
	Notification × Job filing has been saved.
Note:	 The page refreshes and displays the additional items: 1. Status Bar 2. Submit 3. CN Filing & Jump Number 4. Additional Tabs: A/D Director Statements & Signatures 5. Application Information: Application Highlights, History and Fee
	Pre-filing Approved
	You have completed the Phase & Jump Details tab. Continue to the next section.



Complete A/D Director Details

<u>Complete the following steps to add the A/D Director to support the application:</u>

Step	Action			
EQUI	PMENT USER			
1.	Type the Email a Select the Licens Select the Rigge	nd then select the Emai e Type (e.g., Preparer) f r Type (e.g., Master Rigg	er the A/D Director infor I Address from the blue- from the License Type dr ger) from the Rigger Type ness Name drop-down lis	drop down op-down list e drop-down list
	CN00023319-J000001 Phase & Jump Details A/D Director Statements & Signatures	A/D Director Details Email* AJOETEST3@GMAIL.CO/ AJOETEST3@GMAIL.COM Select: Business Name* Select: State Mobile Telephone	Last Name License Number Business Address Zip Code	First Name Rigger Type* Select Rigger Type: City Business Telephone
Note:	-		: Name, First Name, Busi elephone are greyed-out	ness Address, City, State, and cannot be edited.
	CN00023319 General Information Prototype & Phase Information Assign CD to CN A/D Director Documents Statements & Signatures	Assign A/D Director A/D Director Information Email* License Type* Select: Business Name* Select: State Mobile Telephone	Last Name License Number Business Address Zip Code	In Progress First Name Rigger Type* Select: Cuy Business Telephone



Step	Action
2.	At the top-left of the screen, click Save .
	← Back to CN Save Submit
	CN00023319-J000001 A/D Director Details
	Phase & Jump Details Email* A/D Director AJOETEST3@GMAILCOM
3.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click OK to continue.
	Notification ×
	Job filing has been saved.
	ОК
A/D D	IRECTOR
Note:	The A/D Director must attest before the Equipment User.
4.	Locate the Crane Notice application.
	Under the Actions column, select View Phase/Jump Details.
	Frototype Crane Device Crane Notice All VPermits
	My Prototypes My Crane Devices My Rigger Notifications My AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Denick Dedicated Pile Driver Strefresh \$Change Veer
	Job Number v Notice Type v Filling Status v Crane Notice Status v Address v Crane Type v Actions
	Filter Filter Filter Filter Filter Filter Filter Filter CN00023319 Crane Notice New Approved for Use - Inspection Results Captured 280 BROADWAY Mobile Crane
	CN00022319 Crane Notice New Approved Expired 280 BROADWAY Dedicated Pile Triber
	CN00022219 Crane Notice New Approved Approved for Use - Subsequent phase Inspection 280 BROADWAY Mobile Crane Print Certificate Resval
	CN00022019 Crane Notice New Approved Expired 280 BROADWAY Derrick Select Action:



Step	Action
5.	The page refreshes and displays the Crane Notice application with the notification "Please provide subsequent phase information."
	Double-click the Phase to display the Phase Details.
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved H Save Submit Image: Construction of the subsequent phase information X Image: Construction of the subsequent phase information
	CN00023319 Phase Details In Progress General Information • Add Request Prototype & Phase Information • Add Request Assign CD to CN • Pre-Filing Status Lift Director • Pre-filing ADAM JOE HMO(s) • Units of the second
6.	The Phase & Jump Details display. Select the A/D Director tab.
Note:	The statement applicable to the stakeholder that's logged in highlights in blue. A/D Director's Statement* As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, Latest that Loomply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. Lunderstand that falsification of any statement add to the Department is a unisdemeanor and that it is also unlawful to give to a city employee to a city any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or utilitation. I understand and agree that by personally clicking on the box at left 1 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 Save



Step	Action
7.	Click the A/D Director's Statement checkbox to electronically attest.
	The Name and Date field's auto-populate by the system.
	A/D Director'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.
	that this electronic signature shall have the same validity and elect as a signature anxed by hand. Name Date
	ADAM JOE 10/08/2019
	(Electronically Signed) Save
8.	Below the Name and Date fields, click Save.
	A/D Director'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.
	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
	ADAM JOE 10/08/2019
	Save
9.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click OK to continue.
	Notification ×
	teh filme has been sound
	Job filing has been saved.
	OK



Step	Action
EQUIF	PMENT USER
Note:	Statement applicable to the stakeholder that's logged in highlights in blue. Equipment User'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department rules, regulations of or nexcharge for special consideration. Such actions are punchable by imprisonment, fine and/or loss of license/registration and/or qualification. 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
10.	Click the Equipment User's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system. Equipment User'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 I have reviewed the information provided in this application, and directives governing how licenses/registration holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punchashable by imprisonment, fine and/or loss of license/registration and/or ualification. Mine Date ADAM JOEZ (Electronically Signed)
11.	At the top-left of the screen, click Save.
12.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification × Job filing has been saved.



