CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE

CN APPLICATIONS

FOR MOBILE CRANES

- The following Step-by-Step Guide will outline the steps applicable to Mobile Cranes within DOB NOW: *Build*.

- The examples shown and used in this Step-by-Step Guide are specific to Mobile Cranes only.
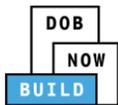
Guidelines

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.
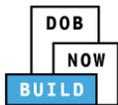
After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be 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.
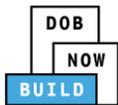
8. Up to 10 Hoist Machine Operator's (HMO) can be assigned at one time. For an HMO to be added to a CN, the system their license must be Active.
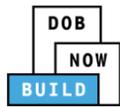
For FILING REPRESENTATIVES only

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.
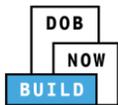2. Fields with a red asterisk (*) are required and must be completed.

ADDITIONAL HELP & INFORMATION

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

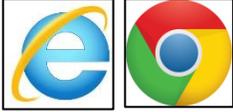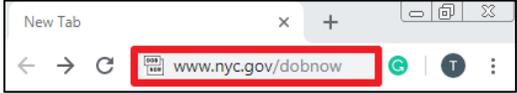In these Step-by-Step Guides, you will learn how to:

Log into DOB NOW

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* www.nyc.gov/dobnowhelp *or refer to the following links:* ☐ How to Register for eFiling: *https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf* ☐ How to Turn Off Pop-up Blockers: *https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf*
1.	Access the **Internet**.
2.	Enter www.nyc.gov/dobnow in the **URL** field at the top of the browser window.
3.	Press **Enter** on the keyboard.

Step	Action
4.	The DOB Login page displays. Enter **Email** and **Password** (as registered in eFiling).
5.	Click **Login**.
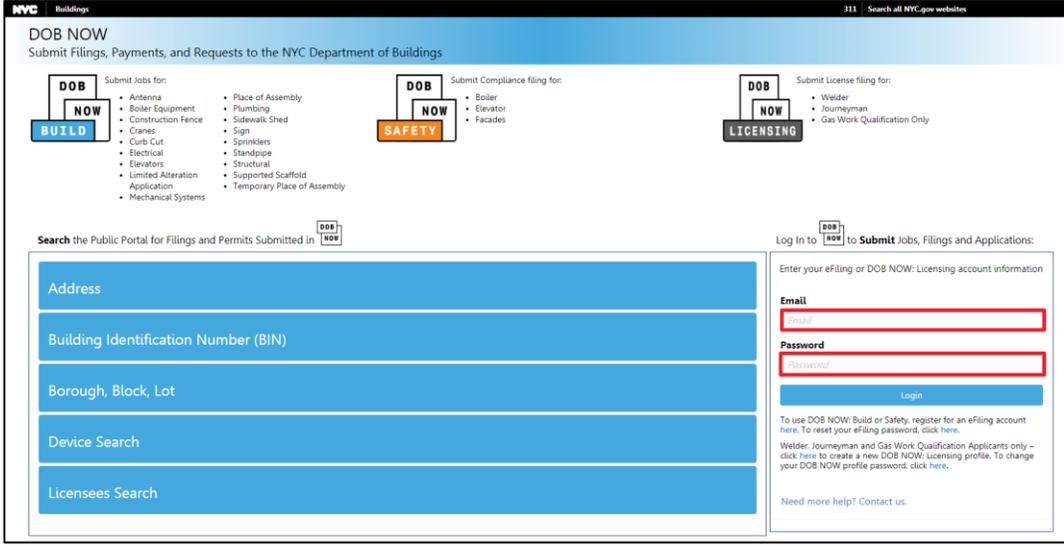
Step	Action
6.	The DOB NOW Welcome page displays. Hover the cursor over **DOB NOW:** *Build*.
7. 8.	Select **Cranes** from the drop-down list.
	The DOB NOW Dashboard displays. The **My Prototypes** tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.
	You are now logged into **DOB NOW:** *Build***.** Continue to the next section.
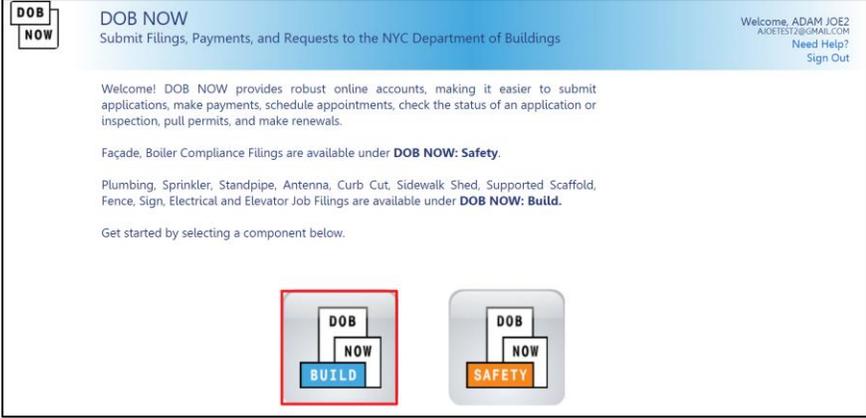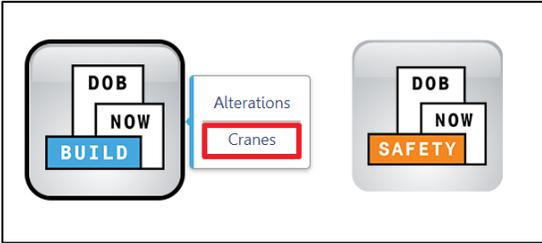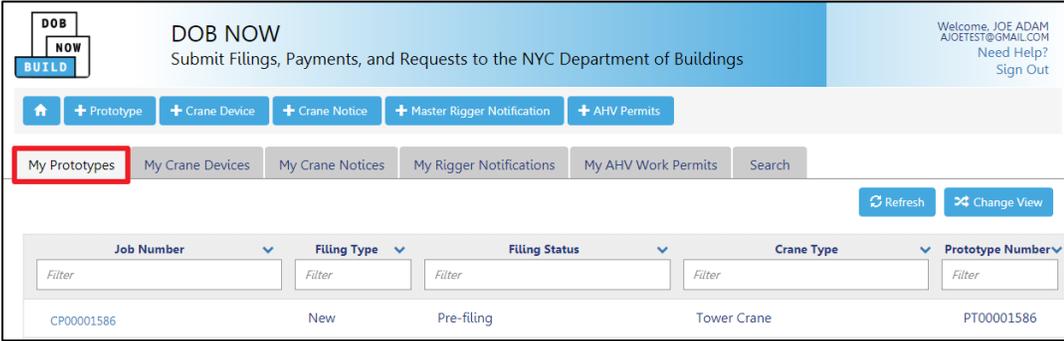
Mobile Crane CN:
Initiate a Crane Notice Application

Complete the following steps to initiate Crane Notice Application:

Step	Action
APPLICANT OF RECORD: OWNER	
1. 2.	Hover the cursor over **+Crane Notice** and select **New Crane Notice** from the drop-down list.
	A **New Crane Notice** pop-up window displays with Crane Device options: Select the applicable **Crane Device** (e.g., **Mobile Crane**) and click **Submit** to proceed.
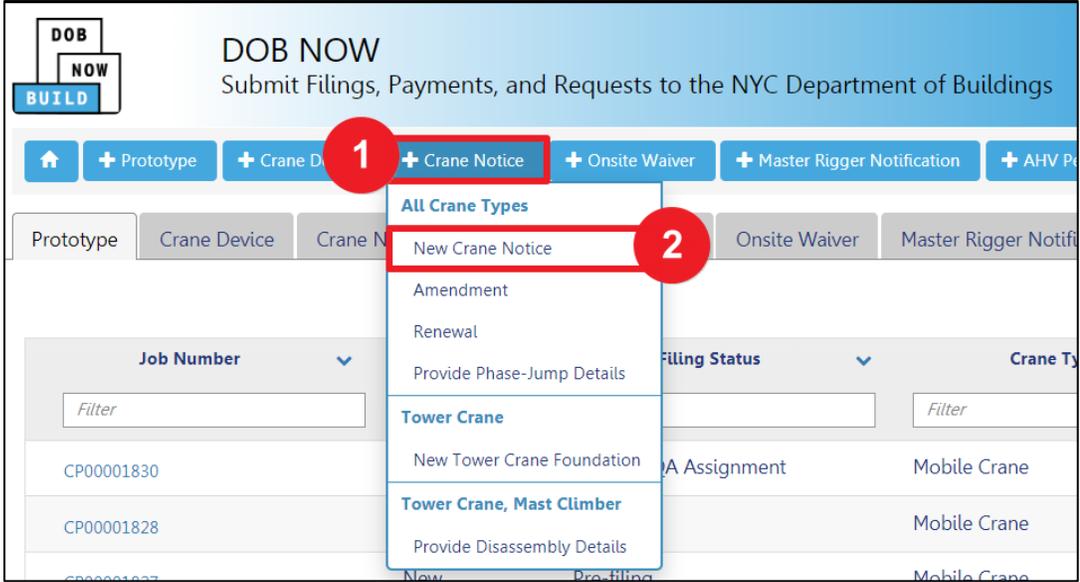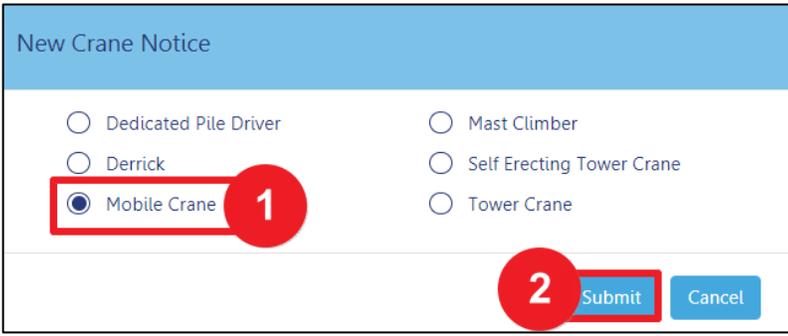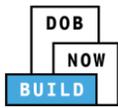
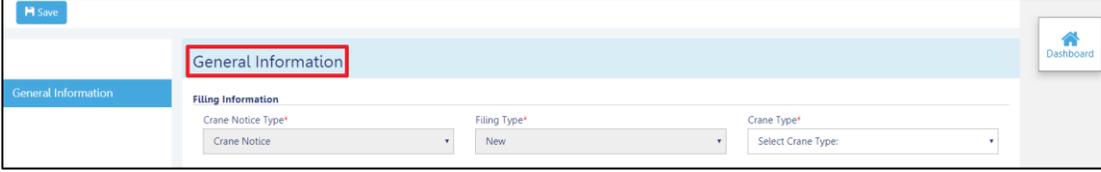| Step	Action
You have begun the process for a Crane Notice. Continue to the **Complete General Information** tab section.	

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.
2.	The **Filing Information** fields: **Crane Notice Type, Filing Type** and **Crane Type** are greyed-out and cannot be edited.
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.
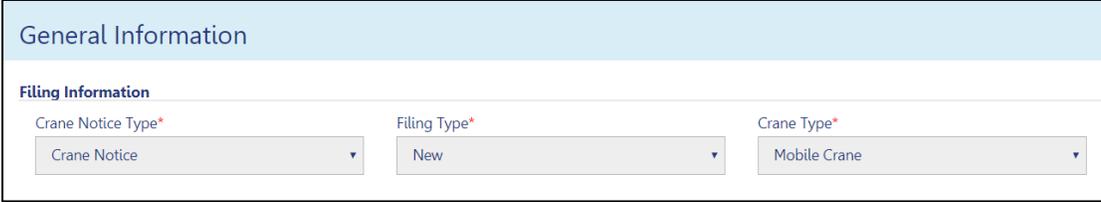
Step	Action
4.	Enter the Applicant Information: ☐ Type the **Email** and then select the Email Address from the blue drop-down ☐ Select the **License Type** (*e.g., Individual*) from the License Type drop-down list ☐ Select the **Business Name** from the Business Name drop-down list **Applicant Information** Email* — Enter email/username… Last Name First Name License Type* — Select: License Number Business Name* — Select: Business Address City State Zip Code Business Telephone Mobile Telephone
5. 6.	Enter the Equipment User's 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 **Business Name** from the Business Name drop-down list (click **+ Add New** if the Business Name is not listed) **Equipment User's Information** Email* — Enter email/username… Last Name First Name License Type* — Select: License Number Business Name* — Select: Business Address City State Zip Code Business Telephone Mobile Telephone
	If applicable, click **+ Add Representative** to add Filing Representative. **Filing Representative Information** **+ Add Representative** | First Name	Last Name	Email
---	---	---	

Step	Action
7.	The Filing Representative Details pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down.
8.	Click **Save**.
Note:	*The Filing Representative added displays within the Filing Representative information table.* *Click the edit (✎) icon to update the information.* *Click the trash can (🗑) icon to delete the Filing Representative.*

Step	Action
9.	At the top left of the screen, click **Save**. **H Save** General Information 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 ✕ Job filing has been saved. OK

Step	Action
Note:	*The General Information section displays an additional field, Additional Contact Information.* *If applicable, 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* 4. **Additional Tabs:** *Prototype & Phase Information, Document and Statements & Signatures* 5. **Application Information**: *Application Highlights, View Filing, History and Fee*
	You have completed the **Complete General Information** tab. Continue to the next section.

Complete Prototype & Phase Tab

Complete the following steps to complete the **Prototype & Phase Information** tab for the application:

Step	Action
Note:	On Prototype and Phase information tab user can add up to two prototypes per filing. When providing the initial phase details user need to enter the values for Boom Length, Jib Length and Length of Other Attachments. The total will be calculated based on these fields which will define the CN application fee. The system will validate maximum values that user can enter for these above-mentioned fields by looking at Prototypes added on the CN application. For example, system validating the additional fields on CN application as below, ▪ Prototype P1- Jib – 5, Boom – 1 and Other attachments – 1 Total = 7 ▪ Prototype P2- Jib – 2, Boom – 3 and Other attachments – 2 Total = 7 ▪ On CN if user tries to enter the values - Jib – 5, Boom – 2 and other attachments – 1 Total = 8 then system will validate the total and it should be less than or equal to 7. Mobile Cranes CN fee will be calculated based on the "Total (Jib + Boom + Other attachment) "field ▪ Mobile Crane - Total up to 250 ft. = $150. ▪ Mobile Crane - Total over 250 ft. = $250.
1.	Click **Prototype & Phase Information** to display the Prototype & Phase Information section.

Step	Action
2.	Select the applicable **Search by** (e.g. **Prototype Number)** radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application.
Note:	*To search by* ***Prototype Number****:* *Enter the Prototype Number in the Prototype Number field.* *To search by* ***Crane Type****:* *Select the Crane Type from the Crane Type drop-down list.*
3.	*(continued)*
	Click **Search & Add** to proceed.
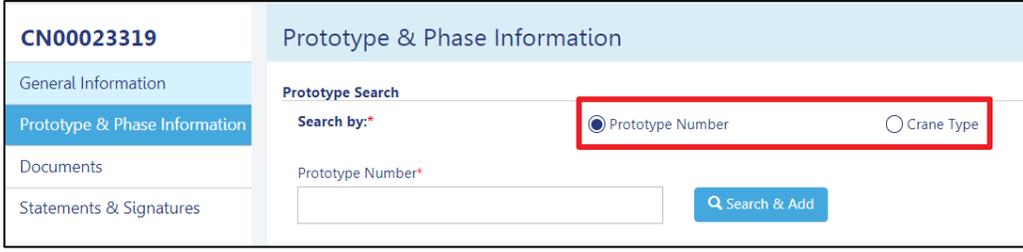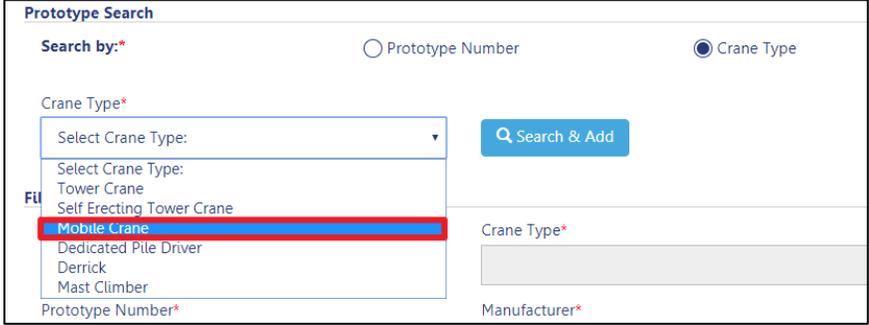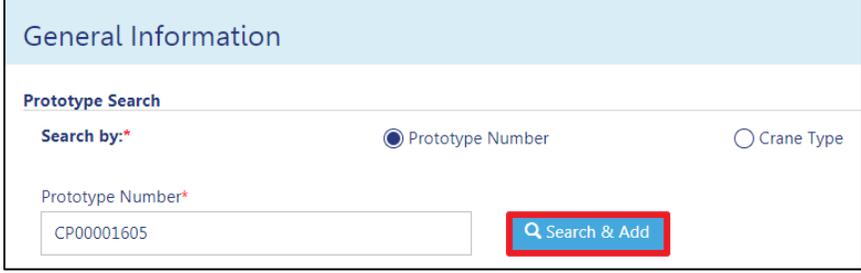
Step	Action
4.	The **Search Results** pop-up window displays. If applicable, select the applicable Prototype Number. Click **✚Add** to proceed.
5.	A **Notification** pop-up window displays with the message: Prototype has been added. Click **OK** to proceed.

