

# **CRANES & DERRICKS**

# INDUSTRY PORTAL STEP-BY-STEP GUIDE OBJECTIONS/QA FAILURE & APPOINTMENTS FOR ALL APPLICATIONS

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

#### HELPFUL LINKS

YouTube.com/DOBNOW NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP



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## Guidelines

- 1. Prior to the assignment to a Plan Examiner, an initial review is done for completeness. During this time an INCOMPLETE status may be issued for various reasons.
- 2. Review the Comments in the History Trace to see the incomplete reason. After correcting the filing, the Applicant will need re-attest and click on the Resubmit button to return the job filing to DOB.
- 3. Objections or QA Failure can be raised for any of the following reasons:
  - a. Plans are not in accordance with the DOB Code
  - b. Incorrect Document Submission
  - c. Revision required to data entered
- 4. The Applicant can upload the revised plans and save the Job Filing prior to meeting. The applicant doesn't have to submit the filing. The Plan Examiner has access to SAVED plans.

#### SYSTEM GUIDELINES

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

#### ADDITIONAL HELP & INFORMATION

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



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

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# Log into DOB NOW

Complete the following steps to log into DOB NOW:

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



Step	Action	
4.	BUTLD - Construction Face Sign Sign SAFETY - Facadas LTCEN: - Curs Curs Sign Sign SAFETY - Facadas LTCEN: - Curs Curs Sign Sign Safets - Curs Curs Safets - Curs Curs Sign Safets - Curs Curs Curs Safets - Curs Curs Curs Safets - Curs Curs Curs Curs Safets - Curs Curs Curs Curs Curs Curs Curs Curs	Welder     Journeyman     Gas Work Qualification Only
		Log In To The DOB NOW: Licensing account information Email Ensaid Password Password To use DOB NOW Build or Safety, register for an effina account Rev. To rest your effing password (ark here. Weider, -ourneyman and Gas Work Qualification Applicants only- discheme to caster and work DW Nov Applicants only- structure and Build Novi Applicants only- structure and Build Novi Applicants only- structure and Build Novi Applicants only- structure being? Contact us.
5.	Click Login. Enter your eFiling or DOB NOW: Licensing account information Email Email Password Ressword Login To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here. Need more help? Contact us.	



Step	Action					
6.	The DOB NOW Welcome page displays.					
	Hover the cursor over <b>DOB NOW:</b> <i>Build</i> .					
	DOB         DOB NOW         Welcome, ADAM JOE2           NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Welcome, ADAM JOE2           Need Help?         Sign Out					
	Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.					
	Façade, Boiler Compliance Filings are available under <b>DOB NOW: Safety.</b> Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold,					
	Fence, Sign, Electrical and Elevator Job Filings are available under <b>DOB NOW: Build.</b> Get started by selecting a component below.					
	DOB NOW BUILD SAFETY					
7.	Select <b>Cranes</b> from the drop-down list.					
	DOB     Alterations       NOW     Cranes       BUILD     Cranes					
8.	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.					
	DOB       DOB NOW         NOW       BUILD         BUILD       DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings					
	♠     + Prototype     + Crane Device     + Crane Notice     + Master Rigger Notification     + AHV Permits					
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search					
	Job Number 🗸 Filing Type 🗸 Filing Status 🗸 Crane Type 🗸 Prototype Number					
	Filter     Filter     Filter       CP00001586     New     Pre-filing       Tower Crane     PT00001586					
	You are now logged into <b>DOB NOW:</b> <i>Build</i> . Continue to the next section.					