Step	Action					
APPLI	CANT OF RECORD					
13.	A notification displays: " Please provide subsequent phase information ." Under Phase Details double-click the hyperlink (e.g. to display the Phase Details.					
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved H Save Submit Image: Please provide subsequent phase information X Image: Notify DOB CN00023319 Phase Details Im Progress General Information Image: Please provide subsequent phase Image: Please provide subsequent phase					
	General Information + Add Request Prototype & Phase Information Tracking No. * Phase Number * Current Filing Status * Device Installer * Created On * Actions * Assign CD to CN Information Lift Director CN00023319-J000001 HMO(s) Pre-filing					
14. The Phase & Jump Details display. Select the Statement and Signatures tab.						
	CN00033720- J000001 Phase Details Filing Information Filing Type* Phase Request Crane Notice Number* Crane Type* Phase Request CN00033720 Derrick Coastion Information The statement applicable to the stakeholder that's logged in highlights in blue.					
	Applicant'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code requires that I cooperate with any investigation 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					



Step	Action				
15.	Click the Applicants Statement checkbox to electronically attest.				
	The Name and Date field's auto-populate by the system.				
	Statements & Signatures				
	Applicant'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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.				
	I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.				
	In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation 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				
	JOE ADAM 01/31/2020 (Electronically Signed)				
16.	Click Save.				
	← Back to CN H Save Submit				
17.	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
18.	A Notification pop-up window displays with the message: Confirm you want to submit this filing. Click Yes to continue.
	Confirm Confirm you want to submit this filing.
19.	A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to continue.
20.	A Notification pop-up window displays with the message: Equipment User can now Notify DOB of Assembly/Disassembly.
•	You have completed the A/D Director Details Step by Step. Continue with Notify DOB.



Derrick Crane CN: Notify DOB of Assembly/Disassembly

Complete the following steps to provide the Crane Phase Details:

Step	Action
Note: O	 The following steps must be repeated for each Phrase (e.g. P2, P3etc.): Notify Jump DOB Complete Notify Section to DOB Submit Phase Details Inspection Documents
21.	Locate the Crane Notice application. Under the Actions column, select View Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane). Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
Note:	The page refreshes and displays the Crane Notice Application: Phase Details tab.



Step	Action					
	You have begun the process for Notifying DOB of Assembly/Disassembly.					
	Continue to the Complete Notify Jump to DOB section.					



Complete Notify Jump to DOB section

Complete the following steps to notify DOB of the Jump Details:

Step	Action
1.	Locate the applicable phase and select Notify Jump to DOB from the Action drop-down list.
	Phase Details In Progress
	+ Add Request Tracking No. Phase Number Current Filing Status Device Installer Created On Actions Actions <t< th=""></t<>
	CN00023319-J000001 P2 Approved ADAM JOE 10/8/2019 Select Action: Select Action: Notify Jump To DOB
2.	A Confirm pop-up window displays with the message: Confirm you want to submit a notification for P2.
	Click Yes, to proceed.
	Confirm you want to submit a notification for P2.
	Yes No



3.	of Device) Select the Notificatio	ane Notice Number cation: on Type (e.g., Assembly	New Notification Crane Notice Number Notification Type* Selected Date/Time Notification Date/Time :*	CN00023319-J000001 Assembly of Device
Note:	For Final Disassembl	y of Device, select Disasse	embly of Device	08 : 00 AM ✓ ✓ ✓
4.	Crane Notice Number Notification Type* Selected Date/Time Notification Date/Time :* Below the calendar,	Mon Tue Wed Thu Fri Sat S	v Nun	
		Notify Cancel		



5.		-up window disp ant to submit a n	-	-	e:		
	Click Yes to pro		othicati	011.			
	Confirm	vant to submit a r	notificati No	on.			
6.		pop-up window (with the mes	ssage:		
	You have sent	notification succe	essfully.				
	Click OK to pro	ceed.					
	Notification				×		
	Notification has been submitted.						
		ОК					
Note:	The page refreshes and displays the additional items:						
	1. The Status Bar moves to Approved						
	2. The Inspection Documents tab displays						
	Click Inspection Documents.						
	Pre-filing Approved						
	CN00033720- J000001	Phase Details					
	Phase Details A/D Director	Filing Information Filing Type*		Crane Notice Number*		Crane Type*	
	Inspection Documents		•	CN00033720		Derrick	•
	Statements & Signatures	Location Information House Number*		Street Name*		Borough*	
		280		BROADWAY		MANHATTAN	•



7.	In the Inspection Documents tab, click +Add Document.
	CN00033720- J000001 Required Documents Phase Details CD8-TR is applicable for this phase?* Is CD8-TR is applicable for this phase?* A/D Director Is CD8-TR is applicable for this phase?* Is CD8-TR is applicable for this phase?* Inspection Documents II Document Name Document Type Document Status Uploaded On A
8.	The Upload Document pop- up window is displayed. Upload the required documents.
	Upload Document Document Name* Document Type* Select: CD 8 - Inspections CD 8-TR - Inspections Upload Cancel
9.	A Notification pop-up window displays with the message: Document has been uploaded.
	Click OK to proceed.
	Notification × Document has been uploaded.
	Click Save
	← Back to CN 🏽 🎽 Save



A Notification pop-up window displays with the message:
Job Filing has been saved.
Click OK to proceed.
Notification × Job filing has been saved.
Click Submit
H Save Submit
A Confirmation pop-up window displays with the message: Confirm you want to submit this filing. Click Yes to proceed.
Confirm Confirm you want to submit this filing. Yes No
A Notification pop-up window displays with the message:
Job Filing has been submitted.
Click OK to proceed.
Notification × Job filing has been submitted.
You have completed the Notify DOB – Assembly/Disassembly Step-by-Step Guide.
Continue to the next section.



Submit Phase Details

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

Step	Action				
APPLI	APPLICANT OF RECORD				
1.	At the top-left of the screen, click Submit .				
	Pre-filing				
	CN00023319-J000001 Statements & Signatures				
2.	A Confirm pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click Yes to proceed. Confirm Please confirm if you would like to proceed with Submit application to DOB. Yes No				
3.	A Notification pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click OK to proceed.				



Step	Action				
4.	In the Phase tab Inspection Documents is displayed.				
	Pre-filing Approved <pre></pre>				
5.	The Status Bar updates to Approved.				
Note:	On the top-right, hover the mouse over In Progress to view the upcoming Phase task(s). A green tick (<) symbolizes that the task is completed.				
	You have completed the Submit Phase Details Step-by-Step Guide. Continue to the next section.				