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:* ● Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add **Prototype Information** (Max 2) Prototype Number **CP00001605** · Crane Type Mobile Crane · Review Status Pre-filing · Maximum Boom 5000 Feet · Maximum Jib 10000 Feet · Total 15000 Feet · 🗑 Delete · ⤢ Details
6.	Select the number of phases from the drop-down list labeled **"How many phases are you planning for this job?"** **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?* ○ Yes ○ No After Hours Variance Required?* ○ Yes ○ No

Step	Action
8.	At the top left of the screen, click **Save**.
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
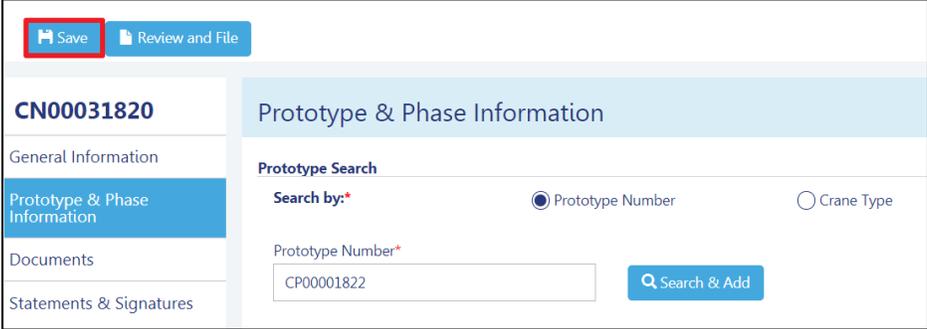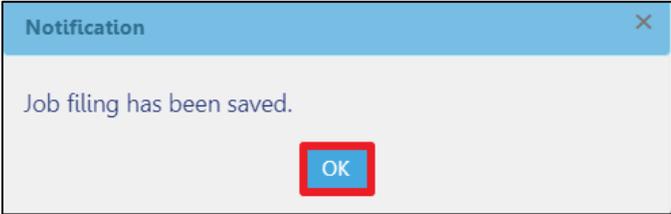
You have completed the **Prototype & Phase Tab.**

Continue to the next section.

Upload Documents

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

Step	Action
1.	Click **Documents** to display the Documents section. **[Save] [Review and File]** **CN00011919** **Documents** General Information Prototype & Phase Information **Required Documents** **Documents** **+ Add Document** Statements & Signatures **Document Name**
2. 3.	Click **+Add Document**. **Documents** **+ Add Document** **Document Name**
	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. **Upload Document** Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel
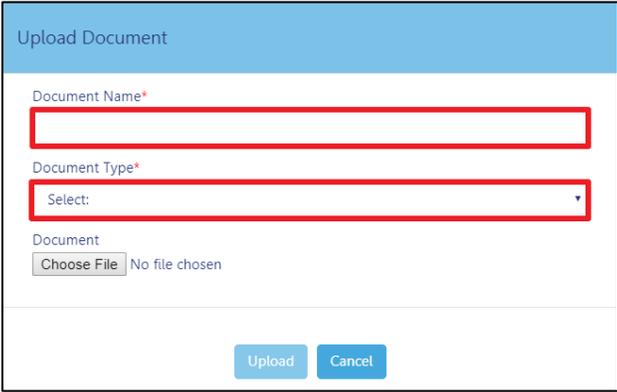
Step	Action
4.	Click **Choose File** to upload the Document Type selected. Document Type* Manual ▾ Document [Choose File] No file chosen
5.	The Document pop-up window displays. Select the Document and click **Open**.
6.	The Document displays next to Choose File. Click **Upload**. Document Type* Manual ▾ Document [Choose File] Manual.pdf [Upload] [Cancel]

Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. **Notification** ✕ Document has been uploaded. OK
Note:	*The Document uploaded displays within the Document table.* *Click the edit (✎) icon to update the Document information.* *Click the trash can (🗑) icon to delete the Document.* *Click the upload (⬆) icon to replace the Document previously uploaded.* **Documents** **+ Add Document** | Document Name	Document Type	Document Status	Uploaded On	Actions
---	---	---	---	---
Mobile Crane Manual	Manual	Pending	09/19/2019	⬆ ✎ 🗑	
8.	At the top left of the screen, click **Save**. **💾 Save** **📄 Review and File** **CN00011919** General Information Prototype & Phase Information Documents Statements & Signatures **Documents** **Required Documents** **+ Add Document** Document Name

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	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.
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.*

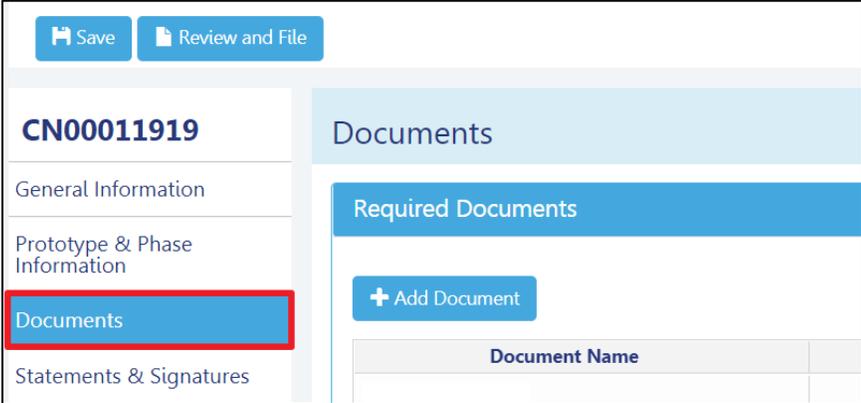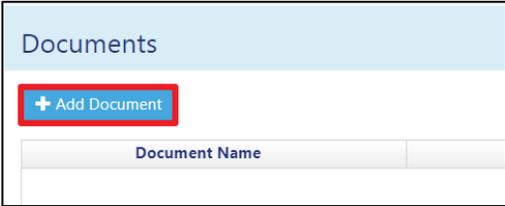| Step	Action
	APPLICANT OF RECORD
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing 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: JOE ADAM (Electronically Signed) Date: 09/19/2019
3.	At the top left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00011919** General Information Prototype & Phase Information Documents Statements & Signatures **Statements & Signatures** **Applicant's Statement*** As a condition of being granted a license/registration and/or qualif New York City Administrative Code and Department rules, regulatio their specific trade. I have reviewed the information provided in this application and falsification of any statement made to the Department is a misdem accept, any benefit, monetary 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. **Notification** ✕ Job filing has been saved. OK

Step	Action

<table>
<tr><td colspan="2" style="background:purple;color:white">EQUIPMENT USER'S STATEMENT</td></tr>
</table>

5.	On the Statements & Signatures tab scroll-down to the **Equipment User's Statement**.
6.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
7.	At the top left of the screen, click **Save**.
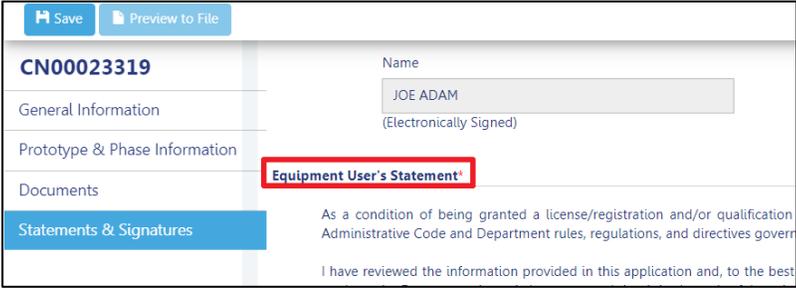
Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Statement & Signatures** section. Continue to the next section.

Pay Fees

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

Step	Action
Note:	*The job filing's fees must be paid before continuing to Preview to File.*
1.	At the bottom-right of the screen, click **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 C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype $2,000.00 eCheck Credit Card 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. OK
	You have completed the **Pay Fees** section. Continue to the next section.
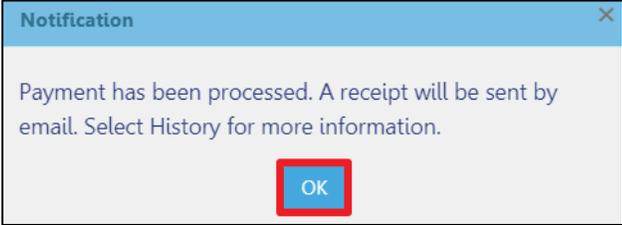
Complete Review and File

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

Step	Action
APPLICANT OF RECORD	
1.	At the top left of the screen, click **Review and File**. DOB NOW Submit Filings, Payments, and Requests t 💾 Save 📄 Review and File
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. Application Preview « Previous Next » 🔍 Zoom 🔍 Zoom 100% ▾ Page : 1 / 6 DOB NOW BUILD NYC Buildings **Application Highlights** Job Number — CP00001605 Filing Type — New Crane Type — Mobile Crane Prototype Number — PT00001605 Current Filing Status — Pre-filing
Note:	*If errors are discovered when Review and File is selected, click **Return to Filing View**, correct the errors, re-attest, and Review and File again.* ✈ File ↻ Return to Filing View
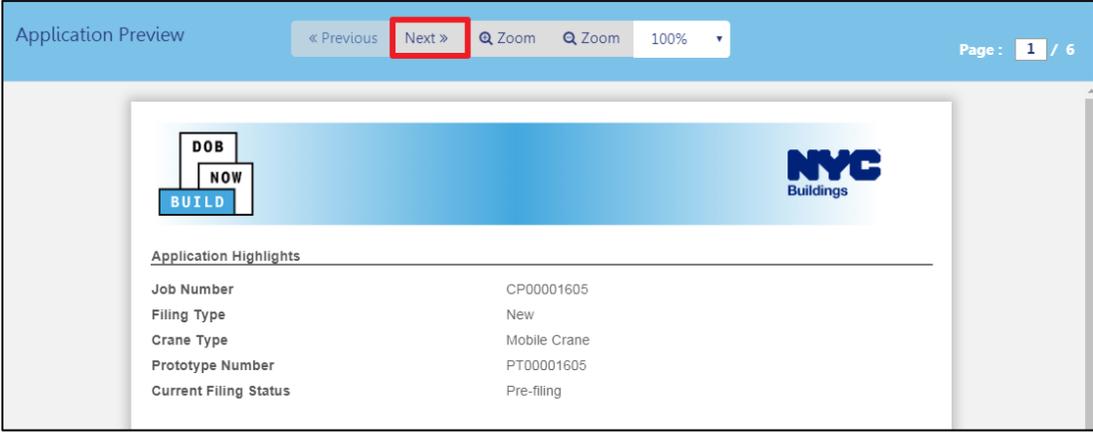
Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name [ ] Date [ ] ✈ File ↻ Return to Filing View
4.	The **Name** and the **Date** field's auto-populate after the checkbox is clicked. Click **File**, to proceed. Name [JOE ADAM] Date [09/20/2019] (Electronically Signed) ✈ File ↻ Return to Filing View
5.	A **Notification** pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click **OK** to close the Confirm pop-up window. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* ✓ ●────────● ────────○ ────────○ Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA)
	You have completed the **Initiate a Crane Notice Application Step-by-Step Guide.**
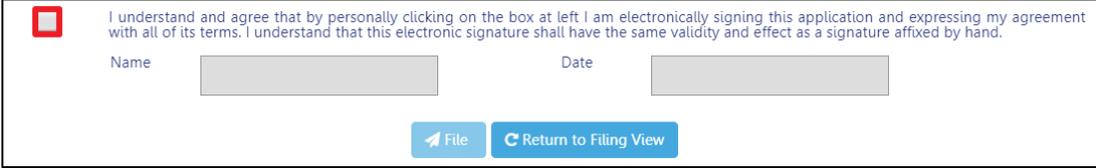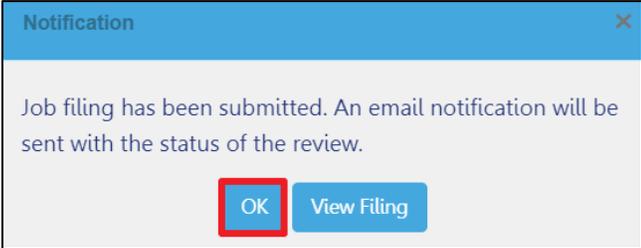
Job Filing Statuses

Step	Action
<td colspan="2" style="color:red">**Job Filing Status Incomplete**</td>
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.*
2.	*Hoover over the History square then click on Trace History.*
3.	*The History displays with the comment for the incomplete item.*

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.*
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**)*
6.	***Full Approval*** *Full Approvals have no expiration date. A formal full approval letter is in the document section of the Job Filing.*
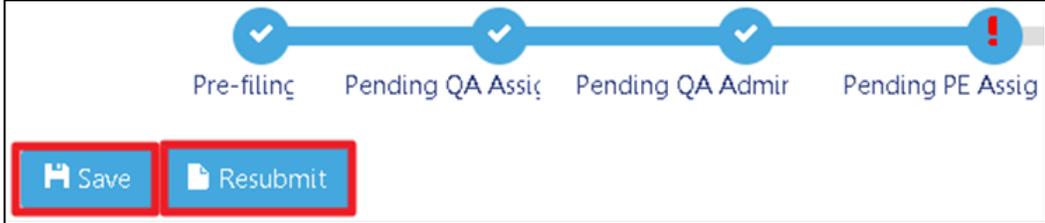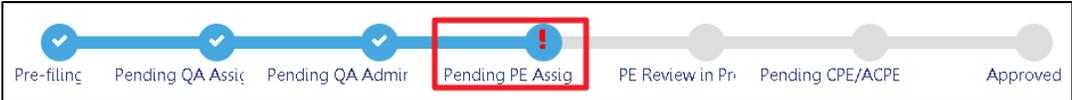
Step	Action
	Disapproved *The applicant is notifed request is denied.*
	In the Job Filing hoover over the History square then click on Trace History. *The History displays with the status of Disapproved.*

Mobile Crane CN: Tag Crane Device

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

Step	Action
APPLICANT 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.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Crane Device**.

Step	Action
Note:	To filter the Crane Notices by Crane type, select the respective tab (e.g., Mobile Crane).
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to tag a Crane Device to CN00011919. Click **Yes** to proceed.
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*
	You have begun the process for **Tag Crane Device**. Continue to the Complete Assign Crane Device to Crane Notice section.
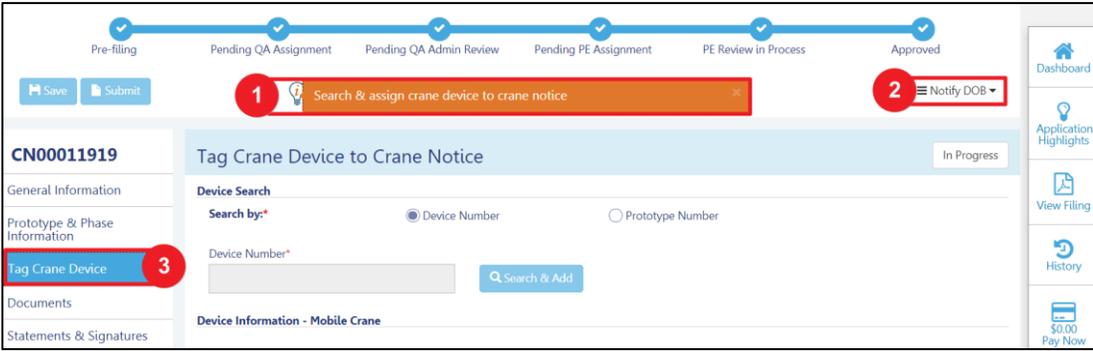
Complete Assign Crane Device to Tag Crane Device Tab

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

Step	Action
<td colspan="1" style="background-color:green;color:white;font-weight:bold">APPLICANT OF RECORD</td>	
1.	Within the **Tag Crane Device** tab, select the applicable **Search by** (*e.g.* ***Prototype Number***) radio button in Device Search. **CN00023319** General Information Prototype & Phase Information Tag Crane Device Documents Assign Crane Device to Crane Notice Device Search Search by:* ● Device Number ○ Prototype Number 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 ○ 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 Device Search Search by:* ○ Device Number ● Prototype Number Prototype Number* Select Prototype: ▼ Q Search & Add
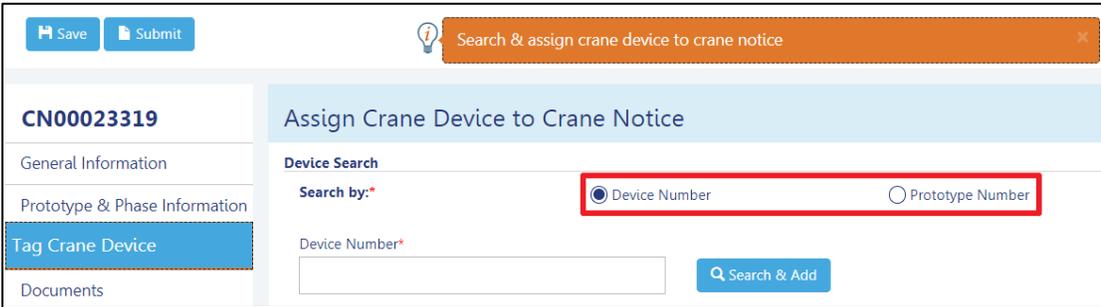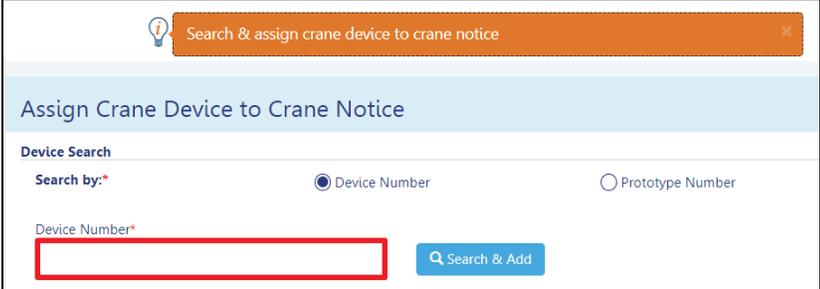
Step	Action
2.	Click **Search & Add** to proceed. Search by:* ○ Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add
3.	The **Search Results** pop-up window displays. If applicable, select the applicable Prototype Number. Click **✚Add** to proceed.
4.	**Search Results** Selected : CD00001329 *Filter Search Results From Here...* 🔍 ○ Device Number: CD00001329 Device Status: Approved for Use Pending Inspection Manufactured Date: 11/2013 Serial Number: 987654231 Crane Type: Mobile Crane Device Expiry Date: 10/03/2020 Actual Rated Capacity: 10000 Kips Actual Boom: 4500 Feet Actual Jib: Not Applicable Other Attachments: Not Applicable Actual Freestanding Height: Not Applicable Total: 4500 Feet Actual Configuration (Min): 5000 Lbs Actual Configuration (Max): 10000 Feet Transmission Type: Mechanical Power: Gas Climbing Type: Not Applicable Width with Outtriggers Extended: 5000 Feet Overall Carrier Length: 10000 Feet Overall Carrier Width: 10000 Feet Overall Carrier Tailswing: 10000 Feet Boom Types: Articulating, ‹ 1 to 1 of 1 records › ✚ Add ⊘ Cancel
	A **Notification** pop-up window displays with the message: Prototype has been added. Click **OK** to proceed. **Notification** ✕ Prototype has been added. OK

Step	Action
Note:	*The Device Number added, displays within the Device Information – Mobile 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** Device Status Approved for Use Review Status Pre-filing Delete Details
5.	At the top left of the screen, click **Save**. Pre-filing — Pending QA Assignment — Pending QA Admin Review Save Submit **CN00023319** Assign Crane Device to Crane Notice
6. 7.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to proceed. Notification ✕ Job filing has been saved. OK
	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

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

Mobile Crane CN: Assign A/D Director

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

Step	Action
EQUIPMENT USER	
Note:	*This section displays if assembly/disassembly is required after the Initial Phase.* *The A/D Director does not have to be licensed.*
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign A/D Director**.
Note:	To filter the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).