# **Objections & Appointments: ALL Crane Devices**

Complete the following steps to file an On-Site Waiver Application:

Step	Action				
Note:	After filing, and during DOB review, the PE may waive this mandatory inspection. If there is no wavier, the PE will send it back through Objections for the user to Identify the Special Inspector and resubmit the job filing.				
1.	From the <b>Dashboard</b> , locate the file with the Objection.				
	Prototype           Crane Device           Crane Notice           Onsite Waiver           Master Rigger Notification           A NFV Permit				
	Prototype Crane Device Crane Notice Phase-Jump/Disassembly Onsite Waiver Master Rigger Notification AHV Work Permit Search				
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver				
	Job Number 🗸 Notice Type Viling Type V Filing Status V Crane Notice Status V Address V Crane Type V Actions				
	Filter     Filter     Filter     Filter				
	CN00000209 Crane New Objections CN Application - Objections 280 Dedicated Pile Driver Select Actio •				
	CN00000104 Crane New Objections CN Application - Objections 1 BROADWAY Tower Crane Select Actio •				
Note:	To filter the Job Filings/Applications by Objections type the status in the Filing Status field (e.g., Objections).				
	Job Number     Notice Type     Filing Type     Filing Status     Crane Notice Status     Address     Crane Type     Actions       Filter     Filter     Filter     OBJECTIONS     X     Filter     Filter     Filter     Filter				
2.	<b>Double-click</b> the filing on the Dashboard.				
	Prototype Crane Device Crane Notice Phase-Jump/Disassembly Onsite Waiver Master Rigger Notification AHV Work Permit Search				
	Prototype       Crane Device       Crane Notice       Phase-Jump/Disassembly       Onsite Waiver       Master Rigger Notification       AHV Work Permit       Search         All       Tower Crane       Self Erecting Tower Crane       Mobile Crane       Mast Climber       Derrick       Dedicated Pile Driver       Charles Driver       Charles Driver				
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver				
	All       Tower Crane       Self Erecting Tower Crane       Mobile Crane       Mast Climber       Derrick       Dedicated Pile Driver       Øtedresh         Job Number       V       Notice Type       Filing Type V       Filing Status       V       Crane Notice Status       V       Address V       Crane Type V       Actions				
	All       Tower Crane       Self Erecting Tower Crane       Mobile Crane       Mast Climber       Derick       Dedicated Pile Driver       Dedicated Pile Driver         Job Number v       Notice Type       Filing Type v       Filing Status       v       Crane Notice Status       v       Address v       Crane Type v       Actions         Filter       Filter       Filter       Filter       Filter       Filter       Filter       Filter         Chapterson       Chapterson       Chapterson       Chapterson       Chapterson       Chapterson       Chapterson				



Step	Action				
2.	A Crane Notice Information pop-up window displays with the Job Filing details (sample				
	Job Number: CN00000209				
	Filing Type: Crane Notice				
	Crane Type: Dedicated Pile Driver				
	Click <b>OK</b> to proceed.				
	Crane Notice Information	×			
	Job Number: CN0000209 Filing Type: Crane Notice Crane Type: Dedicated Pile Dri	ver			
		OK Cancel			
Note:	<b>Notify DOB</b> drop	lays the application and the foll p-down list Tag Crane Device	owing additional items:		
	DOB NOW Submit Filings, Payments, and Requests to	the NYC Department of Buildings	Welc	ome, JOE ADAM TEST@GMAILCOM Need Help? Sign Out	
	Pre-filing Pending QA Assignment	Pending QA Admin Review Pending PE Assignment PE R	eview in Process Approved	Dashboard	
	1 million and			Application Highlights	
	CN00000209 General Information Filing Information	lon		View Filing	
	Prototype & Phase Information 2 Objections/Appointments	Filing Type*	Crane Type* Dedicated Pile Driver	D History	
	Location Information           Documents         House Number*           Statements & Signatures         280	Street Name* BROADWAY	Borough* MANHATTAN	50.00	
	Block*	Lot*	BIN* 1079215	Pay Now	
		rocess for <b>Resolving Objections</b>	s & Appointments.		
		Continue to the next section.			