Derrick Crane CN: Provide Inspection Results

Complete the following steps to provide the Phase Details – Inspections Results:

From the Dashboard, select the Crane Notices tab.
+ Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification + AHV Permit
Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications
All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
Locate the Crane Notice application.
Under the Actions column, select View Phase/Jump Details.
All Tower Grane Self Erecting Tower Grane Mobile Grane Mast Climber Derrick Dedicated Pile Driver
Job Number Notice Type Filing Type Filing Status Crane Notice Status Address Crane Type Actions Filter Filter Filter Filter Filter Filter Filter Filter
CN00022319 Grane Notice New Approved Approved for Use - Subsequent Phase Initiated 280 BROADWAY Mobile Grane Select Action: •
CN80022219 Crane Notice New Approved Expired 280 BROADWAY Mobile Crane Arry Mobile Crane Remain Create Arry Mobile Crane Remai
CN00017219 Crane Notice New Pre-filing CN Application - Pre-filing 280 BROADWAY Mobile Crane Select Action: •
To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).
+ Prototype + Crane Device + Master Rigger Notification + AHV Permits
My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search
All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
Job Number 🗸 Notice Type 🧹 Filing Type 🗸 Filing Status 🗸 Crane Notice Status
Filter Filter Filter



Step	Action			
Note:	 The page refreshes and displays the Crane Notice Application: Phase Details tab: 1. Notification to provide inspection results <i>2.</i> Phase Details 			
	M Sove Soutent Image: Notify DOB + CN00023319 Phase Details Im Progress General Information Application	ashboard		
	Assign CD to CN Lift Director CN00023319-J000001 P2 Approved ADAM JOE UR4 CN00023319-J000001 P3 Approved ADAM JOE UR4 CN00023319-J000001 P3 Approved ADAM JOE UR4 CN00023319-J000001 P3 Approved ADAM JOE UR4 CN00023319-J000001 P4 Approved ADAM JOE UR4 CN00023319-J000001 P4 Approved ADAM JOE UR4 CN00023319-J00001 P4 Approved ADAM JOE UR4 CN0002319 Approved ADAM JOE UR4 Approved ADAM JOE UR4 CN0002319 Approved ADAM JOE UR4 Approve	Pay Now		
	You have begun the process to Provide Inspection Results . Continue to the next section.			



Upload Inspection Results

Complete the following steps to upload the inspection results in the Documents Tab to support the

application:

Step	Action			
1.	Locate the applicable phase and select Upload Inspection Results from the Action drop- down list.			
	Phase Details In Progress			
	Tracking No. Phase Number Current Filing Status Device Installer Created On Actions CN00023319-J000001 P2 Approved ADAM JOE 10/8/2019 Select Action: Select Action: Upload Inspection Re	esults		
2.	A Confirm pop-up window displays with the message: Please confirm if you would like to proceed with uploading Inspection Results for Phase/Jump Number P2. Click Yes to proceed. Confirm Please confirm if you would like to proceed with uploading Inspection Results for Phase/Jump Number P2. Yes No			
Note:	The page refreshes and displays the Inspection Documents tab.			



Step	Action
1.	Select the applicable radio-button for Is CD8-TR applicable to Initial Phase?. Required Documents CD8-TR Is CD8-TR applicable to Initial Phase?* Yes No Add Document
Note:	1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted: CD8 CD8-TR (if applicable) CD 8 A/D (if applicable)
2.	At the top-left of the screen, click Save.
3.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification × Job filing has been saved.
4.	Click +Add Document. Documents Document Document Document Name



Step	Action			
5.	The Upload Document pop-up window displays. Type the Document Name. Select the Document Type (e.g., CD8) from the Document Type drop-down list.			
	Upload Document Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel			
6.	Click Choose File to upload the Do Document Type* CD8 Document Choose File No file chosen	cument Type selected.		
7.	The Document pop-up window dis Select the Document and click Ope © Open © Desktop © Downloads © Recent Places © Downloads © Recent Places © Downloads © Recent Places © Downloads © Physical Exam © OP49 Supporting Document © Open © Notice to Proceed to Contractor © Open © Notice to Proceed to Contractor © Open © Notice to Proceed to Contractor © Disposition Stetch © Physical Exam © Disposition Stetch © Plano Stetch © PlansStetch © Special Inspector bad upload © SSN © TRI Design Applicant © TRI Special Inspector © TSI Special Ins	en.		



Step	Action					
8.	The Document displa Click Upload .	ays next to Choose	File.			
	Document Type* CD8 Document Choose File CD8.pdf	Upload Cancel		·		
9.	A Notification pop-u	p window displays	with the mess	age:		
	Document has been	uploaded successf	ully.			
	Click OK to continue					
	Notification Document has been u	iploaded successfully.				
Note:	The Document uploa					
Click the edit (I icon to update the Document information.						
	Click the trash can (ii) icon to delete the Document.					
	Click the upload () icon to replace th	e Document pr	eviously uplo	aded.	
	Required Documents					
	CD8-TR Is CD8-TR is applicable for this phase Add Document	ie?*				
	Document Name	Document Type	Document Status Pending	Uploaded On 02/06/2020	Actions	
		D 8-TR - Inspections	Pending	02/06/2020		
	cd AD	D 8-A/D - Inspections	Pending	02/06/2020	101	
	cd8 (CD 8 - Inspections	Pending	02/06/2020	101	



Step	Action
10.	At the top-left of the screen, click Save .
	Pre-filing CN00023319-J000001 Required Documents
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.
12.	At the top-left of the screen, click Submit .
	Pre-filing
	← Back to CN P Save Submit
	CN00023319-J000001 Required Documents
	CN00025515-5000001 Required Documents
13.	A Confirm pop-up window displays with the message:
	Please confirm if you would like to proceed with Submit application to DOB.
	Click Yes to proceed.
	Confirm
	Please confirm if you would like to proceed with Submit
	application to DOB.
	Yes No



Step	Action	
14.	 A Notification pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click OK to proceed. 	
	Notification × Job filing submitted successfully. Information forwarded to DOB.	
	You have completed the Upload Documents. Continue to the next section.	