Step	Action
3.	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.
Note:	*The page refreshes and displays the additional items:* 1. *Notification to Assign a A/D Director* 2. *Additional Tab: A/D Director*
	You have begun the process for **Assign an A/D Director**. Continue to the **Complete A/D Director** tab section.

Complete A/D Director Tab

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

Step	Action
EQUIPMENT USER	
1.	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
Note:	*The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.*

Step	Action
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.

A/D DIRECTOR

4.	Locate the Crane Notice application. Under the **Actions** column, select **Assign A/D Director**.

Step	Action
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]
6.	The page refreshes and displays the Crane Notice application. Select the **A/D Director** tab. **CN00022219** General Information Prototype & Phase Information Assign CD to CN **A/D Director** Documents **Assign A/D Director** **A/D Director Information** Email* AJOETEST2@GMAIL.COM Last Name JOE2 License Type* Preparer License Number 023107
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, 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 _____ [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. ☑ 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: ADAM JOE (Electronically Signed) Date: 10/08/2019 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: ADAM JOE (Electronically Signed) Date: 10/08/2019 **Save**
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. **OK**

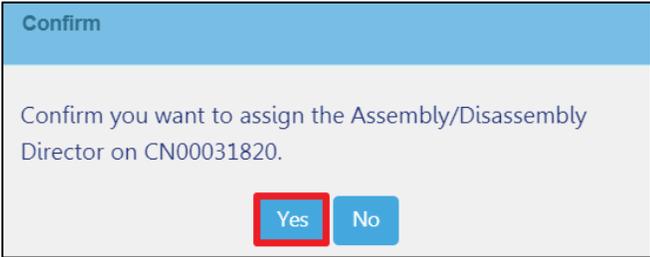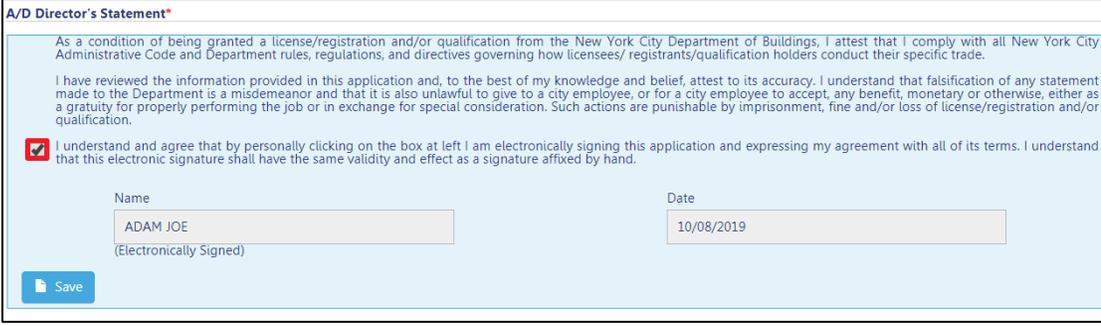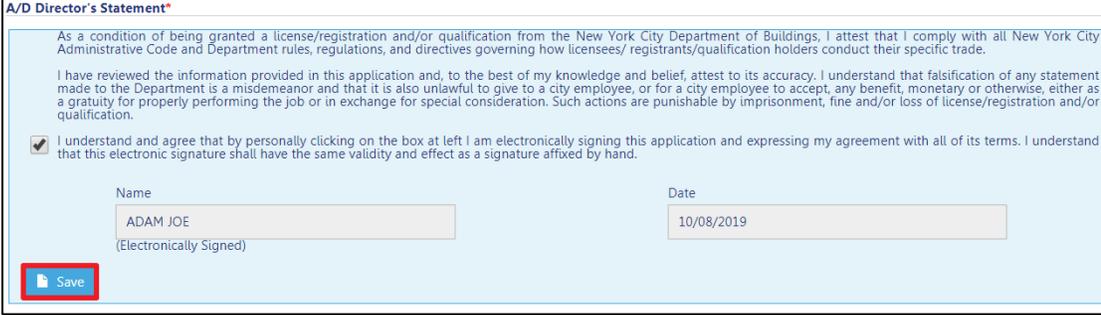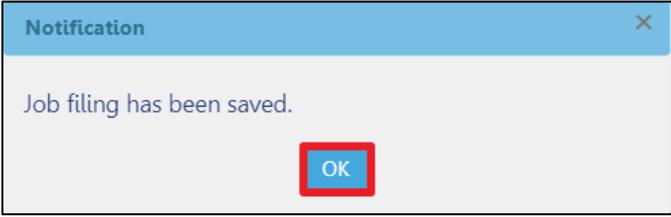| Step	Action
	EQUIPMENT USER
Note:	*After the A/D Director completes the attestation, return to the Dashboard to submit the notification. Locate the Crane Notice Application and under the Action Column, select Assign A/D Director. For further clarification refer to Complete A/D Director tab: Step 4.* *The statement applicable to the stakeholder that's logged in highlights in blue.*
10 11	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
	At the top left of the screen, click **Save**.

Step	Action
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. [OK]
13	At the top left of the screen, click **Submit**. ✓ Pre-filing ✓ Pending QA Assignment Pending [💾 Save] [📄 Submit]
14 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]
	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]

Step	Action
You have completed the **Assign A/D Director** Step-by-Step Guide. Continue to the next section.	

Mobile Crane CN: Assign Lift Director

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

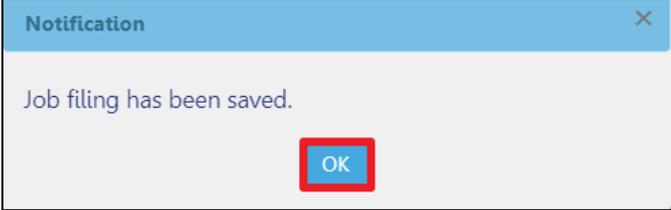| Step	Action
EQUIPMENT USER	
Note:	*Only one Device Installer and one Lift Director can be assigned to a CN at a time.*
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Lift Director**.

Step	Action
Note:	*To filter the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).*
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00031820. Click **Yes** to proceed.
Note:	*The page refreshes and displays the additional items:* 1. ***Notification*** *to Assign a Lift Director* 2. *Additional Tab:* ***Lift Director***
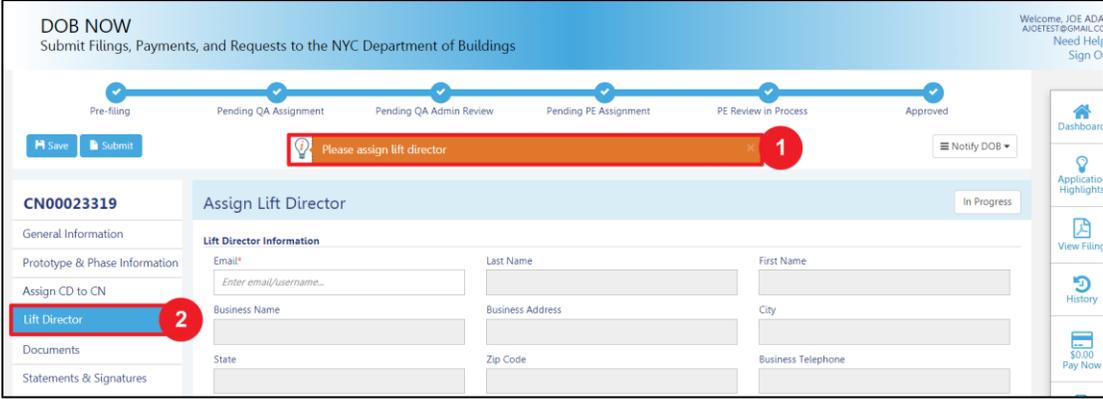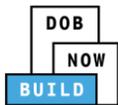
Step	Action
	You have begun the process for **Assign a Lift Director**.
	Continue to the **Assign Lift Director** tab section.

Complete Assign Lift Director Tab

Complete the following steps to complete the Assign Lift Director tab for the application:

Step	Action
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
Note: 2.	*The Lift Director Information fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.*
	At the top left of the screen, click **Save**.
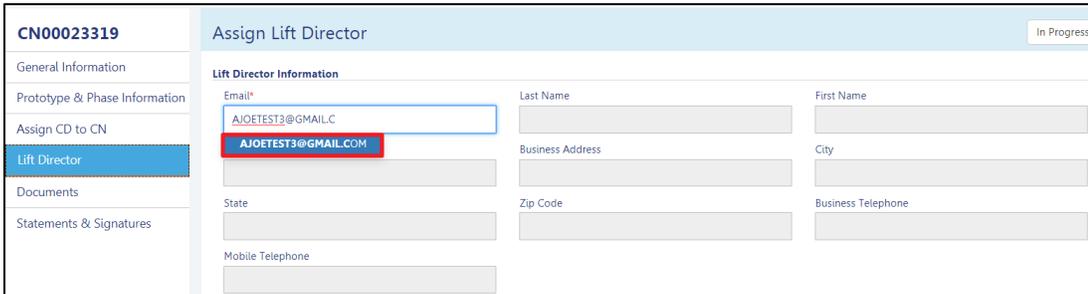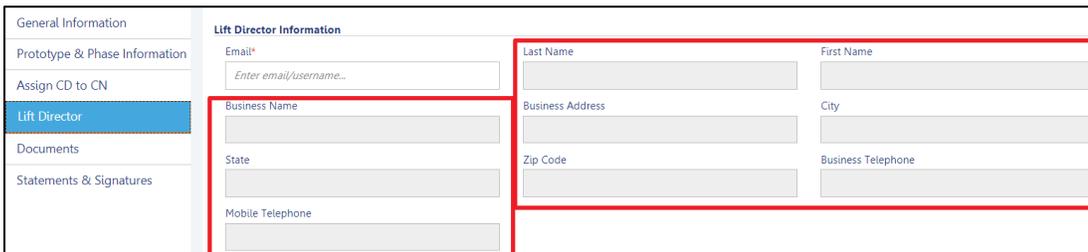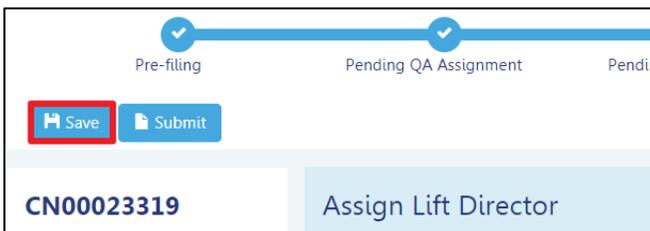
Step	Action
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

LIFT DIRECTOR

Step	Action
4. 5.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Lift Director**.
	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00031820. Click **Yes** to proceed.

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* AJOETEST3@GMAIL.COM — Last Name JOE — First Name ADAM Assign CD to CN — Business Name AJ LLC — Business Address AJ LLC — City NYC **Lift Director** — State — Zip Code — Business Telephone Documents
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* **Lift 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 Save
7. 8.	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, 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 ADAM JOE — Date 10/08/2019 (Electronically Signed)
	Below the **Name** and **Date** fields, click **Save**. **Lift 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 ADAM JOE — Date 10/08/2019 (Electronically Signed) Save

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

	EQUIPMENT USER

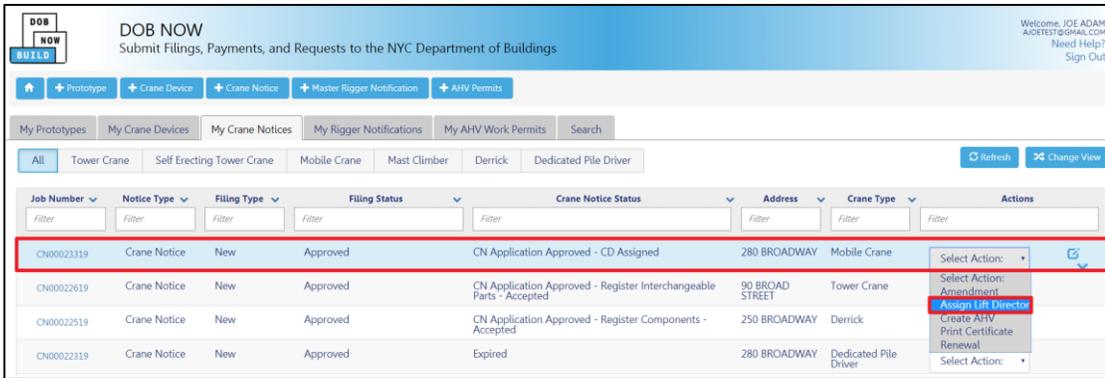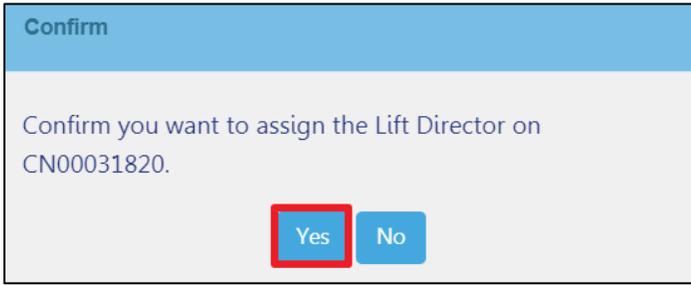| Note:	*After the Lift Director completes the attestation, return to the Dashboard to submit the notification. Locate the Crane Notice Application and under the Action Column, select Assign Lift Director. For further clarification refer to Complete Lift Direct Director tab: Step 2.*
	The statement applicable 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 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

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 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

ADAM JOE2
(Electronically Signed)

Date

10/08/2019

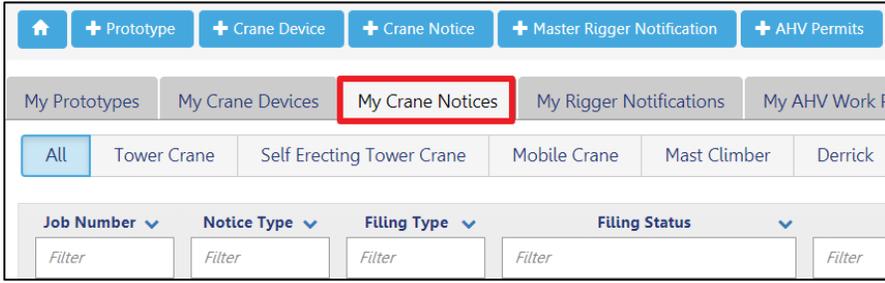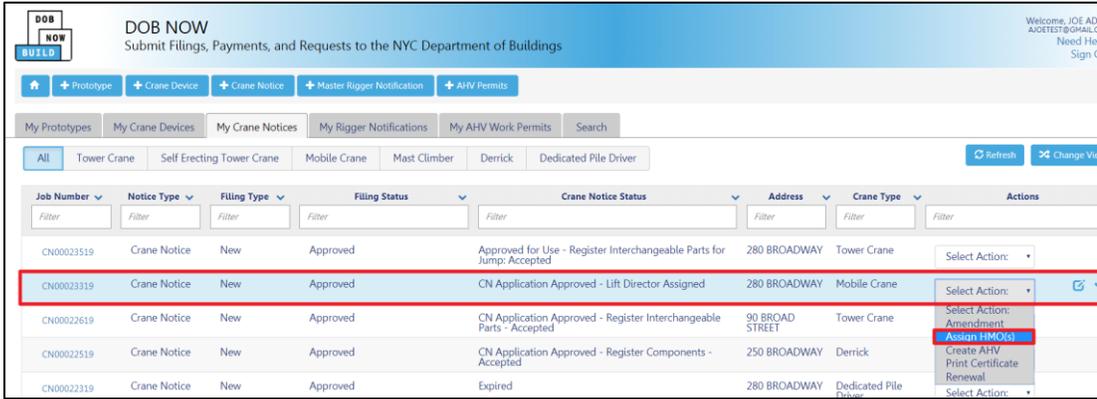| Step	Action
11	At the top left of the screen, click **Save**. Pre-filing · Pending QA Assignment · Pending **Save** · **Submit** CN00023319 — Assign Lift Director
12	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. **OK**
13	At the top left of the screen, click **Submit**. Pre-filing · Pending QA Assignment · Pending **Save** · **Submit**
14	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**
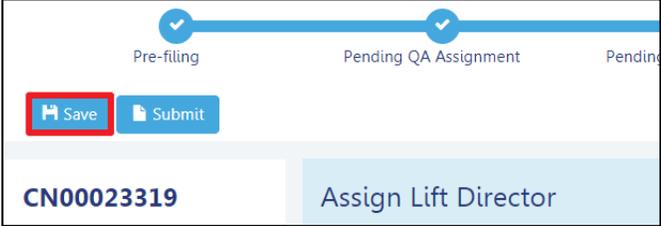
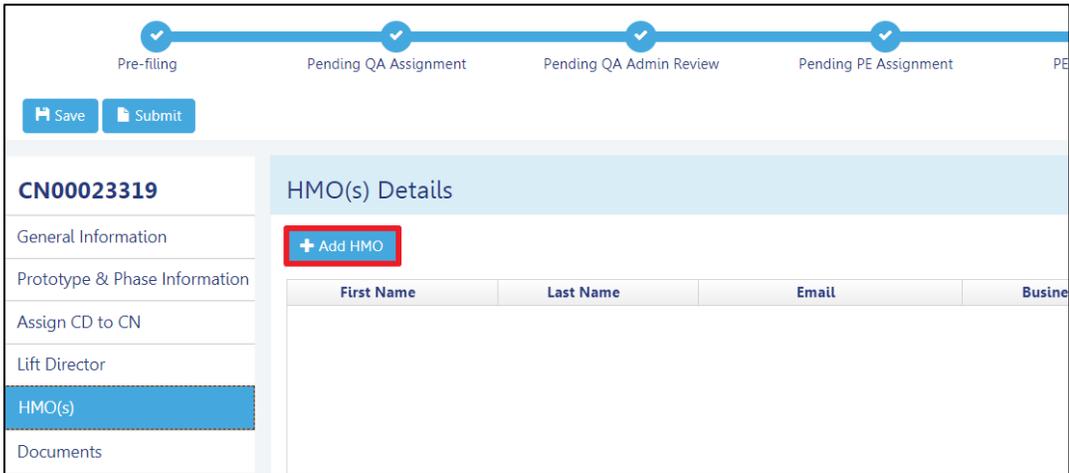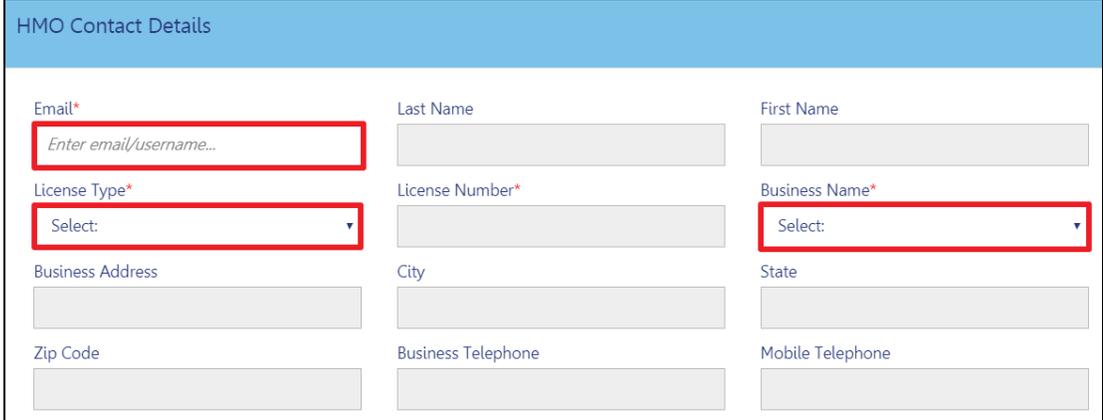| Step	Action
15.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. **Notification** ✕ Job filing has been submitted. OK
	You have completed the **Assign Lift Director Tab** Step-by-Step Guide. Continue to the next section.