### **Resolve Objections**

Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (*e.g. Filing Representatives, Manufacturers etc.*) to the application:

Step	Action			
1.	Select the <b>Objections/App</b>			
	CN00000209	General Information		
	General Information	Filing Information		
	Prototype & Phase Information	Crane Notice Type*	•	
	Objections/Appointments 📃	Location Information		
	Documents	House Number*		
	Statements & Signatures	280		
2.	The <b>Objections/Appointments</b> displays. Click the <b>Edit</b> icon ( <sup>CC</sup> ) to display the Objection details.			
	Objections/Appointments			
	Objections			
	Objection	Code	Status	Action
	✓ CROB-00000222	Cranes TEST	Open	C Edit
	Appointments + Schedule Appointment			
	Subject	Time Stat	us	Action
				]



Step	Action					
3.	The Objection <b>expands</b> to display more details.					
	▲ CROB-00000222 Cranes TEST Open E Update					
	Work Type Cranes	Code Type Crane	Code Year Crane TEST			
	Created Date 09/16/2019	Created By Manoja Banda				
	Details Crane Notice Objection Test					
	Objection Status*	Y				
	Open Comments*					
3.		of Record : Wrong plans uploaded				
	supporting documents t resolved.	hat justify your claim that the	issue(s) raised by the Pla	an Examiners is		
4.	Select <b>Resolved</b> from the resolved.	e <b>Objection Status</b> drop-down	list to confirm the issue	es have been		
	Objection Status* Open Open Resolved 255 characters remaining					



Step	Action				
5.	Enter <b>Comments</b> explaini	ng the resolution of the issue.			
	Comments* 255 characters remaining Objection History On 11/26/2019 11:18 AM by Applicant of On 11/26/2019 11:18 AM by Applicant of				
6.	To the top-right, click + U	pdate to save the changes.			
	Objection	Code		Status	Action
	▲ CROB-00000222	Cranes TEST		Resolved	🖺 Update
	Work Type Cranes	Code Type Crane	Code Year Crane TEST		
7.	A <b>Notification</b> pop-up win Objection details have be Click <b>OK</b> to continue. <b>Notification</b> Objection details have bee	×			
	You hav	e completed the <b>Resolve Object</b> Continue to the next section.	ions tab.		



### **Complete Statements & Signatures**

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

Step	Action				
Note:	All Applicants' associated with the filing must login to DOB NOW: Build using their registered eFiling email address to search for the associated Job Filing and re-attest.				
1.	Click <b>Statements &amp; Signatures</b> to display the Statements & Signatures section.				
	CD00001564- X000001	Statements & Signatures			
	General Information	Applicant of Record - Owner's Statement*			
	Equipment Information	As a condition of being granted a license/registration and/or qualificat New York City Administrative Code and Department rules, regulations, their specific trade.			
	Interchangeable Components	I have reviewed the information provided in this application and, to falsification of any statement made to the Department is a misdemean			
	Documents	accept, any benefit, monetary or otherwise, either as a gratuity for propunishable by imprisonment, fine and/or loss of license/registration an			
	Objections/Appointments 🛃 Statements & Signatures	In the event of an accident that involves my actions undertaken in co Administrative Code requires that I cooperate with any investigation a disciplinary action.			
APPLI	CANT OF RECORD				
2.	Click the Applicant's Sta	tement checkbox to electronically attest.			
	The Name and Date fiel	d's auto-populate by the system.			
	I understand and agree that by person- that this electronic signature shall have	ally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand the same validity and effect as a signature affixed by hand.			
	Name	Date			
	JOE ADAM (Electronically Signed)	09/19/2019			
	1				



Step	Action	
3.	At the top-left of the screen	, click <b>Save</b> .
	CD00001564- X000001	Statements & Signatures
	General Information	Applicant of Record - Owner's Statement*
4.	A <b>Notification</b> pop-up wind Job filing has been saved. Click <b>OK</b> to continue.	ow displays with the message:
	Notification Job filing has been saved.	