Derrick Crane CN: Notify DOB - Final Disassembly Notification

Complete the following steps to provide the Crane Phase Details:

Step	Action					
1.	From the Dashboard, select the Crane Notices tab.					
	+ Prototype + Crane Device + Crane Notice + Master Rigger Notification + AHV Permit					
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications					
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver					
2.	Locate the Crane Notice application.					
	Under the Actions column, select Notify DOB .					
	If the option does not display, review the Phase Details steps for <u>Derrick Crane CN:</u>					
	Notify DOB of Assembly/Disassembly section.					
	Notify DOB of Assembly/Disassembly section.					
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derick Dedicated Pile Driver Crane Notices					
	Job Number 🗸 Notice Type Filing Type 🗸 Filing Status 🗸 Crane Notice Status 🗸 Address 🗸 Crane Type 🗸 Actions					
	Filter Filter Filter Filter Filter					
	CN00034720 Crane New Approved CN Application Approved - Register Components - Pending Inspection Supervisor 280 BROADWAY Select Actio • 50 Components - Pending Inspection Supervisor 200 CNADD - 200					
	CN00034520 Crane New Approved Approved for Use - Subsequent Phase 280 Derrick Select Actio • V					
	CN00034420 Crane New Approved Approved for Use - Subsequent Phase 280 Derrick Select Actio • C					
	CN00034220 Crane New Approved CN Application Approved - Final Disassembly 280 Detrick Additional Inspection Results Amendment					
	CN00033720 Crane New Approved Expired 280 Derrick BROADWAY Create AHV Notice Print Centificate					
	CN00033620- Crane Amendment Approved Approved for Use - Inspection Results Captured 280 Derrick Renewal					
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).					
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derick Dedicated Pile Driver Crane Self Erecting Tower Crane Crane Self Erecting Tower Crane Self Erecting Tower Crane <t< th=""></t<>					
	Job Number Notice Type Filling Type Filling Status Crane Notice Status Address Crane Type Actions Filter Filter Filter Filter Filter Filter Filter Filter					



Step	Action		
3.	A Confirm pop-up window displays with the Please confirm if you would like to proceed Notice.CN00033720. Click Yes to proceed. Confirm Confirm you want to submit a notificat	l with assign Crar	
4.	A New Notification pop-up window displays with the Crane Notice Number and Notification Type. Complete the Notification: Select the Notification Date/Time The selected Date/Time displays above the calendar.	New Notification Crane Notice Number Notification Type* Selected Date/Time Notification Date/Time ;*	CN00023319 Final Disassembly Image: Select transformed transfo
5.	Below the calendar, click Notify .		



Step	Action
6.	A Confirm pop-up window displays with the message: Confirm you want to submit a notification. Click Yes to proceed.
	Confirm Confirm you want to submit this filing. Yes No
7.	A Notification pop-up window displays with the message: Notification has been submitted. Click OK to proceed. Notification Notification has been submitted.
Note	The Crane Status Notice is Expired. Prototypes Crane Devices Crane Notice Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver Piler Piler<
You	have completed the Derrick Crane CN: Final Disassembly Notification Step-by-Step Guide.



OPTIONAL: Derrick Crane CN: Request New Equipment User(s)

<u>Complete the following steps if applicable to request additional Equipment Users:</u>

Step	Action
Note:	The newly added Equipment User must assign their Lift Directors. All stakeholders must complete attestations.
1.	From the Dashboard, select the Crane Notices tab.
	+ Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification + AHV Permit
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
2.	Locate the Crane Notice application.
	Double-click to view the details.
	Prototype Crane Device The Water Rigger Notification ANV Permits
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search All Tower Grane Self Erecting Tower Grane Mobile Grane Mast Climber Derrick Dedicated Pile Driver Self Erecting Tower Grane Self Erecting Tower Grane Self Erecting Tower Grane Mast Climber Derrick Dedicated Pile Driver Self Erecting Tower Grane Self Erecting Tower Grane
	Job Number Notice Type Filling Type Filling Status Crane Notice Status Address Crane Type Actions Filter Filter Filter Filter Filter Filter Filter Filter Filter
	CN00022219 Crane Notice New Approved Approved for Use - Subsequent phase Inspection 280 BROADWAY Mobile Crane Select Action: • CN00022219 Crane Notice New Approved for Use - Subsequent phase Inspection 280 BROADWAY Mobile Crane Select Action: •
	CN00020219 Crane Notice New Approved Expired 280 BROADWAY Mobile Crane Select Action: •
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).
	+ Prototype + Crane Device + Master Rigger Notification + AHV Permits
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
	Job Number 🗸 Notice Type 🗸 Filing Type 🧹 Filing Status 🗸 Crane Notice Status
	Filter Filter Filter