Mobile Crane CN: Assign Hoist Machine Operator (HMO)

Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:

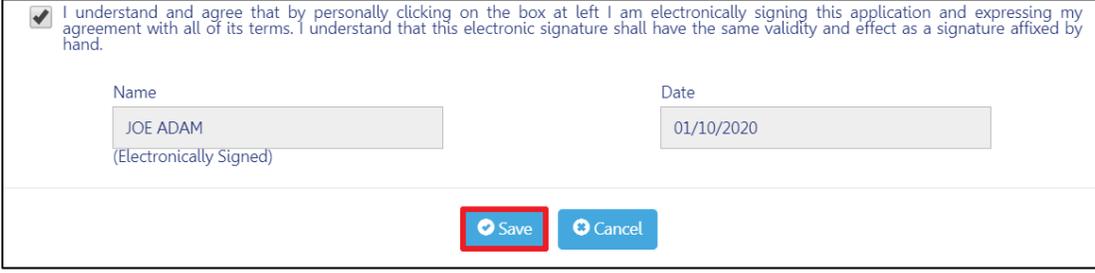| Step	Action
EQUIPMENT USER	
Note:	☐ *The Equipment User assigns the HMO and attest the form. The HMO must then login to the system to accept their assignment and provide their attestation.* ☐ *Changing the HMO(s) is not viewed as a PAA and does not have an accompanying fee. If an HMO is no longer associated 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 HMOs' to be edited at any time, until the device is removed from the CN.*
1. 2.	From the Dashboard, select the Crane Notices tab.
	Locate the Crane Notice application. Under the **Actions** column, select **Assign HMO(s)**.

Step	Action
Note:	*To filter the Crane Notices by Crane Type, select the respective tab (e.g.,* **Mobile Crane***).*
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click **Yes** to proceed.
Note:	*The page refreshes and displays the additional items:* 1. ***Notification** to Assign HMO(s)* 2. *Additional Tab: HMO(s)*
	You have begun the process for **Assign HMO(s)**. Continue to the **Complete HMO(s) Tab** section.
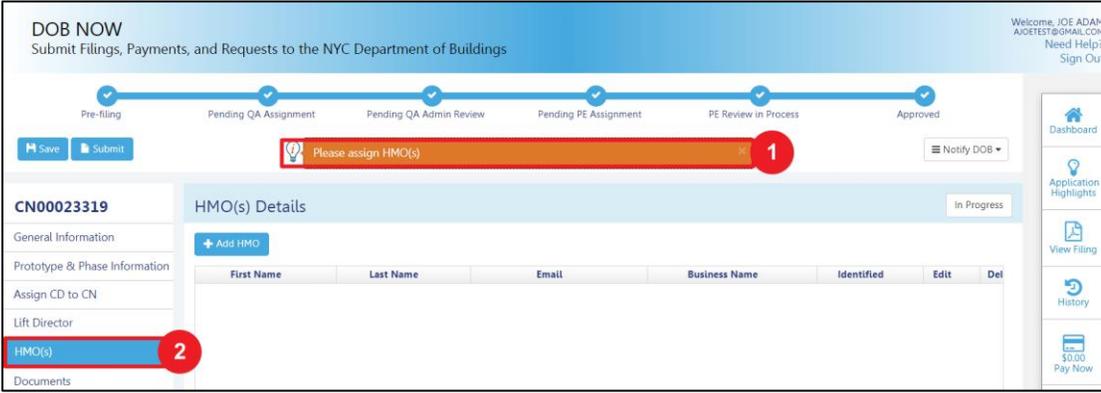
Complete HMO(s) Tab

Complete the following steps to complete the HMO(s) tab for the application:

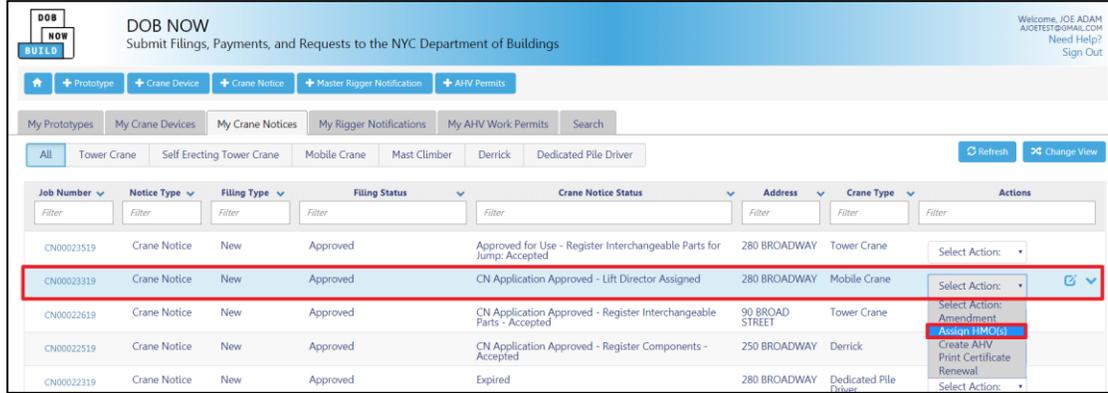| Step	Action
EQUIPMENT USER	
1.	Within the HMO(s) tab, click **+ Add HMO**.
2.	The **HMO Contact Details** pop-up window displays. ☐ Type the **Email** and then select the **Email Address** from the blue drop-down. ☐ Select the **License Type** (e.g., **Hoist Machine Operator**) from the drop-down list. ☐ Select the **Business Name** from the Business Name drop-down list.

Step	Action
Note:	*The HMO Contact Details fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.*

HMO Contact Details

Email*
Enter email/username...

Last Name

First Name

License Type*
Select:

License Number*

Business Name*
Select:

Business Address

City

State

Zip Code

Business Telephone

Mobile Telephone

Step	Action
Note:	*Scroll-down to the bottom to view 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 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

(row 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
ADAM JOE2
(Electronically Signed)

Date
10/08/2019

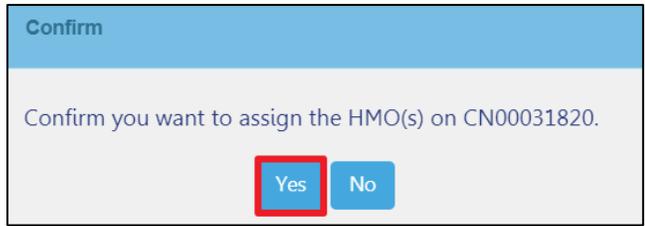| Step	Action
4.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 01/10/2020 ● 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. OK
Note:	*The HMO added displays within the HMO(s) Details table.* *Click the edit (✎) icon to update the information.* *Click the trash can (🗑) icon to delete the HMO.* *To add an additional HMO, repeat Steps 1 to 5 and continue.* **HMO(s) Details** In Progress ➕ Add HMO | First Name	Last Name	Email	Business Name	Identified	Action
---	---	---	---	---	---
BUILD	172	BUILD172@BUILDINGS.NYC.GOV	BUILD172 LLC	No	✎ 🗑	

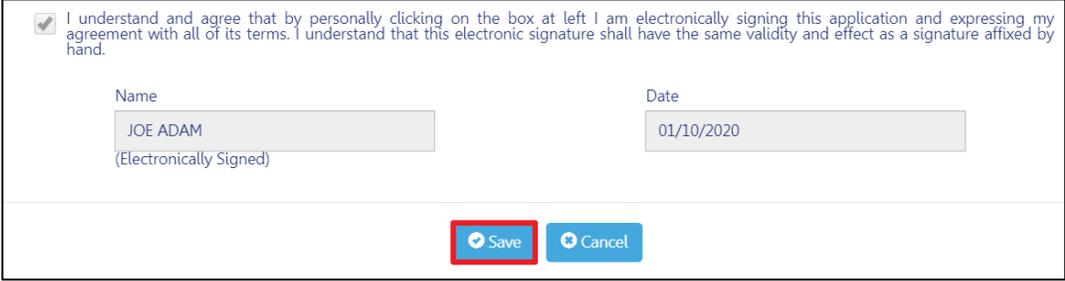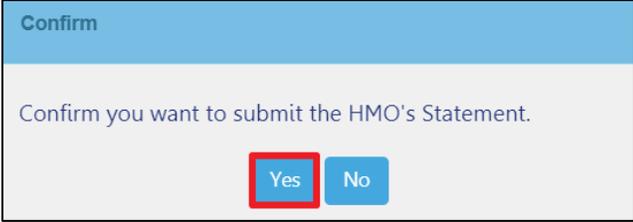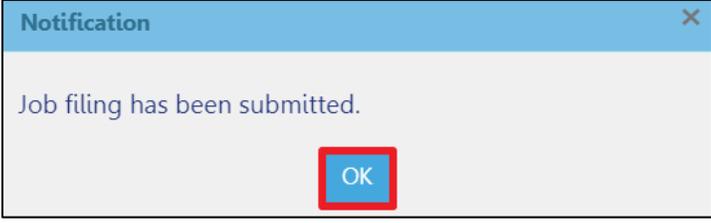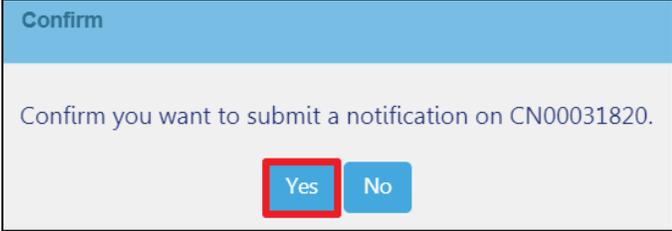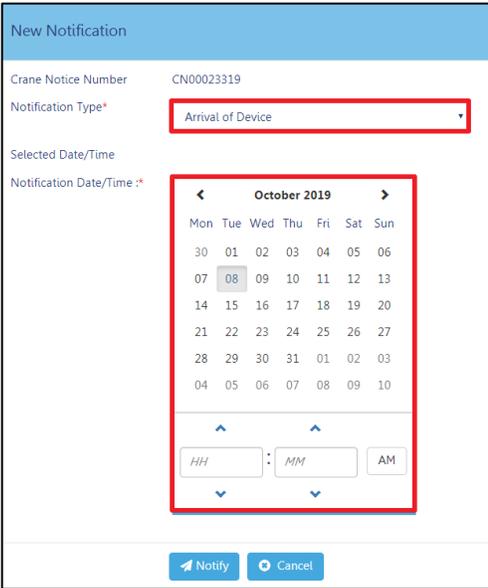| Step	Action
	HOIST MACHINE OPERATOR (HMO)
6.	Locate the Crane Notice application. Under the **Actions** column, select **Assign HMO(s)**.
7. 8.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click **Yes** to proceed.
	The page refreshes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

Step	Action
9.	Select the edit (✏) icon applicable to the HMO Details from the list. **HMO(s) Details** — In Progress ✚ Add HMO | First Name	Last Name	Email	Business Name	Identified	Edit	Delete | | TESTING123 | DOB | DOBTESTING123@GMAIL.COM | T123 LLC | No | ✏ | 🗑 |
10	The **HMO Contact Details** pop-up window displays. The statement applicable to the stakeholder that's logged in highlights in blue. Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **HMO Contact Details** Email* : BUILD172@BUILDINGS.NYC.GOV Last Name : 172 First Name : BUILD License Type* : Hoist Machine Operator License Number* : 007667 Business Name* : FUSTON CRANE SERVICE Business Address : 31-31 123RD STREET City : FLUSHING State : NY Zip Code : 11354 Business Telephone : (718) 886-2222 Mobile Telephone : **HMO'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 : BUILD 172 (Electronically Signed) Date : 01/10/2020

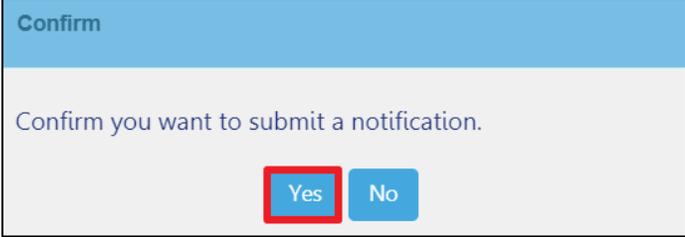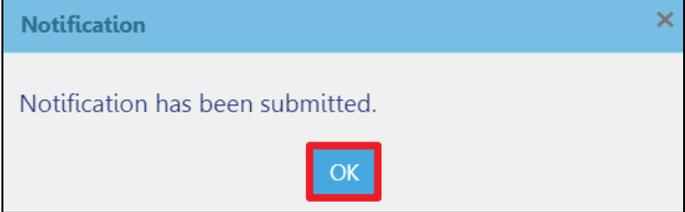| Step	Action
11.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 01/10/2020 **⊘ Save** **⊕ 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. **Yes** **No**
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.

Mobile Crane CN: Notify DOB – Arrival of Device

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

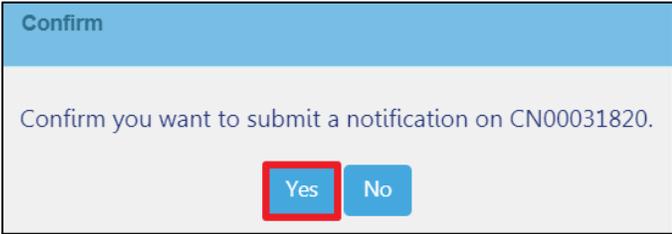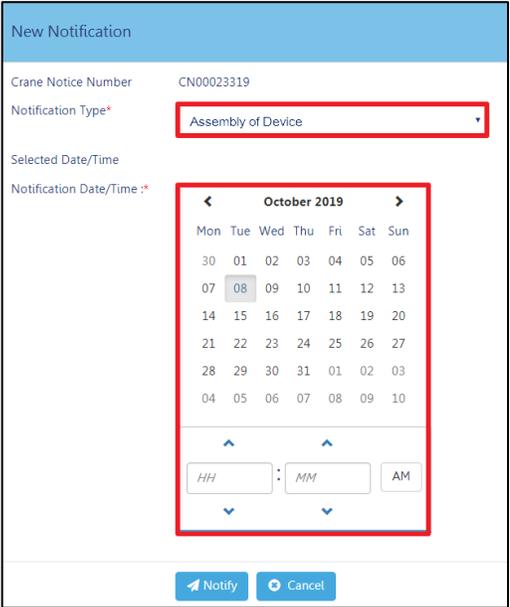| Step	Action
EQUIPMENT USER	
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Notify DOB**.
Note:	*To filter the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).*

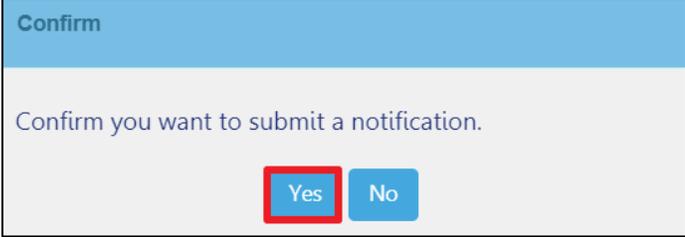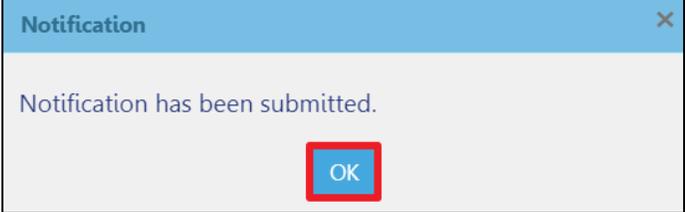| Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to submit a notification on CN00031820. Click **Yes** to proceed.
4.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: ☐ Select the **Notification Type** (e.g., **Arrival of Device**) ☐ Select the Notification Date/Time The selected Date/Time displays above the calendar.
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 a notification. 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. OK
	You have completed the **Notify DOB – Arrival of Device** Step-by-Step Guide.