Step	Action					
3.	A Crane Notice Information pop-up window displays with the message:					
	Job Number: CN0	0023319				
	Filing Type: Crane	Notice				
	Crane Type: Derrick Crane					
	Click OK to procee	ed.				
	Crane Notice Infor	mation	X			
	Job Number: CN000 Filing Type: Crane N Crane Type: Mobile	lotice	OK			
Note:	The page refreshe highlighted (e.g., I		e Crane Notice	e Application and	the current task ta	b is
	Pre-filing	Pending QA Assignment	Pending QA Admin Review	Pending PE Assignment	PE Review in Process	Approved
	🗎 Save 📄 Submit	Please	provide subsequent phase inf	formation	×	=
	CN00023319	General Information				
	General Information	Filing Information				
	Prototype & Phase Information	Crane Notice Type*	Filin	ig Type*	Crane Type*	
	Assign CD to CN	Crane Notice	• N	lew	 Mobile Crane 	
		Leasting Information				
	Lift Director	Location Information House Number*	Stre	et Name*	Borough*	
	HMO(s)	280		ROADWAY	MANHATTAN	
	Documents	Block*	Lot*		BIN*	
	Phase Details	153	1		1079215	
	Equipment User(s)					
		Owner Type*	Asso	ociated BIS/DOB NOW Job Number (Max	5)*	
	Statements & Signatures	Individual		35007226		
			66 c	haracters remaining		
	Vauhau	hogun tho proc	and to Deguinet	Now Faulow ant	Llear(a)	
	You nave	e begun the proc	ess to Request	New Equipment	user(s).	
		Contin	ue to the next s	section		
		contin				



Add Request

Complete the following steps to upload the inspection results in the Documents Tab to support the

application:

Step	Action
1.	Select the Equipment User(s) tab to display the Additional Equipment User(s) section.
2.	Select the +Add Request button Additional Equipment User(s) Associated Equipment User(s) Request New Equipment user(s) + Add Request Request Number Request Status Created Date
Note:	The page refreshes and displays the Equipment User: General Information tab.



Step	Action				
Note:	The Filing Information edited. General Information	and Location Informa	tion sections ar	e greyed-out and canr	not be
	Filing Information Filing Type ⁴ New Equipment User(s)	Crane Notice Number* CN00023319	ber* Crane Type* Mobile Crane		•
	Location Information House Number* 280 Block* 153	Street Name* BROADWAY Lot* 1		Borough* MANHATTAN BIN* 1079215	·
3.	In the Equipment Use	r(s) Information, click •	+Add Equipme	nt User.	
		Location Information			
	General Information	House Number*		Street Name*	
		280		BROADWAY	
	Statements & Signatures	Block*		Lot*	
		153		1	
		Equipment User(s) Information			
		+ Add Equipment User			
		First Name	Last Name	Email	Busin



Step	Action						
4.	The Equipment User Details pop-up window displays. Type the Email and then select the Email Address from the blue-drop down. Select the License Type (e.g. Professional Engineer) Select the Business Name						
	Equipment User Details Email* Last Name DOBTESTING456@GMAIL.Q License Number* Select: Image: Comparison of the second	First Name Business Name* City Business Telephone					
5.	Mobile Telephone	is application and expressing my agreement with all signature affixed by hand.					
Note:	The Equipment User added displays within the Equipment U Click the edit () icon to update the information. Click the trash can () icon to delete the Equipment User. Click the trash can () icon to delete the Equipment User.						



Step	Action					
Note:	Click the Details button	n to display the Applicant c	of Record or E	quipment Use	er details.	
	Applicant Name JOE ADAM Equipment User	Applicant Email AJOETEST@GMAILCOM	Applicant Lic PE - 078712		er Details	
	Equipment User Name ADAM JOE2	Equipment User Email AJOETEST2@GMAIL.COM	Equipment U PE - 515151		Details	
6.	At the top-left of the so	creen, click Save .				
	← Back to CN Pave	Concreting				
	General Information	General Information Filing Information				
	Statements & Signatures	Filing Type* New Equipment User(s)	•			
7.	A Notification pop-up	window displays with the r	nessage:			
	Are you sure you want notice number. Please	to continue with adding m verify before saving:	nore equipme	nt users on fo	llowing crane	
	• (e.g., CN00023	3319)				
	Click Save to continue.					
	Notification					
	Are you sure you want to continue with adding more equipment users on following crane notice number. Please verify before saving: • CN00023319					
			Save	el		



Step	Action
8.	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
9.	The page refreshes and displays the additional items: Status Bar Crane Notice Filing Number Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures Application Information: Application Highlights, View Filing, History and Fee
	Image: Statements & Signatures Statements & Signatures Image: Statements & Signatures Street Name* Image: Statements & Signatures Street Name* Image: Statement & Street Name* BROADWAY
	You have completed the Add Request tab. Continue to the next section.



Completes Statements & Signatures: Equipment User

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

Step	Action
EQUIF	PMENT USER'S STATEMENT
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Double-click to view the details. * Prototype * Case Device * Case Notice * Onnie Waver * Mater Roger Notification * ANY Permits My Prototypes My Crane Devices My Crane Notice My Onsite Waiver My Rigger Notifications My AHV Work Permits Search My Prototypes My Crane Devices My Crane Notices My Onsite Waiver My Rigger Notifications My AHV Work Permits Search All Tower Crane Self Frecting Tower Crane Mobile Crane Mast Climber Derick Dedicated Pile Driver / Riter * Filter / Filt
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).