Mobile Crane CN: Notify DOB – Assembly of Device

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

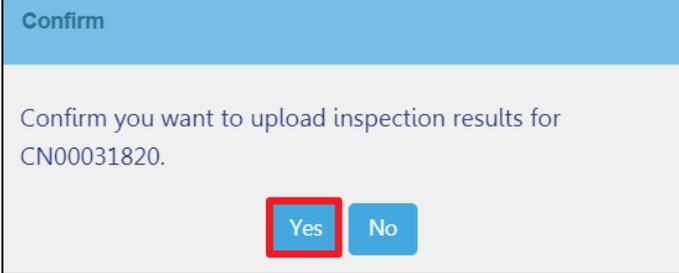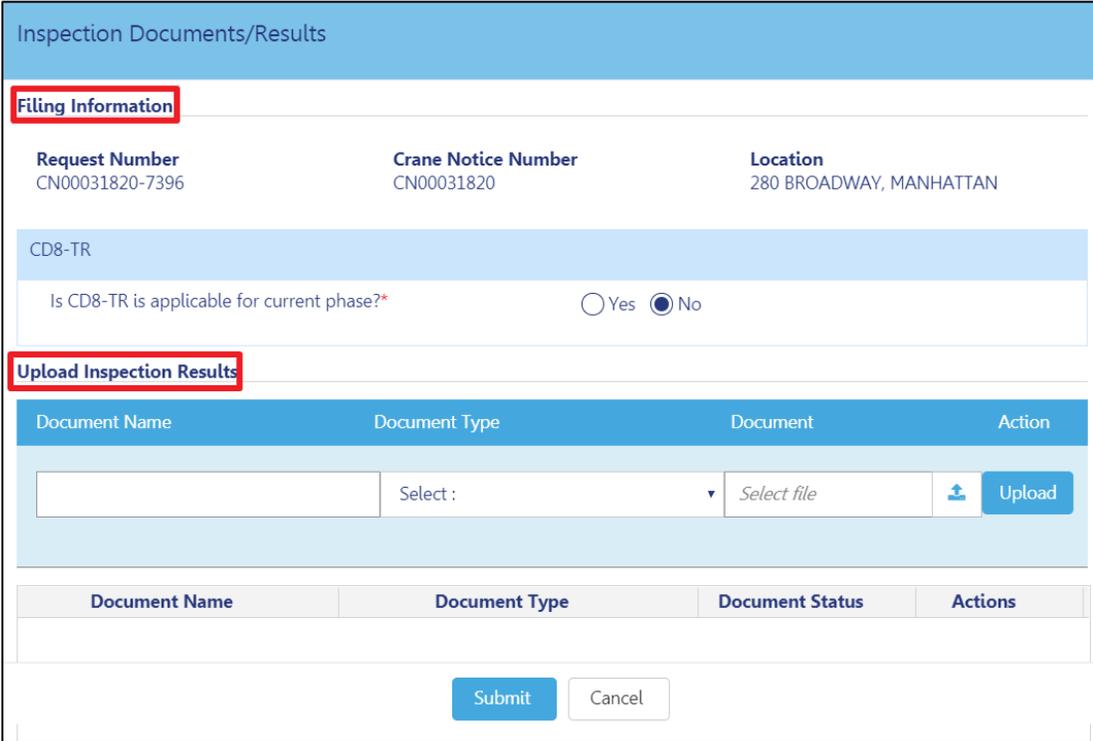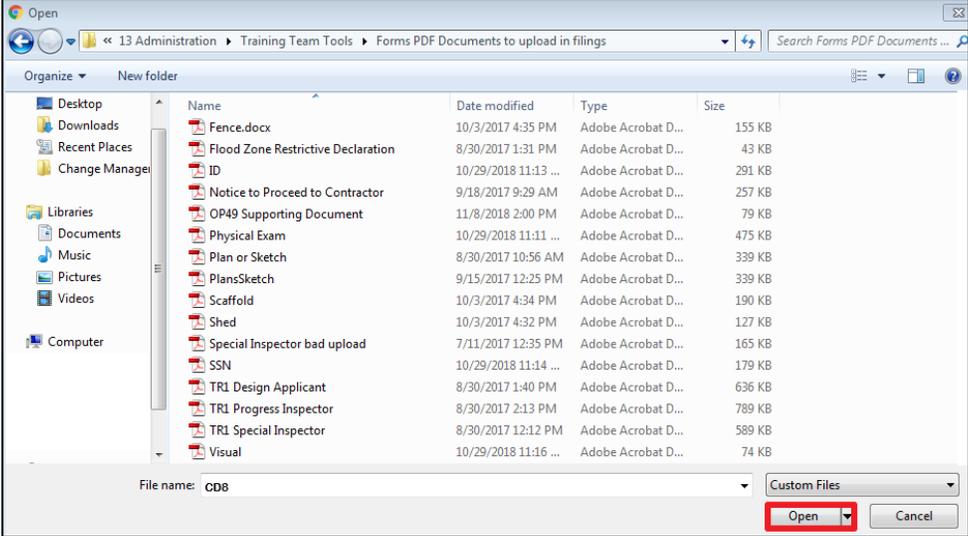| Step	Action
EQUIPMENT USER	
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Notify DOB**.
Note:	*To filter the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).*

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to submit a notification on CN00031820. Click **Yes** to proceed.
4.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: ☐ Select the **Notification Type** (e.g., Assembly of Device) ☐ Select the Notification Date/Time The selected Date/Time displays above the calendar.
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.
7.	A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed.
	You have completed the **Notify DOB – Assembly of Device** Step-by-Step Guide. Continue to the next section.

Mobile Crane CN: Provide Inspection Results

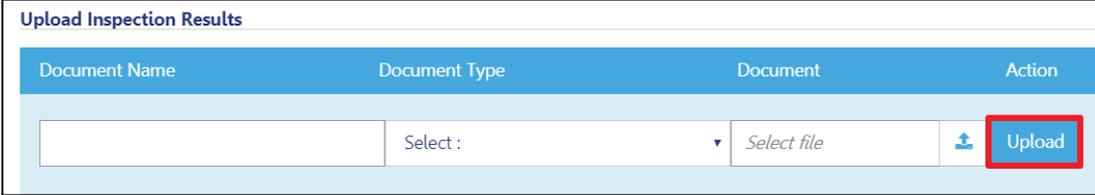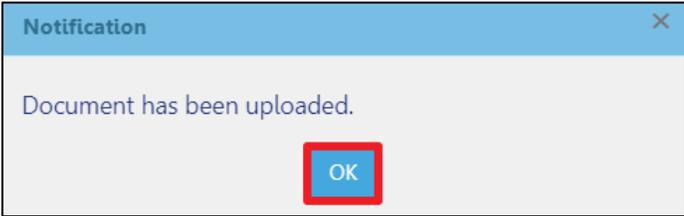Complete the following steps to upload the Inspections Results:

Step	Action
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the Actions column, select Upload Inspection Results.
Note:	*To filter the Crane Notices by Crane Type, select the respective tab (e.g.,* **Mobile Crane***).*

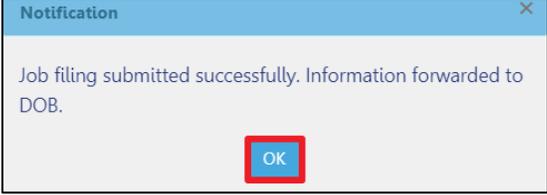| Step	Action
3.	A **Confirm** pop-up window displays with the message: Confirm you want to upload inspection results for CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to upload inspection results for CN00031820. [**Yes**] [No]
Note:	*The page refreshes and displays the Inspection Documents/Results pop-up window.* 1. *Filing Information* 2. *Upload Inspection Results* **Inspection Documents/Results** **Filing Information** **Request Number** **Crane Notice Number** **Location** CN00031820-7396 CN00031820 280 BROADWAY, MANHATTAN CD8-TR Is CD8-TR is applicable for current phase?* ( ) Yes (•) No **Upload Inspection Results** 	Document Name	Document Type	Document	Action
---	---	---	---
	Select : ▾	Select file ⬆	Upload | | **Document Name**	**Document Type**	**Document Status**	**Actions**
---	---	---	---	 [Submit] [Cancel]
	You have begun the process to **Upload 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
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?** Inspection Documents/Results **Filing Information** **Request Number** **Crane Notice Number** **Location** CN00031820-7396 CN00031820 280 BROADWAY, MANHATTAN CD8-TR Is CD8-TR is applicable for current phase?* ⚪ Yes 🔘 No
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. **Upload Inspection Results** | Document Name	Document Type	Document	Action
---	---	---	---
	Select : ▼	Select file	⬆ Upload	
3.	Click **Upload icon** (⬆) to upload the Document Type selected. **Upload Inspection Results** | Document Name	Document Type	Document	Action
---	---	---	---
	Select : ▼	Select file	⬆ Upload	

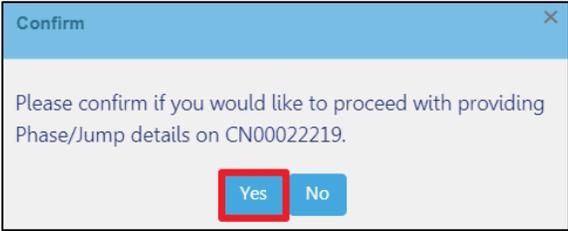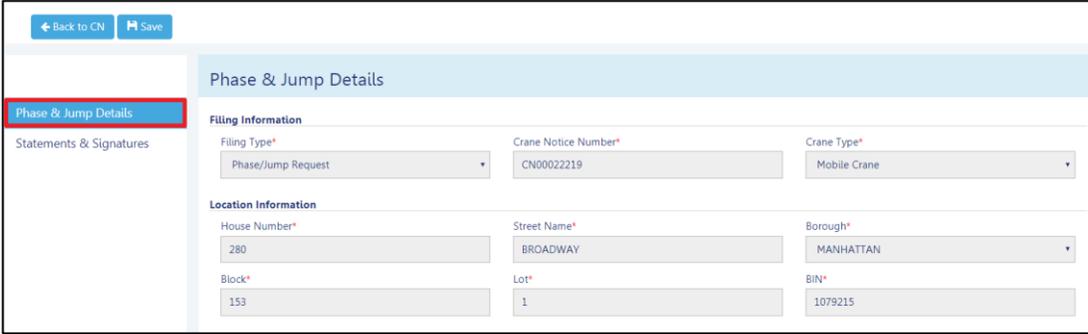| Step	Action
4.	The Document pop-up window displays. Select the Document and click **Open**.
5. 6.	The Document displays next to the upload icon ( ). Click **Upload**.
	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue.

Step	Action
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trash can ( ) icon to delete the Document.* **Upload Inspection Results** | Document Name	Document Type	Document	Action | |---|---|---|---| | | Select : ▾ | Select file | ▲ Upload | | **Document Name** | **Document Type** | **Document Status** | **Actions** | |---|---|---|---| | CD8 | CD8 Inspection | Pending | |
7.	At the top left of the screen, click **Submit**. | **Document Name**	**Document Type**	**Document Status**	**Actions** | |---|---|---|---| | CD8 | CD8 Inspection | Pending | | **Submit** Cancel
8.	A **Confirm** pop-up window displays with the message: Please confirm if you are done with the current step and are ready to proceed to the next step. Click **Yes** to proceed. **Confirm** ✕ Please confirm if you are done with the current step and are ready to proceed to the next step. **Yes** No

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click **OK** to proceed.
	You have completed the Upload Inspection Results Step-by-Step Guide. Continue to the next section.

Mobile Crane CN: Provide Crane Phase Details

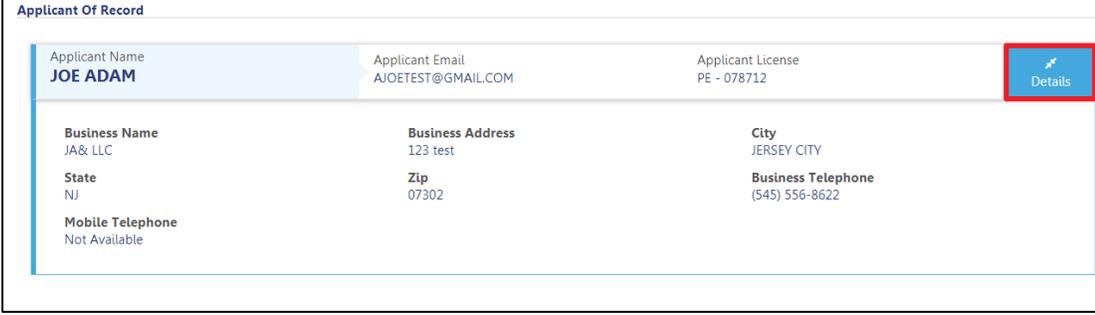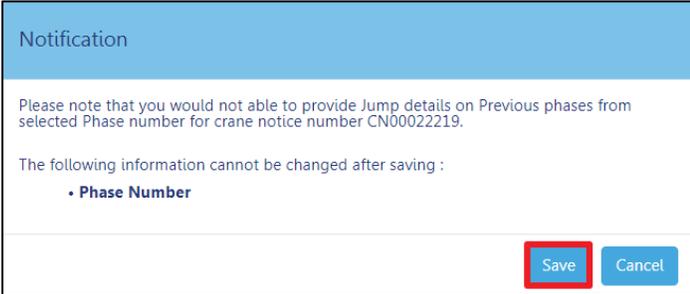Complete the following steps to provide the Crane Phase Details:

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., **Mobile Crane**).

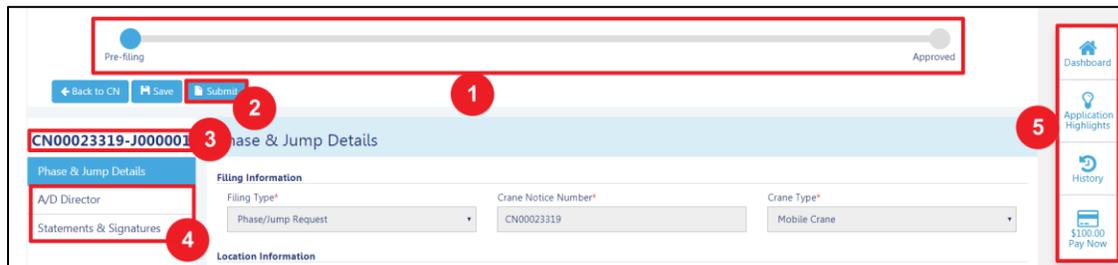| Step	Action
3.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with providing Phase/Jump details on CN00022219. Click **Yes** to proceed.
Note:	The page refreshes and displays the Phase & Jump Details Page.
	You have begun the process to **Provide Crane Phase Details.** Continue to the **Phase & Jump Details** section.

Complete Phase & Jump Details

Complete the following steps to provide the Phase & Jump Details to support the application:

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* Initial Height* Proposed Height* [_____▼] [_____] Feet [_____] Feet After Hours Variance Required?* ○ Yes ○ No Is assembly/disassembly required after the Initial Phase?* ○ Yes ○ No
2.	If Yes is selected for "Is assembly/disassembly required after the Initial Phase?" the field "Is Final Disassembly?" displays. After Hours Variance Required?* ● Yes ○ No Is assembly/disassembly required after the Initial Phase?* ● Yes ○ No Is Final Disassembly?* ○ Yes ○ No **Applicant Of Record** Applicant Name: **JOE ADAM** Applicant Email: AJOETEST@GMAIL.COM Applicant License: PE - 078712 [Details]
Note:	To provide the Notification for Final Disassembly, select Yes. **Phase and Jump Information** Phase Number* Initial Height* [3 ▼] [600] Feet After Hours Variance Required?* ○ Yes ● No Is assembly/disassembly required after the Initial Phase?* ● Yes ○ No Is Final Disassembly?* ● Yes ○ No If the Phase is Final Disassembly, Inspection Results is not required to be captured.

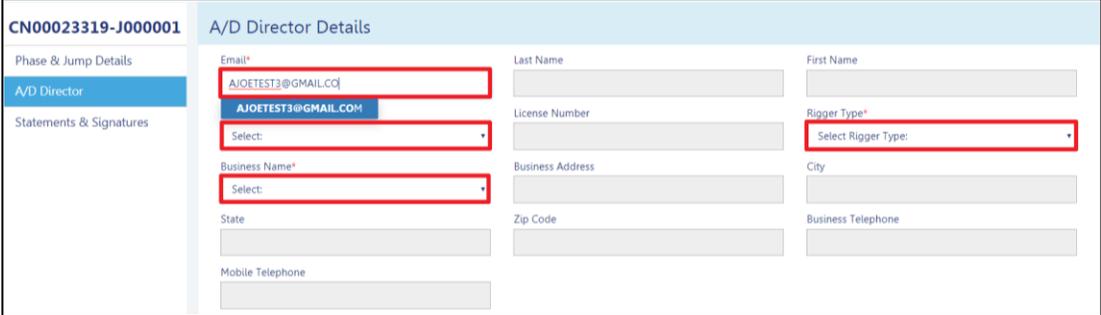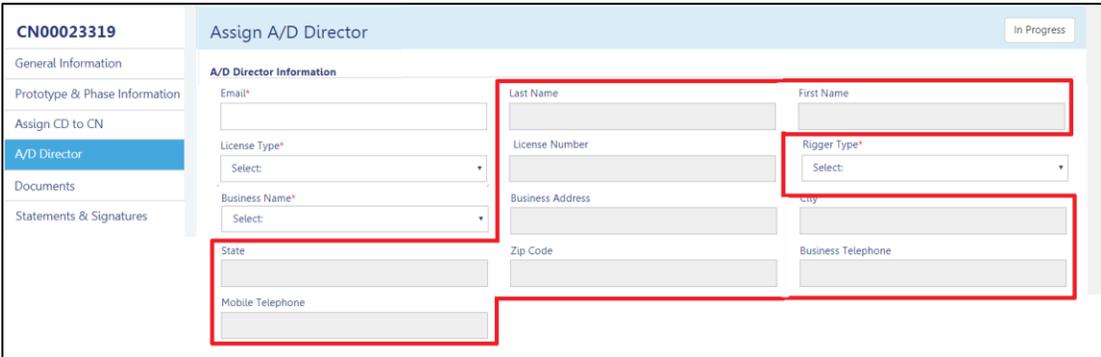| Step	Action
3.	The **Applicant of Record** displays at the bottom of the Phase & Jump Details page. If applicable, click **Details** to view the Applicant of Record information. **Applicant Of Record** Applicant Name **JOE ADAM** Applicant Email AJOETEST@GMAIL.COM Applicant License PE - 078712 Details 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 screen, click **Save**. ← Back to CN 💾 Save Phase & Jump Details Phase & Jump Details Statements & Signatures **Filing Information** Filing Type*
5.	A **Notification** pop-up window displays with the message: Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00022219. The following information cannot be changed after saving: • Phase Number Click **Save** to continue. Notification Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00022219. The following information cannot be changed after saving : • **Phase Number** 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. OK
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*
	You have completed the **Phase & Jump Details** tab. Continue to the next section.
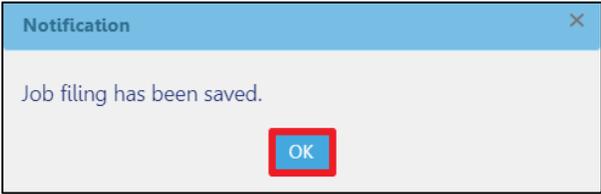
Complete A/D Director Details

Complete the following steps to add the **A/D Director** to support the application:

Step	Action
EQUIPMENT USER	
1.	Within the **A/D Director Details** 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., **Preparer**) 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
Note:	The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.