	Action						
3.	A Crane Notice Information pop-up window displays with the message:						
	Job Number: CN0	0023319					
	Filing Type: Crane Notice						
	Crane Type: Derrie						
	Click OK to procee	ed.					
	Crane Notice Infor	mation	X				
	Job Number: CN000 Filing Type: Crane N Crane Type: Mobile (lotice					
			OK Cancel				
Note:	The page refreshe highlighted (e.g., I		he Crane Notice	Application and	the curren	nt task tab is	
Note:			he Crane Notice	Application and	the curren	nt task tab is	0
Note:			he Crane Notice	Application and	the curren		oved
Note:	highlighted (e.g., I	Phase Details)	<u> </u>	Pending PE Assignment	>		> oved
Note:	highlighted (e.g., I	Phase Details) Pending QA Assignment	Pending QA Admin Review	Pending PE Assignment	>		_
Note:	highlighted (e.g., I Pre-filing Pre-filing Pre-filing CN00023319	Phase Details)	Pending QA Admin Review	Pending PE Assignment	>		_
Note:	highlighted (e.g., I Pre-filing Save Submit CN00023319 General Information	Phase Details) Pending QA Assignment	Pending QA Admin Review	Pending PE Assignment	PE Review in P		_
Note:	highlighted (e.g., I Pre-filing Pre-filing Submit CN00023319 General Information Prototype & Phase Information	Phase Details) Pending QA Assignment Pending QA Assignment Pleas General Information Filling Information	Pending QA Admin Review	Pending PE Assignment rmation	PE Review in P	rocess Appro	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Submit CN00023319 General Information Prototype & Phase Information Assign CD to CN	Pending QA Assignment Pending QA Assignment Pending QA Assignment Please General Information Filing Information Crane Notice Type* Crane Notice	Pending QA Admin Review e provide subsequent phase info	Pending PE Assignment rmation	PE Review in P	rocess Appro	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Proceeding Save Submit CN00023319 General Information Prototype & Phase Information Assign CD to CN Lift Director	Pending QA Assignment Pending QA Assignment Pleas General Information Filling Information Crane Notice Type*	Pending QA Admin Review Provide subsequent phase info	Pending PE Assignment rmation	PE Review in P	rocess Appro e Type* bbile Crane	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Save Submit CN00023319 General Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s)	Phase Details) Pending QA Assignment Pending QA Assignment Plans General Information Crane Notice Type* Crane Notice Location Information	Pending QA Admin Review e provide subsequent phase info	Pending PE Assignment rmation Type* w	PE Review in P	rocess Appro e Type* bbile Crane	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Prototype & Phase Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents	Phase Details) Pending QA Assignment Pending QA Assignment Please General Information Filing Information Crane Notice Location Information House Number*	Pending QA Admin Review e provide subsequent phase info	Pending PE Assignment rmation Type* w t Name*	PE Review in P	rocess Appro e Type* oblie Crane	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Pre-filing Prototype & Submit CN00023319 General Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents Phase Details	Phase Details) Pending QA Assignment Pending QA Assignment Plans General Information Crane Notice Type* Crane Notice Location Information House Number* 280	Pending QA Admin Review Provide subsequent phase info	Pending PE Assignment rmation Type* w t Name*	PE Review in P	rocess Appro e Type* oblie Crane	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Prototype & Phase Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents	Phase Details) Pending QA Assignment Pending QA Assignment Plane Please General Information Crane Notice Location Information House Number* 280 Block* 153	Pending QA Admin Review Provide subsequent phase info	Pending PE Assignment rmation Type* w tName* DADWAY	PE Review in P	rocess Appro e Type* oblie Crane ugh* NNHATTAN	_
Note:	highlighted (e.g., I Pre-filing Pre-filing Pre-filing Prototype & Submit CN00023319 General Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents Phase Details	Phase Details) Pending QA Assignment Pending QA Assignment Plane Pending QA Assignment Plane Pending QA Assignment Pending Information Crane Notice Location Information House Number* 280 Block*	Pending QA Admin Review Provide subsequent phase info	Pending PE Assignment rmation Type* w t Name*	PE Review in P	rocess Appro e Type* oblie Crane ugh* NNHATTAN	_



Step	Action						
4.	Select the Equip	ment User(s) t	tab.				
	🎽 Save 📄 Submit						■ Notify DOB ▼
	CN00023319	Additional Equipm	nent User(s)				
	General Information	Associated Equipment	t User(s)				>
	Prototype & Phase Information	Request New Equipme					• •
	Assign CD to CN Lift Director						
	HMO(s)	+ Add Request Request Number	Request St	atus Total users	Request Fee(\$) Payment Status	Created Date 👻
	Documents	669449	Pre-filing	1 User(s)	100	Due	10/15/2019
	Phase Details						
	Equipment User(s)						
	Statements & Signatures						
5.	Double-click the	Request Num	iber to displ	ay the Equipment	User info	ormation.	
	CN00023319	Additional Equipn	ment User(s)				
	General Information	Associated Equipmen	nt User(s)				>
	Prototype & Phase Information Assign CD to CN	Request New Equipm	nent user(s)				v
	Lift Director	+ Add Request					
	HMO(s)	Request Number	Request S		Request Fee(and the second	
	Documents	669449	Pre-filing	1 User(s)	100	Due	10/15/2019
	Phase Details Equipment User(s)						
	Statements & Signatures						
6.	The page refres	hes and display	ys the Reque	est.			
		🧉) icon to disp	play the Equ	ipment User Infor	mation D	etails to co	mplete the
	attestation.						
	Pre-filing						Approved
	← Back to CN 🗎 Save 🗎 S	Submit					
	669449	General Information	on				
	General Information	Filing Information Filing Type*		Crane Notice Number*		Crane Type*	
	Statements & Signatures	New Equipment User(s)	•	CN00023319		Mobile Crane	۲
		Location Information					
		House Number*		Street Name* BROADWAY		Borough* MANHATTAN	*
		Block*		Lot*		BIN*	
		153		1		1079215	
		Equipment User(s) Informati	ion				
		+ Add Equipment User First Name	Last Name	Email	Busines	ss Name	Identified Edit
		TESTING	DOB	DOBTESTING456@GMAIL.COM	TESTING LLC	No	