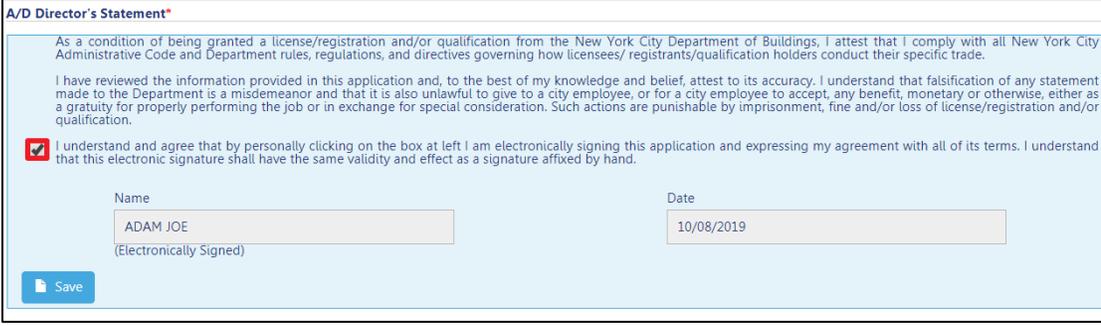| Step	Action
2.	At the top left of the screen, click **Save**. ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** **A/D Director Details** Phase & Jump Details Email* A/D Director AJOETEST3@GMAIL.COM
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK

<table>
<tr><td colspan="2">A/D DIRECTOR</td></tr>
<tr><td>Note:</td><td>After the A/D Director completes the attestation, return to the Dashboard to submit the notification. Locate the Crane Notice Application and under the Action Column, select Assign A/D Director. For further clarification refer to Mobile Cranes CN: Provide Crane Phase Details tab: Step 2.

The A/D Director must attest before the Equipment User.</td></tr>
<tr><td>4.</td><td>Locate the Crane Notice application.
Under the Actions column, select View Phase/Jump Details.</td></tr>
</table>

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.
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.*

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. ☑ 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: ADAM JOE (Electronically Signed) Date: 10/08/2019 📄 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: ADAM JOE (Electronically Signed) Date: 10/08/2019 📄 Save
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK

Step	Action
	EQUIPMENT USER
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 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
10 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 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 ADAM JOE2 (Electronically Signed) Date 10/08/2019
12	At the top left of the screen, click **Save**. ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** A/D Director Details
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK

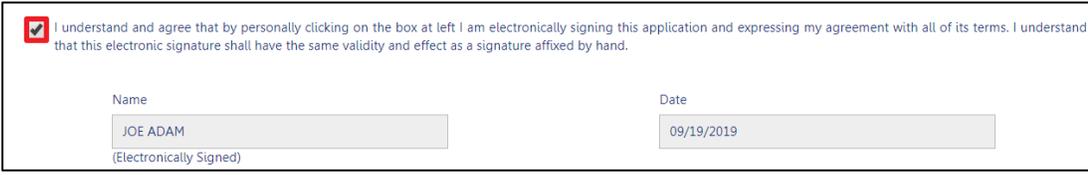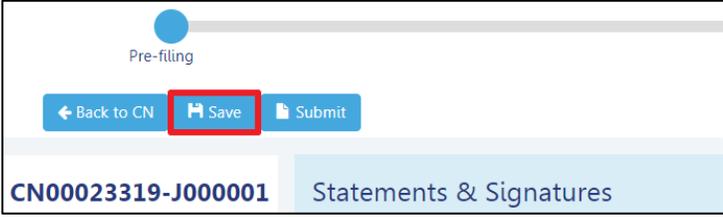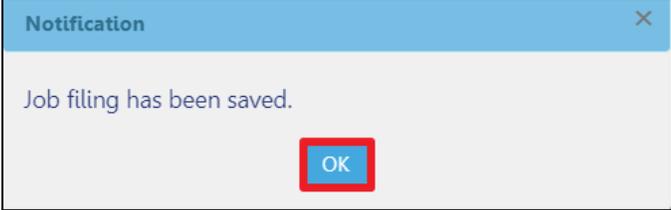| Step	Action
	You have completed the Assign A/D Director Tab Step-by-Step Guide.
	Continue to the next section.

Complete Statements & Signatures

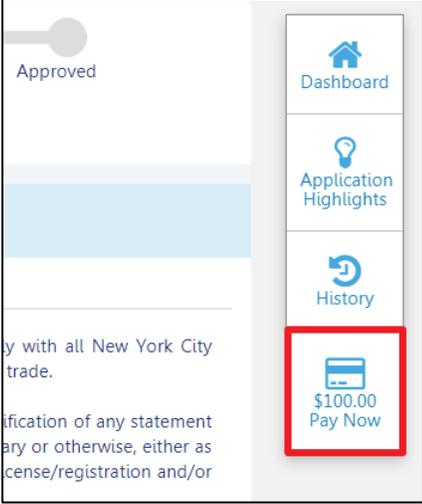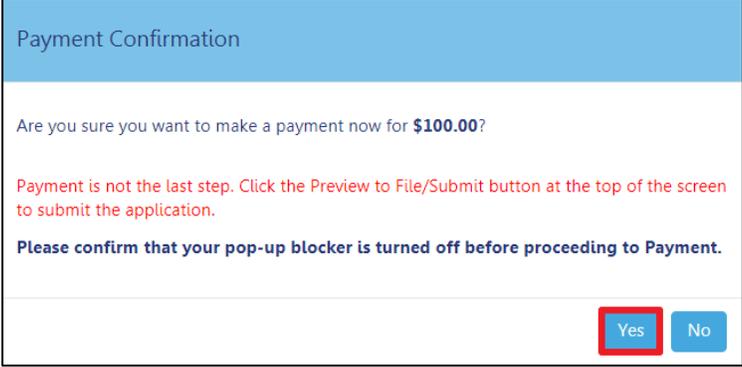Complete the following steps to complete the attestations in the Statement & Signatures tab:

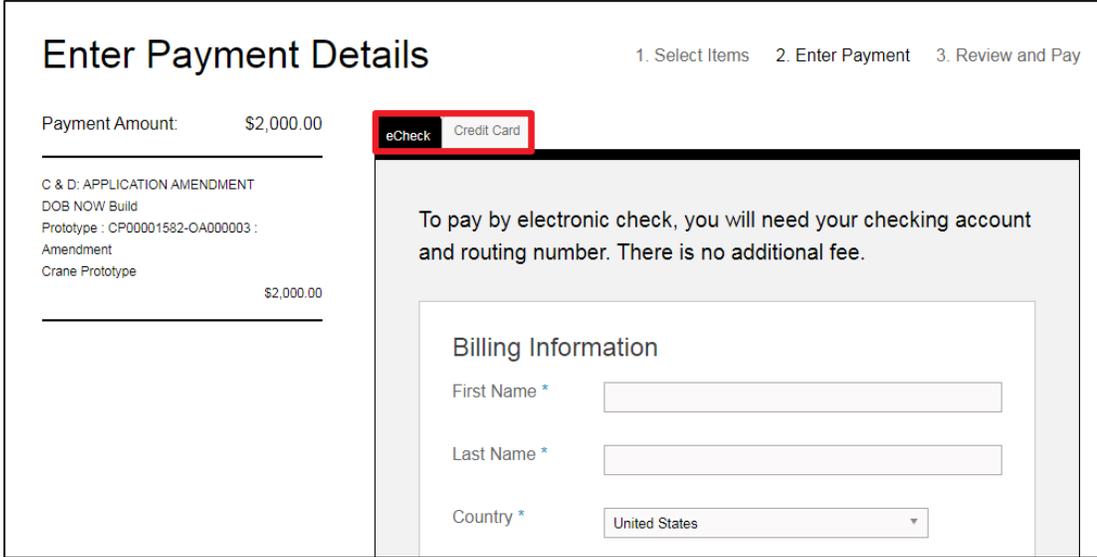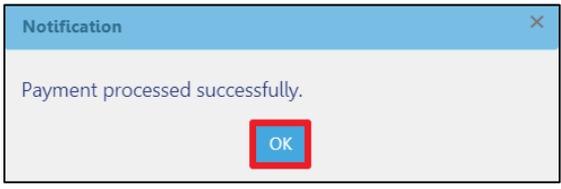| Step	Action
APPLICANT OF RECORD	
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the Actions column, select Provide Phase/Jump Details.

Step	Action
3.	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.
4. 5.	The Phase & Jump Details display. Select the Statement & Signatures tab.
6.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
	At the top left of the screen, click **Save**.

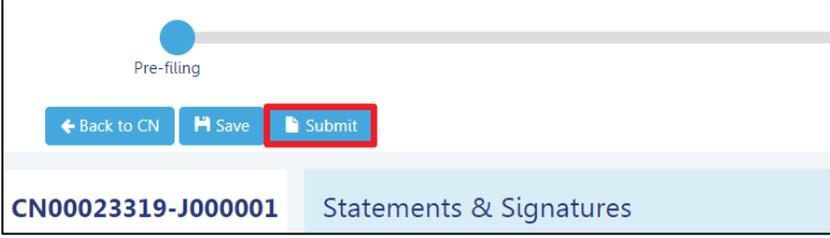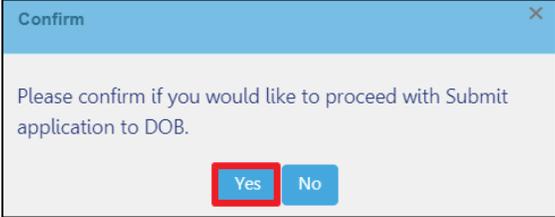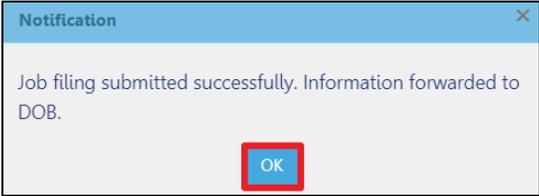| Step	Action
7.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the Crane Phase Details: Statements & Signatures Tab Step-by-Step Guide. Continue to the next section.

Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.
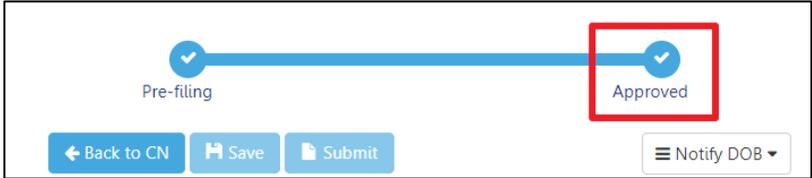
Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
1.	At the bottom-right of the screen, click **Pay Now**.
2.	The **Payment Confirmation** pop-up window displays with the message: Are you sure you want to make a payment now for **$100.00?** Payment is not the 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.

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

Submit Phase Details

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

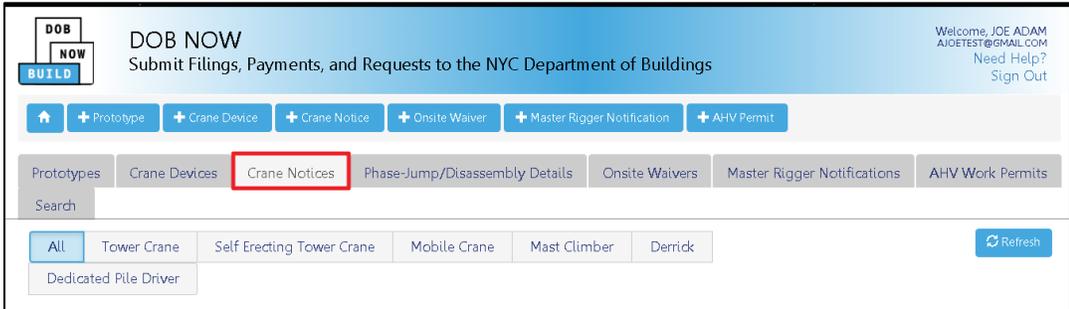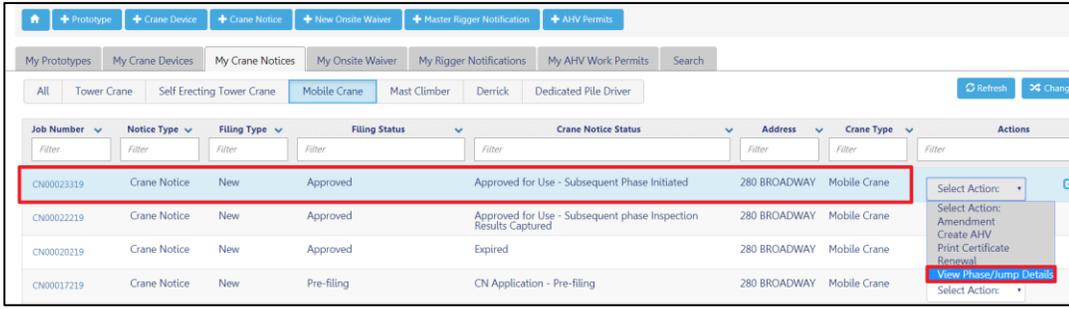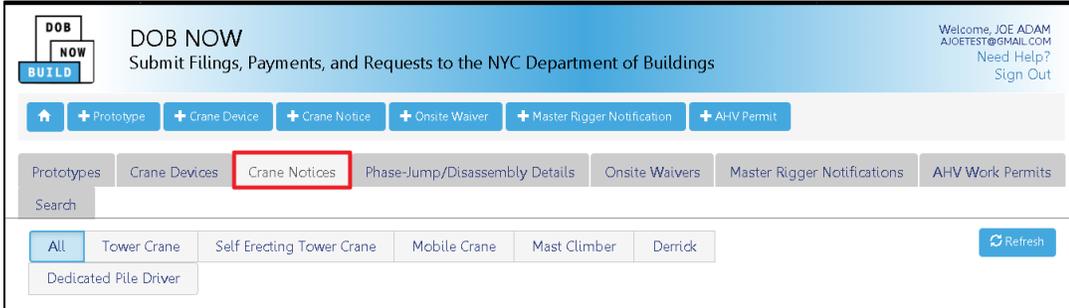| Step	Action
	APPLICANT OF RECORD
1.	At the top left of the screen, click **Submit**. Pre-filing ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Statements & Signatures
2. 3.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click **Yes** to proceed. **Confirm** ✕ Please confirm if you would like to proceed with Submit application to DOB. Yes No
	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. OK

Step	Action
4.	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.

<div align="center">
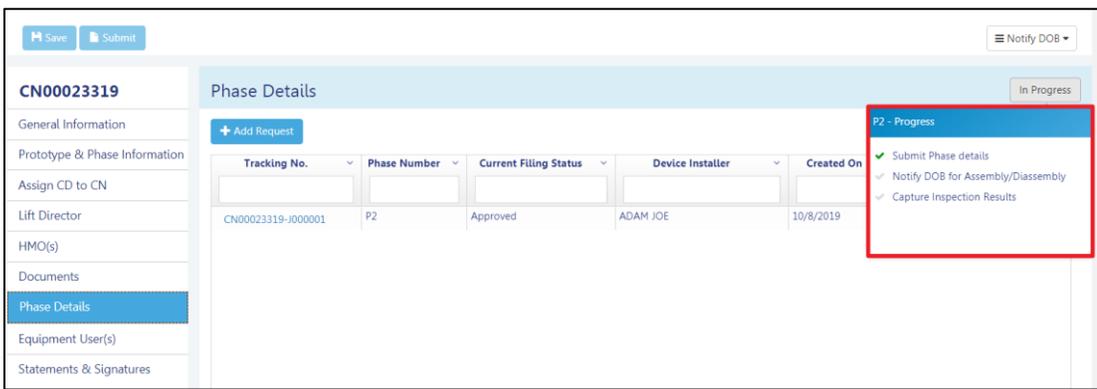
You have completed the Submit Phase Details Step-by-Step Guide.

Continue to the next section.

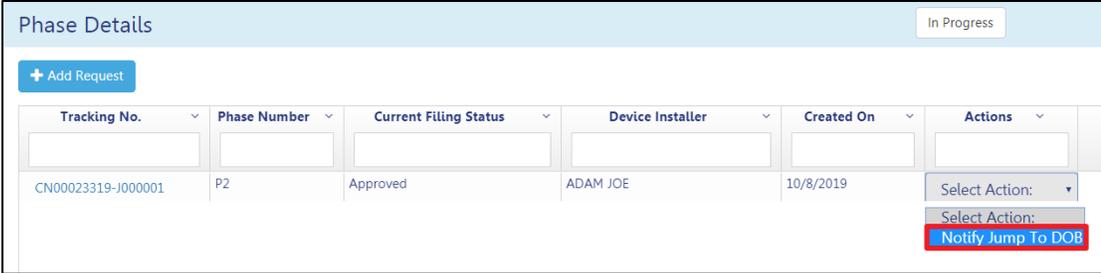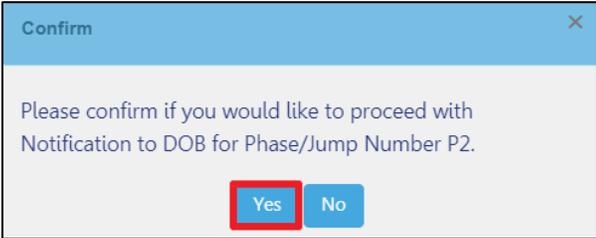</div>

Mobile Crane CN: Notify DOB of Assembly/Disassembly

Complete the following steps to provide the Crane Phase Details:

Step	Action
1.	From the Dashboard, select the Crane Notices tab.
2.	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., **Mobile Crane**).

Step	Action
Note:	The page refreshes and displays the Crane Notice Application: Phase Details tab.

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 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: Please confirm if you would like to proceed with **Notification** to DOB for Phase/Jump Number P2. Click **Yes**, to proceed. Confirm ✕ Please confirm if you would like to proceed with Notification to DOB for Phase/Jump Number P2. Yes No

3.		A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: ☐ Select the Notification Type (e.g., Assembly of Device) ☐ Select the Notification Date/Time The selected Date/Time displays above the calendar.	
4.	Note:	For Final Disassembly of Device, select **Disassembly of Device.**
		Below the calendar, click **Notify**.

5.		A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with this notification. Click **Yes** to proceed.
6.		A **Notification** pop-up window displays with the message: You have sent notification successfully. Click **OK** to proceed.
	Note:	The page refreshes and displays the additional items: *1. The Status Bar moves to Approved* *2. The Inspection Documents tab displays*
		You have completed the **Notify DOB – Assembly/Disassembly** Step-by-Step Guide. Continue to the next section.
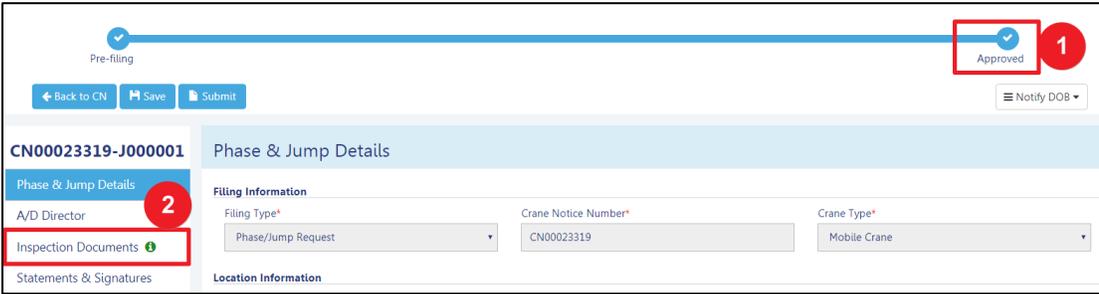
Mobile Crane CN: Provide Inspection Results

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

Step	Action
1.	From the Dashboard, select the **Crane Notice**s tab.
2.	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., **Mobile Crane**).

Step	Action
Note:	The page refreshes and displays the Crane Notice Application: Phase Details tab: 1. **Notification** *to provide inspection results* 2. *Phase Details*
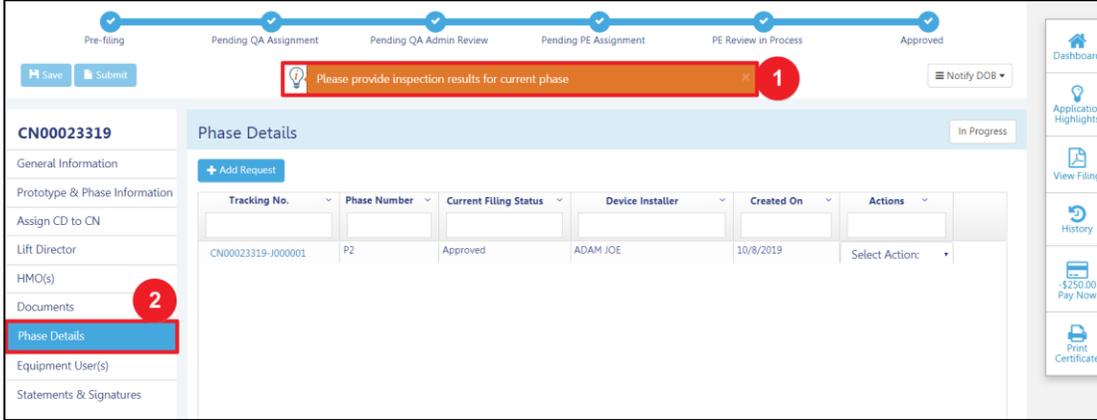
You have begun the process to **Provide Inspection Results**.

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] **+ Add Request** | 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 Results	
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. [← Back to CN] [💾 Save] [📄 Submit] **CN00023319-J000001** Phase & Jump Details A/D Director **Inspection Documents** ⓘ Statements & Signatures **Required Documents** **CD8-TR** Is CD8-TR is applicable to Initial Phase?* ○ Yes ○ No **+ Add Document** 	Document Name	Document Type
---	---	

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**. Pre-filling ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Required Documents
3. 4.	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
	Click ✚Add Document. Documents ✚ Add 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 Document Type selected. Document Type* CD8 Document Choose File No file chosen
7.	The Document pop-up window displays. Select the Document and click **Open**. Open « 13 Administration ▸ Training Team Tools ▸ Forms PDF Documents to upload in filings Search Forms PDF Documents … Organize ▾ New folder Desktop Downloads Recent Places Change Manager Libraries Documents Music Pictures Videos Computer | Name	Date modified	Type	Size
Fence.docx	10/3/2017 4:35 PM	Adobe Acrobat D…	155 KB
Flood Zone Restrictive Declaration	8/30/2017 1:31 PM	Adobe Acrobat D…	43 KB
ID	10/29/2018 11:13 …	Adobe Acrobat D…	291 KB
Notice to Proceed to Contractor	9/18/2017 9:29 AM	Adobe Acrobat D…	257 KB
OP49 Supporting Document	11/8/2018 2:00 PM	Adobe Acrobat D…	79 KB
Physical Exam	10/29/2018 11:11 …	Adobe Acrobat D…	475 KB
Plan or Sketch	8/30/2017 10:56 AM	Adobe Acrobat D…	339 KB
PlansSketch	9/15/2017 12:25 PM	Adobe Acrobat D…	339 KB
Scaffold	10/3/2017 4:34 PM	Adobe Acrobat D…	190 KB
Shed	10/3/2017 4:32 PM	Adobe Acrobat D…	127 KB
Special Inspector bad upload	7/11/2017 12:35 PM	Adobe Acrobat D…	165 KB
SSN	10/29/2018 11:14 …	Adobe Acrobat D…	179 KB
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 Open Cancel

Step	Action
8.	The Document displays next to Choose File. Click **Upload**. Document Type* CD8 ▼ Document Choose File CD8.pdf Upload Cancel
9.	A **Notification** pop-up window displays with the message: Document has been uploaded successfully. Click **OK** to continue. Notification ✕ Document has been uploaded successfully. OK
Note:	*The Document uploaded displays within the Document table.* *Click the edit (✎) icon to update the Document information.* *Click the trash can (🗑) icon to delete the Document.* *Click the upload (⬆) icon to replace the Document previously uploaded.* Documents ➕ Add Document | Document Name	Document Type	Document Status	Uploaded On	Actions
---	---	---	---	---
Mobile Crane Manual	Manual	Pending	09/19/2019	⬆ ✎ 🗑	

Step	Action
10.	At the top left of the screen, click **Save**. Pre-filing ← Back to CN 💾 Save 📄 Submit **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. OK
12. 13.	At the top left of the screen, click **Submit**. Pre-filing ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Required Documents
	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.

<div align="center">

You have completed the **Upload Documents.**

Continue to the next section.

</div>

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

Complete the following steps if applicable to request additional Equipment Users:

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.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).

Step	Action
3.	A **Crane Notice Information** pop-up window displays with the message: **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Mobile Crane Click **OK** to proceed. **Crane Notice Information** **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Mobile Crane OK Cancel
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details)
	You have begun the process to **Request New Equipment User(s)**. Continue to the next section.

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
Note:	The page refreshes and displays the Equipment User: **General Information** tab.

Step	Action
Note:	The Filing Information and Location Information sections are greyed-out and cannot be edited. **General Information** **Filing Information** Filing Type* — New Equipment User(s) Crane Notice Number* — CN00023319 Crane Type* — Mobile Crane **Location Information** House Number* — 280 Street Name* — BROADWAY Borough* — MANHATTAN Block* — 153 Lot* — 1 BIN* — 1079215
3.	In the Equipment User(s) Information, click **✚Add Equipment User.** General Information Statements & Signatures **Location Information** House Number* — 280 Street Name* — BROADWAY Block* — 153 Lot* — 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* — DOBTESTING456@GMAIL.C **DOBTESTING456@GMAIL.COM** Select: Last Name License Number* First Name Business Name* — Select: Business Name Business Address City State Zip Code Business Telephone Mobile Telephone
5.	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 ⊘ Save ⊘ Cancel
Note:	The Equipment User added displays within the Equipment User(s) information table. Click the edit (✎) icon to update the information. Click the trash can (🗑) icon to delete the Equipment User. **Equipment User(s) Information** + Add Equipment User | First Name	Last Name	Email	Business Name	Identified	Edit	Delete
---	---	---	---	---	---	---
TESTING	DOB	DOBTESTING456@GMAIL.CO...	TESTING LLC	No	✎	🗑	

Step	Action
Note:	Click the **Details** button to display the Applicant of Record or Equipment User details. **Applicant Of Record** Applicant Name: **JOE ADAM** Applicant Email: AJOETEST@GMAIL.COM Applicant License: PE - 078712 Details **Equipment User** Equipment User Name: **ADAM JOE2** Equipment User Email: AJOETEST2@GMAIL.COM Equipment User License: PE - 515151 Details
6.	At the top left of the screen, click **Save**. ← Back to CN 🖫 Save **General Information** General Information Statements & Signatures **Filing Information** Filing Type* New Equipment User(s) ▼
7.	A **Notification** pop-up window displays with the message: Are you sure you want to continue with adding more equipment users on following crane notice number? Please verify before saving: • (e.g., CN00023319) 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 Cancel
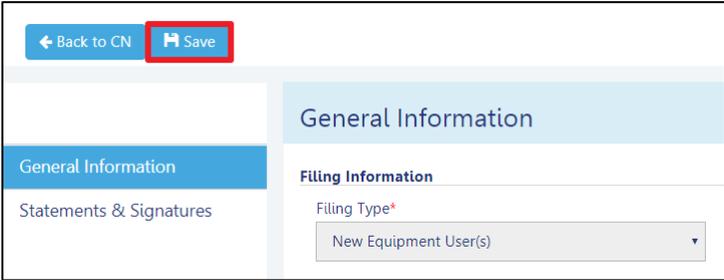
Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
9.	The page refreshes and displays the additional items: Status Bar Crane Notice Filing Number **Additional Tabs:** Prototype & Phase Information, Document and Statements & Signatures **Application Information:** Application Highlights, View Filing, History and Fee
	You have completed the **Add Request** tab. Continue to the next section.
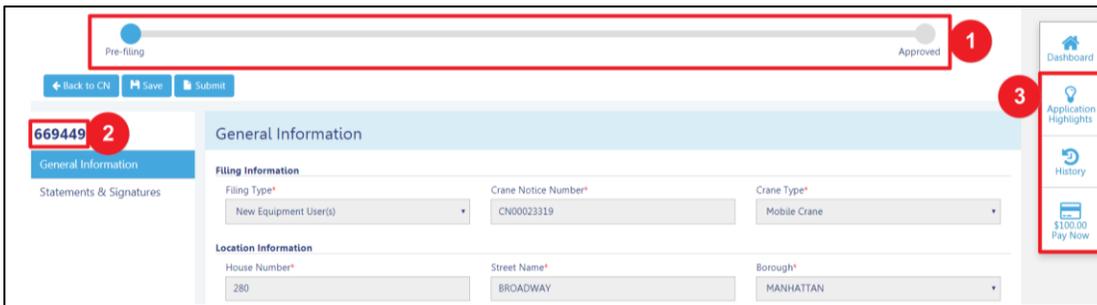
Completes Statements & Signatures: Equipment User

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

Step	Action
	EQUIPMENT USER'S STATEMENT
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type, select the respective tab (e.g., Mobile Crane).

Step	Action
3.	A **Crane Notice Information** pop-up window displays with the message: Job Number: CN00023319 Filing Type: Crane Notice Crane Type: Mobile Crane Click **OK** to proceed. **Crane Notice Information** **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Mobile Crane [OK] [Cancel]
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details) Pre-filing — Pending QA Assignment — Pending QA Admin Review — Pending PE Assignment — PE Review in Process — Approved Save Submit Please provide subsequent phase information **CN00023319** General Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents **Phase Details** Equipment User(s) Statements & Signatures **General Information** **Filing Information** Crane Notice Type*: Crane Notice Filing Type*: New Crane Type*: Mobile Crane **Location Information** House Number*: 280 Street Name*: BROADWAY Borough*: MANHATTAN Block*: 153 Lot*: 1 BIN*: 1079215 Owner Type*: Individual Associated BIS/DOB NOW Job Number (Max 5)*: 185007226 66 characters remaining

Step	Action
4.	Select the Equipment User(s) tab.
5.	Double-click the **Request Number** to display the Equipment User information.
6.	The page refreshes and displays the Request. Click the edit ( ) icon to display the **Equipment User Information** Details to complete the attestation.

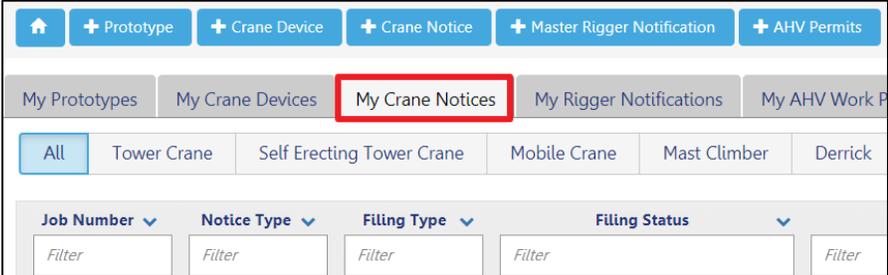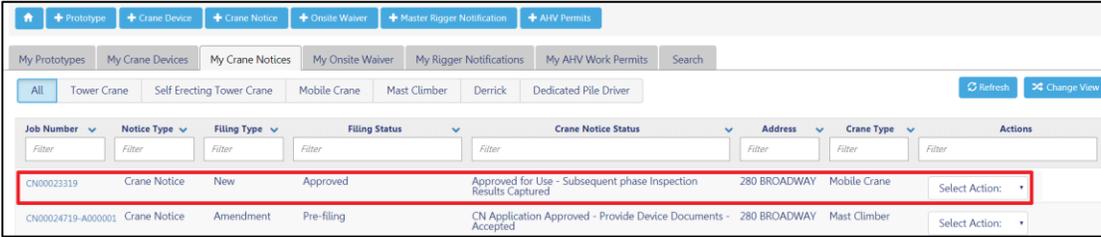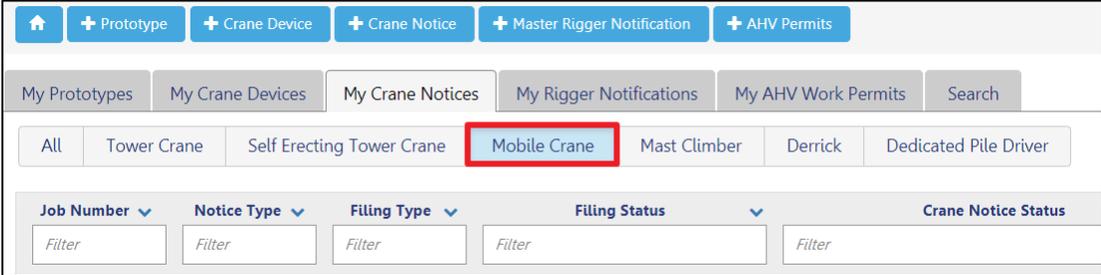| Step	Action
7.	The **Equipment User Details** pop-up window displays. Select the Equipment User's Statement check box to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Equipment User Details** Email* DOBTESTING456@GMAIL.COM Last Name DOB First Name TESTING License Type* Professional Engineer License Number* 084735 Business Name* TESTING LLC Business Name TESTING LLC Business Address TESTING LLC City NYC State NY Zip Code 10007 Business Telephone (201) 365-5885 Mobile Telephone **Equipment'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 TESTING DOB (Electronically Signed) Date 10/21/2019 Save Cancel
Note:	The statement applicable to the Stakeholder that's logged in highlights in blue. **Equipment'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 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 TESTING DOB (Electronically Signed) Date 10/22/2019 ● 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. OK
	You have completed the **Complete Statements and Signatures: Equipment User** section. Continue to the next section.
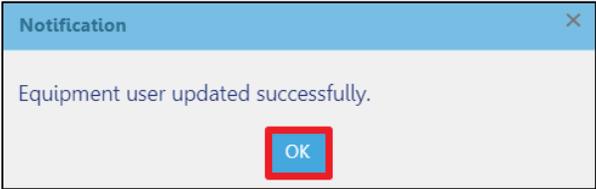
Complete Statements & Signatures: Applicant of Record

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

Step	Action
APPLICANT OF RECORD	
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).

Step	Action
3.	A **Crane Notice Information** pop-up window displays with the message: Job Number: CN00023319 **Filing Type**: Crane Notice **Crane Type**: Mobile Crane Click **OK** to proceed. **Crane Notice Information** **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Mobile Crane OK Cancel
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details).

Step	Action
4.	Select the Equipment User(s) tab.
5.	Double-click the **Request Number** to display the Equipment User information.
6.	The Request Details display. Select the Statement & Signatures tab.

Step	Action
7.	Click the **Applicant's 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: JOE ADAM (Electronically Signed) Date: 10/15/2019
8.	At the top left of the screen, click **Save**. ← Back to CN 💾 Save 📄 Submit **669449** General Information Statements & Signatures **Statements & Signatures** **Applicant'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 displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK
	You have completed the Statements & Signatures: Applicant of Record Step-by-Step Guide. Continue to the next section.

Pay Fees

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

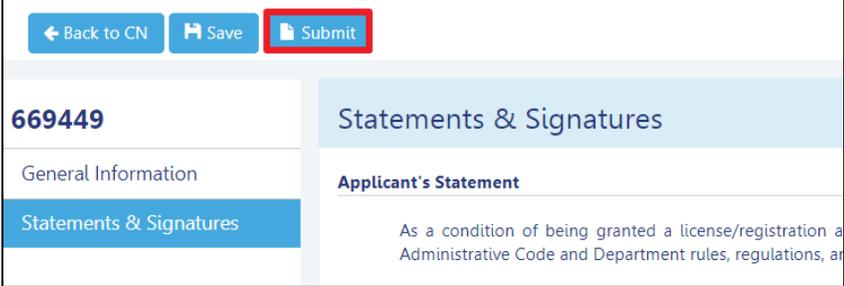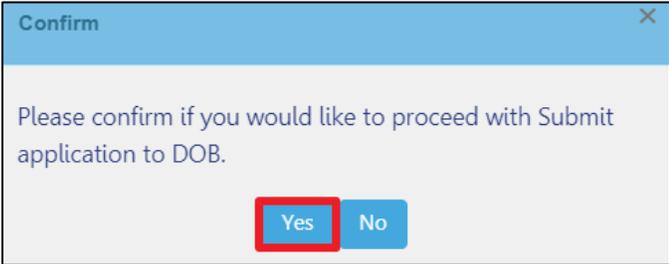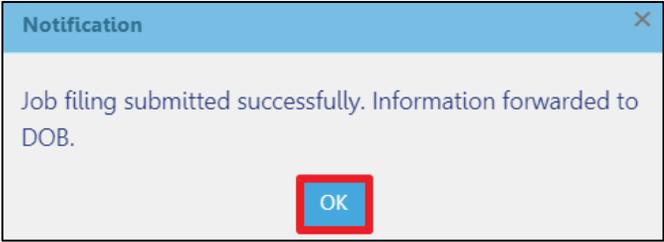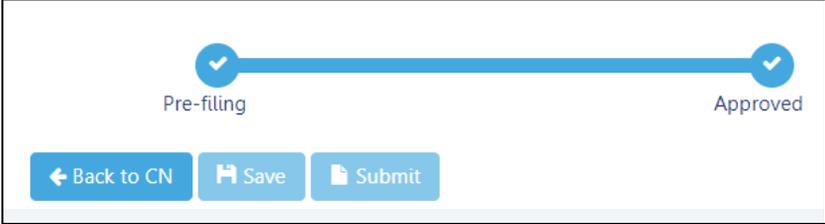| Step	Action
Note:	*The job filing's fees must be paid before continuing to Preview to File.*
1.	At the bottom-right of the screen, click **Pay Now**.