Step	Action						
7.	The Equipment User Details pop-up window displays.						
	Select the Equipment User's Statement check box to electronically attest.						
	The Name and Date fields auto	-populate by the system.					
	Equipment User Details						
	Email*	Last Name	First Name				
	DOBTESTING456@GMAIL.COM	DOB	TESTING				
	License Type*	License Number*	Business Name*				
	Professional Engineer	084735	TESTING LLC •				
	Business Name	Business Address	City				
	TESTING LLC	TESTING LLC	NYC				
	State	Zip Code	Business Telephone				
	NY	10007	(201) 365-5885				
	Mobile Telephone						
	Equipment's Statement		els Citas Demontra est est Duildin en L'estant dant l'estante				
	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 and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. 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					
	TESTING DOB	10/2	1/2019				
	(Electronically Signed)						
	Save Save						
Note:	The statement applicable to the	e Stakeholder that's logged in	highlights in blue.				
	Equipment's Statement						
			rk City Department of Buildings, I attest that I comply /es governing how licensees/ registrants/qualification				
	falsification of any statement made to the employee to accept, any benefit, moneta	e Department is a misdemeanor and that it is all ary or otherwise, either as a gratuity for prope	ge and belief, attest to its accuracy. I understand that so unlawful to give to a city employee, or for a city erly performing the job or in exchange for special				
	I understand and agree that by personally	by imprisonment, fine and/or loss of license/regist clicking on the box at left I am electronically signi onic signature shall have the same validity and effe	ng this application and expressing my agreement with				
	Name	Date					
		Save Cancel					



Step	Action			
8.	Below the Name and Date fields, click Save .			
	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 TESTING DOB 10/22/2019			
	(Electronically Signed)			
	Save Cancel			
9.	A Notification pop-up window displays with the message:			
	Equipment user updated successfully.			
	Click OK to continue.			
	Notification			
	Equipment user updated successfully.			
	ОК			
Ye	ou have completed the Complete Statements and Signatures: Equipment User section.			
	Continue to the next section.			



Complete Statements & Signatures: Applicant of Record

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

Step	Action
APPLI	CANT OF RECORD
1.	From the Dashboard, select the Crane Notices tab. Prototype Crane Device Crane Notice Onsite Waiver Master Rigger Notification Prototypes Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
2.	Locate the Crane Notice application. Double-click to view the details.
	Image: Self Erecting Tower Crane My Onsite Waiver Image: My Rigger Notifications My AHV Work Permits My Prototypes My Crane Devices My Onsite Waiver My Rigger Notifications My AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver Image: Self Erecting Tower Crane Mobile Crane Mast Climber Dedicated Pile Driver Image: Self Erecting Tower Crane Mobile Crane Mast Climber Image: Self Erecting Tower Crane Mobile Crane Mast Climber Image: Self Erecting Tower Crane Mobile Crane Mast Climber Image: Self Erecting Tower Crane Mobile Crane Mast Climber Mast Climber Image: Self Erecting Tower Image: Self Erecting Tower <td< th=""></td<>
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
	Job Number Notice Type Filing Type Filing Status Crane Notice Status Filter Filter Filter Filter Filter



Step	Action					
3.	A Crane Notice Information pop-up window displays with the message:					
	Job Number: CN0	0023319				
	Filing Type: Crane	NOTICE				
	Crane Type: Derri	ck Crane				
	Click OK to procee	ed.				
Note:	Crane Notice Inform Job Number: CN000 Filing Type: Crane N Crane Type: Mobile (The page refreshed highlighted (e.g., 1	23319 Jotice Crane es and displays tl	OK Cancel he Crane Notice	e Application and	the current tasl	< tab is
	~		O			
	Pre-filing	Pending QA Assignment	Pending QA Admin Review	Pending PE Assignment	PE Review in Process	Approved
	🍽 Save 📄 Submit	(i) Please	e provide subsequent phase in	formation	×	Ξ
	CN00023319	General Information	1			
	General Information	Filing Information				
	Prototype & Phase Information	Crane Notice Type*		ng Type*	Crane Type* Mobile Crane	
	Assign CD to CN	chane Notice		iew .	, Mobile Craile	
	Lift Director	Location Information				
	HMO(s)	House Number*		eet Name*	Borough*	
	Documents	Block*	Lot		BIN*	
	Phase Details	153	1		1079215	
	Equipment User(s)					
	Statements & Signatures	Owner Type*	Ass	ociated BIS/DOB NOW Job Number (Ma	x 5)*	
	, in the second s	Individual		35007226		
			66 (characters remaining		



Step	Action			
4.	Select the Equipment User(s) tab.			
	H Save	■ Notify DOB -		
	CN00023319 Additional Equipme	ent User(s)		
	Prototype & Phase Information Prototype & Phase Information Request New Equipment			
	Assign CD to CN Lift Director + Add Request			
	HMO(s) Request Number Documents 669449	Request Status Total users Request Fee(\$) Payment Status Created Date ~ Pre-filing 1 User(\$) 100 Due 10/15/2019		
	Phase Details			
	Equipment User(s) Statements & Signatures			
5.	Double-click the Request Numl	ber to display the Equipment User information.		
	CN00023319 Additional Equipme	ent User(s)		
	General Information Associated Equipment Prototype & Phase Information			
	Assign CD to CN	tt user(s)		
	HMO(s) Request Number	Request Status Total users Request Fee(5) Payment Status Created Date -		
	Documents 669449 Phase Details	Pre-filing 1 User(s) 100 Due 10/15/2019		
	Equipment User(s) Statements & Signatures			
6.	The Request Details display.			
	Select the Statement & Signatures tab.			
	← Back to CN 💾 Save 🖺 Submit			
	669449	Statements & Signatures		
	General Information	Applicant's Statement		
	Statements & Signatures	As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar		



Step	Action		
7.	Click the Applicant's Statement check-box to electronically attest.		
	The Name and Date fields auto-populate by the system.		
	Statements & Signatures		
	Applicant's Statement		
		and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City and directives governing how licensees/ registrants/qualification holders conduct their specific trade.	
	made to the Department is a misdemeanor and that it	tion and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement s also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as e for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or	
		ndertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code failure to do so may result in immediate suspension, revocation or other disciplinary action.	
	I understand and agree that by personally clicking on that this electronic signature shall have the same valid	e box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand rand effect as a signature affixed by hand.	
	Name	Date	
	JOE ADAM	10/15/2019	
	(Electronically Signed)		
8.	Ganaral Information	ements & Signatures Int's Statement As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar	
9.	A Notification pop-up window of	isplays with the message:	
	Job filing has been saved.		
	Click OK to continue.		
	Notification	×	
	Job filing has been saved.		
You hav	। ve completed the Statements & S	gnatures: Applicant of Record Step-by-Step Guide.	
	ue 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 mu	ist be paid before continuing to Preview to File.
1.	At the bottom-right of Approved y with all New York City trade. ification of any statement ary or otherwise, either as cense/registration and/or	the screen, click Pay Now .



Step	Action
2.	The Payment Confirmation pop-up window displays with the message:
	Are you sure you want to make a payment now for \$100.00?
	Payment is not the last step. Click the Preview to 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:
	Add/delete Equipment User(s) Information
	Are you sure you want to make a payment now for \$100.00 ?
	Payment is not the last step. Click the Preview to 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
3.	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
	Payment Amount: \$2,000.00 Credit Card
	C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype \$2,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee.
	Billing Information First Name *
	Last Name *
	Country * United States *



Step	Action
4.	The Notification pop-up window displays on the DOB NOW page with the message: Payment processed succesfully. Click OK to proceed.
	You have completed the Pay Fees section. Continue to the next section.



Submit Request

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

Step	Action	
APPLI	CANT OF RECORD	
1.	At the top-left of the scree	en, click Submit .
	← Back to CN 🗎 Save 📑 S	ubmit
	669449	Statements & Signatures
	General Information	Applicant's Statement
	Statements & Signatures	As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar
2.	 A Confirm pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click Yes to proceed. 	
Confirm		×
	Please confirm if you would application to DOB. Yes	like to proceed with Submit
3.	A Notification pop-up wind	dows displays with the message:
	Job filing submitted succes	ssfully. Information forwarded to DOB for review.
	Click OK to close the notifi	cation pop-up window.
	Notification	×
	Job filing submitted success DOB.	oK



Step	Action	
Note:	The Status Bar updates to the next stage in the job	o filing process (e.g., Approved).
	Pre-filing	Approved
	You have completed the Submit Reque	st Step-by-Step Guide.



Print On-Site Certificate: From the Dashboard

Complete the following steps to print the On-Site Certificate from the dashboard:

Step	Action
1.	From the Dashboard, select the Crane Notices tab.
	+ Prototype + Crane Device + Crane Notice + Master Rigger Notification + AHV Permit
	Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
2.	Locate the Crane Notice application.
	Under the Actions column drop-down list, click the Print Certificate on the application.
	Crane Device Crane Notice Antice Rigger Notification ANTV Permits
	Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver Change View
	Indice Type Filing Type Filing Status Crane Notice Status Address Crane Type Actions Iter Filter Filter Filter Filter Filter Filter
	Crane Notice New Approved CN Application - Approved 280 BROADWAY Mobile Crane Select Action: • Crane Notice New Approved CN Application Approved - Register Interchangeable 90 BROAD Tower Crane Approved - Register Interchangeable 90 BROAD Tower Crane
	Crane Notice New Approved CN Application Approved - Register Components - 250 BROADWAY Detrick Create AHV
	Crane Notice New Approved Expired 280 BROADWAY Dedicated Pile Driver Select Action:
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
	Buildings
	CRANES & DERRICKS



Step	Action
4.	From the bottom of the page click Print to PDF . Image: Transport of the page click Print to PDF Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both. Image: Print To PDF
5.	The internet browser downloads the certificate. Click the file arrow and select Open .
6.	
•	ou have completed the On-Site Certificate: From the Dashboard Step-by-Step Guide.





Print On-Site Certificate: From within the Application

<u>Complete the following steps to print the CD Certificate from within the application:</u>

Step	Action			
1.	From the Dashboard, select the Crane Notices tab.			
2.	Locate the Crane Device application. Double-click the application.			
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Job Number Notice Type Filing Type Filing Status Filing Status Filter Filter Filter Filter Filter Filter Filter Filter			
	CN00023319 Crane Notice New Approved CN Applica			
3.	The Crane Notice Information pop-up window displays with the message:			
	Job Number: CN00023319			
	Filing Type: Crane Notice			
	Crane Type: Derrick Crane Click OK to proceed.			
	Crane Notice Information			
	Job Number: CN00023319 Filing Type: Crane Notice Crane Type: Mobile Crane			
	OK Cancel			



Step	Action
4.	The Crane Device application displays. On the bottom-right, click Print Certificate .
	PE Review in Process Approved Notify DOB Notify DOB
5.	Ensure that your pop-up blocker is turned-off. The On-Site Certificate opens in a second tab. Image: Dob NOW Image: mstwva-dobcrm03.buildings.nycr Image: mstwva-dobcrm03.buildin
6.	From the bottom of the page click Print to PDF . Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both. Print To PDF



Step	Action			
7.	The internet browser downloads the certificate. Click the file arrow and select Open .			
8.		Print Destination Pages Copies Color More settings	I sheet of paper 22R-SFLR-CONSULTAN • All • Color • V	
You have completed the On-Site Certificate: From within the Application Step-by-Step Guide.				