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 No
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

Step	Action
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed successfully. 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
	APPLICANT OF RECORD
1.	At the top left of the screen, click **Submit**. ← 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
2. 3.	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
	A **Notification** pop-up windows displays with the message: Job filing submitted successfully. Information forwarded to DOB for review. Click **OK** to close the notification pop-up window. **Notification** ✕ Job filing submitted successfully. Information forwarded to DOB. OK

Step	Action
Note:	The Status Bar updates to the next stage in the job filing process (e.g., **Approved**).

<div align="center">

You have completed the **Submit Request Step-by-Step Guide**.

</div>

Print On-Site Certificate: From the Dashboard

Complete the following steps to print the On-Site Certificate from the dashboard:
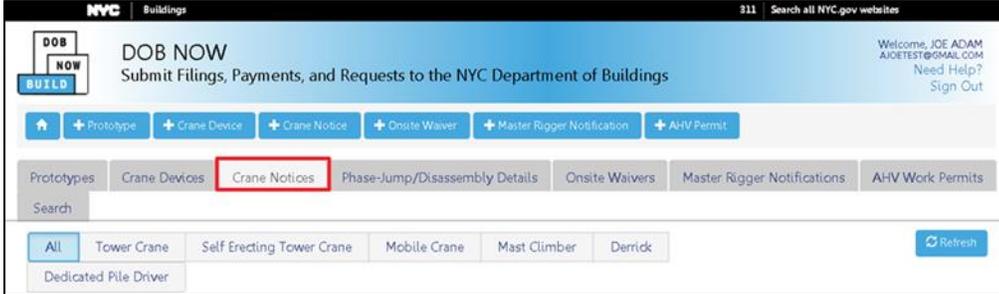
Step	Action
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Notice application. Under the **Actions** column drop-down list, click the **Print Certificate** on the application.
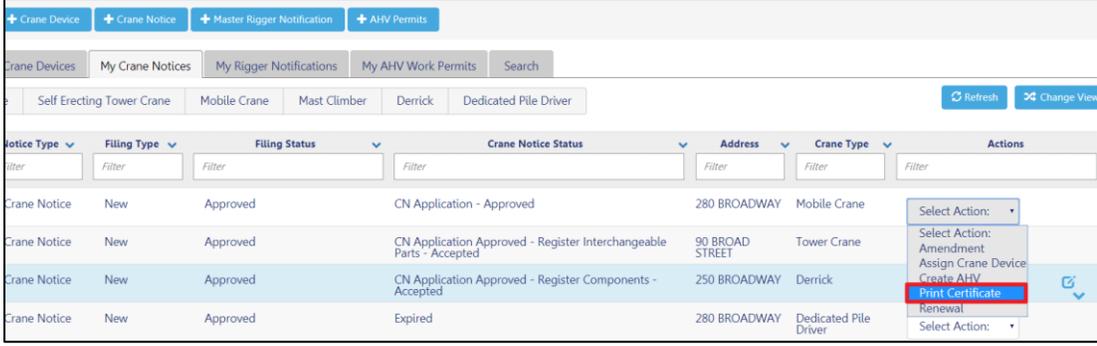
Step	Action
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.
4.	From the bottom of the page click **Print to PDF**.
5.	The internet browser downloads the certificate. Click the file arrow and select **Open**.
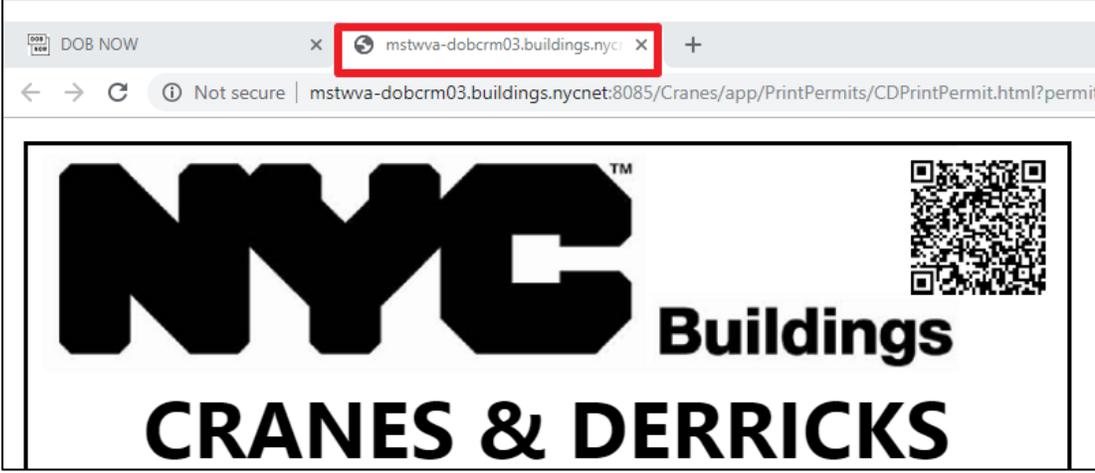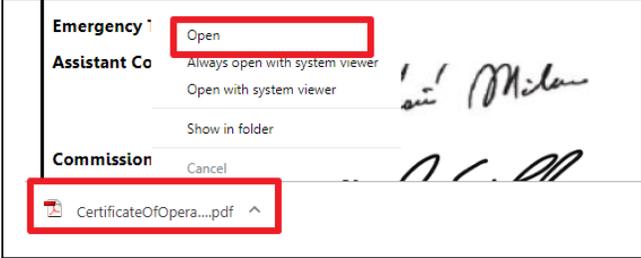
Step	Action
6.	A third tab opens with the print options. Click **Print**.
	You have completed the **On-Site Certificate: From the Dashboard** Step-by-Step Guide.
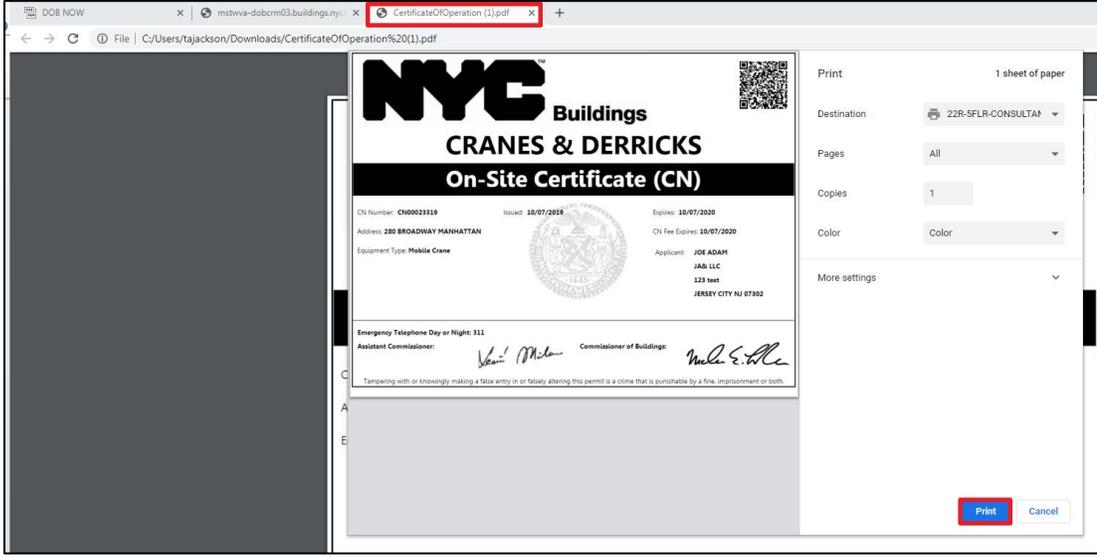
Print On-Site Certificate: From within the Application

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

Step	Action
1.	From the Dashboard, select the Crane Notices tab.
2.	Locate the Crane Device application. Double-click the application.
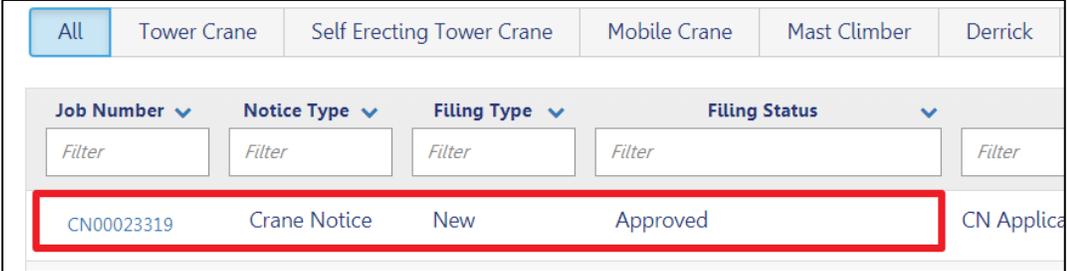
Step	Action
3.	The **Crane Notice Information** pop-up window displays with the message: **Job Number**: CN00023319 **Filing Type**: Crane Notice **Crane Type**: Mobile Crane Click **OK** to proceed.
4.	The Crane Device application displays. On the bottom-right, click **Print Certificate**.
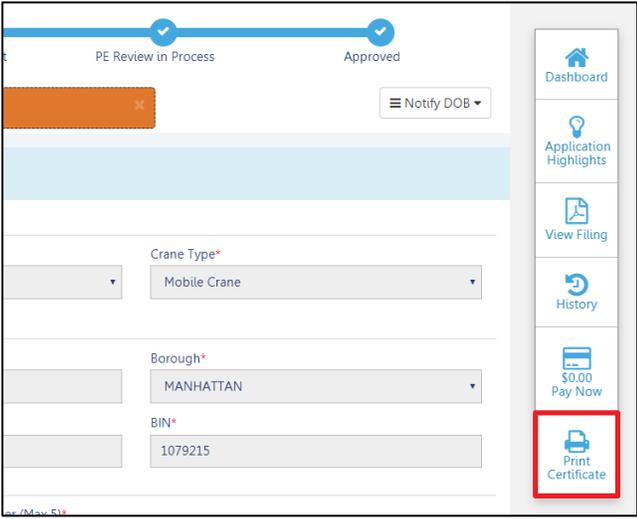
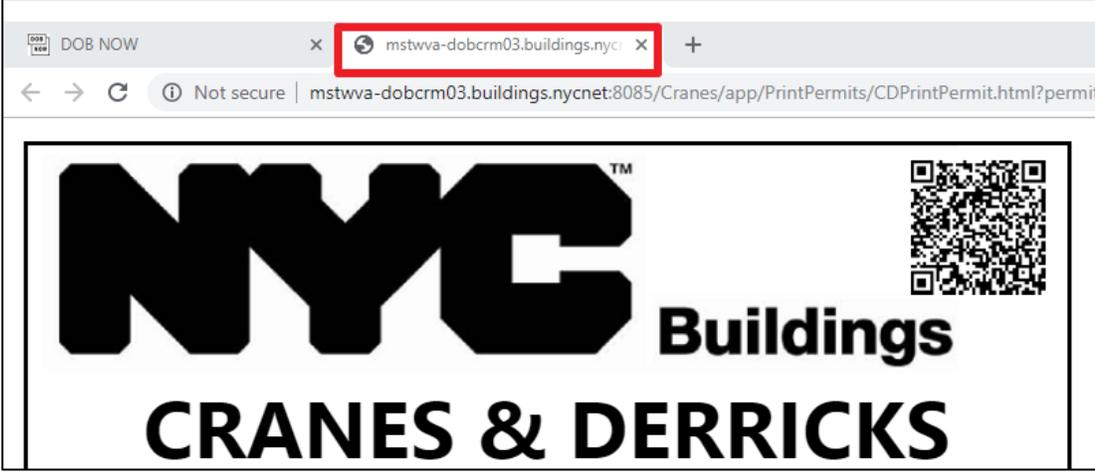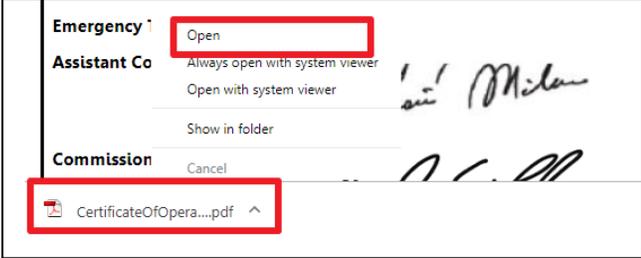| Step	Action
5.	Ensure that your pop-up blocker is turned-off. The **On-Site Certificate** opens in a second tab.
6. 7.	From the bottom of the page click **Print to PDF**.
	The internet browser downloads the certificate. Click the file arrow and select **Open**.

Step	Action
8.	A third tab opens with the print options. Click **Print**.
	You have completed **the On-Site Certificate: From within the Application** Step-by-Step Guide.
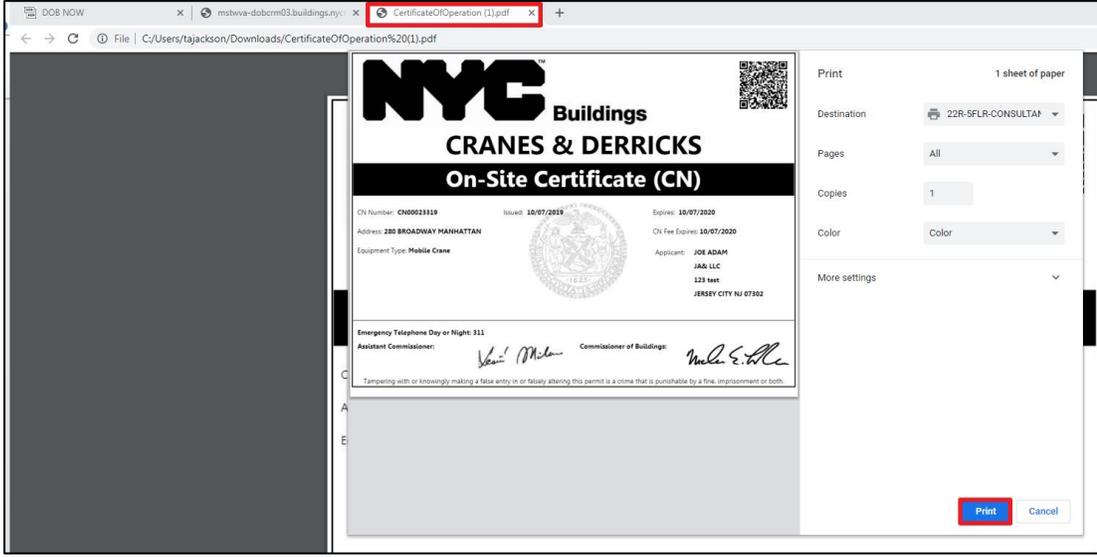
Mobile Crane CN: Notify DOB - Final Disassembly Notification

Complete the following steps to provide the Crane Phase Details:

Step	Action
1.	From the Dashboard, select the Crane Notices tab.
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 *Mobile Crane CN: Notify DOB of Assembly/Disassembly section*.
Note:	To filter the Crane Notices by Crane Type, select the respective tab (e.g., **Mobile Crane**).

Step	Action
3.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with assign Crane Device on Crane Notice.CN00023319. Click **Yes** to proceed. <table><tr><td>Confirm ✕</td></tr><tr><td>Please confirm if you would like to proceed with Notification to DOB on Crane Notice.CN00023319. Yes No</td></tr></table>
4. 5.	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 CN00023319 Notification Type* Final Disassembly ▾ Selected Date/Time Notification Date/Time :* ‹ **October 2019** › Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06 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 v v ⬟ Notify ⊗ Cancel
	Below the calendar, click **Notify**. HH : MM AM v v ⬟ Notify ⊗ Cancel
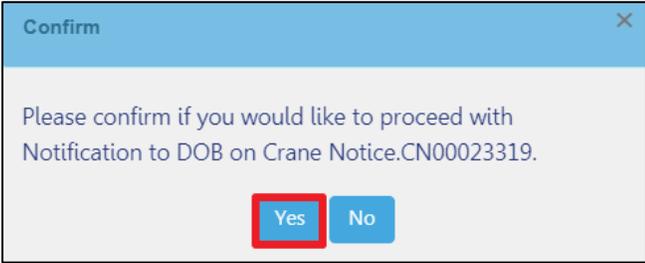
Step	Action
6.	A Confirm pop-up window displays with the message: Please confirm if you would like to proceed with this notification. Click **Yes** to proceed. ![Confirm pop-up window with "Please confirm if you would like to proceed with this notification." and Yes/No buttons, Yes highlighted]
7.	A **Notification** pop-up window displays with the message: You have sent notification successfully. Click **OK** to proceed. ![Notification pop-up window with "You have sent notification successfully." and OK button highlighted]
	You have completed the **Mobile Crane CN: Final Disassembly Notification** Step-by-Step Guide.
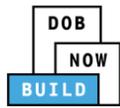
Mobile Crane CN: Notify DOB - Departure of Device

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

You have completed the DOB NOW: *Build* – Cranes & Derricks: **Mobile Crane – CD & CN Applications Step-by-Step Guide.**

For more resources visit:

- ☐ YouTube Channel: DOB NOW
- ☐ Step-by-Step Guides and Manual: nyc.gov/dobnowinfo
- ☐ Customer Service: nyc.gov/dobnowhelp