#### **Schedule Appointments**

Complete the following steps to schedule an appointment with a Plan Examiner:

Step	Action				
APPLI	CANT OF RECORD				
1.	The + Schedule Appointment button displays when an appointment is required.				
	Objections/Appointme	ents			
	Objections				
	Objection Code				
	✓ CROB-00000290	Cranes TEST			
	Appointments      Schedule Appointment      Subject	Time			



Step	Action				
2.	Click + Schedule Appointment.				
	The New Appointment pop-up window displays.				
	New Appointment				
	Required Attendees :*	Click Here to Add person			
	Plan Examiner :	Keerthana Renukuntla			
	Job Filing Number :	CD00001564-X000001			
	Crane Type :	Tower Crane			
	Selected Date :	(MM-DD-YYYY)			
	Select Appointment Date :*	≮ January 2020 >			
		Mon Tue Wed Thu Fri Sat Sun			
		30 31 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			
		O <u>Holidays</u> Fully Booked Dates			
	Select Appointment Time :*	Select:			
	Meeting Intent :*				
	_				
		i Schedule ♀ Cancel			
3.	Select the attendee	from the the <b>Require Attendee(s)</b> drop-down list.			
	New Appointmen	t			
	Required Attendees	* Click Here to Add person			
	Plan Examiner :	Owner - ADAM JOE1			
	Job Filing Number :	CD00001564-X000001			
	Crane Type :	Tower Crane			



Step	Action														
Note:	The Plan Examiner, Job Filing Number, Crane Type and Selected Date fields are pre- populated.														
4.	Select an Appointment D	ate fro	m the	e cale	ndar	•				_					
	Selected Date :	(MM-D	D-YYY	Y)											
	Select Appointment Date :*	<		Janu	uary 2	020		>	1						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun							
		30	31	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							
		) <u>Holid</u>	lays	🗌 Fu	lly Bo	oked	Dates								
	Select Appointment Time :*	Selec	t:						•						
Note:	Dates which are Holiday	rs or tha	t are	alrea	idy fi	ılly b	ooke	d will k	е та	irked	d on	the (	Calen	dar.	
	O <u>Holidays</u> Fully	Booked	Date	es	]										
5.	Select an Appointment T	<b>ime</b> fro	m the	e dro	p-dov	wn li	st.								
	Appointment Time :*					~									



Step	Action					
6.	Enter the <b>Meeting Intent</b> .					
	Select Appointment Time :* Select:					
	Meeting Intent :*					
	255 characters remaining					
7.	Click <b>Schedule</b> to proceed with the appointment time.					
	Meeting Intent :* To discuss the uploaded plans.					
	225 characters remaining					
	Cancel					
8.	A <b>Confirm</b> pop-up window displays with the message (sample):					
	Please confirm the Appointment : 01/15/2020 09:00 PM Click <b>Yes</b> to close the confirmation and prcoeed.					
	Confirm					
	Please confirm the Appointment : 01/15/2020 09:00 PM					
	Yes No					
9.	A Noification pop-up window displays with the message:					
	Appointment has been scheduled.					
	Click <b>OK</b> to close the notification.					
	Notification					
	Appointment has been scheduled.					
	OK					



Step	Action								
Note:	The Scheduled Appointment Time is displayed.								
	Schedule Appointment								
	+ Appointment								
	Subject	Time	Status	Action	n				
	▲ M00023864	8/30/2018 9:00:00 PM	Schedule	ed 🛍 Cance	L.				
	Attendees ADAM JOE2	End Time 8/30/2018 9:20:00 PM	Duration 20						
	Meeting Intent Review plans.								
Nata	If an issue is reco	luad hafara tha schadu	ulad appaintm	ant time arrives					
Note:	-	lved before the schedu I <b>tus</b> drop-down list.	nea appointme	ent time arrives,	select <b>Resolved</b> from				
	Click the drop-do	wn in the <b>Objection St</b>	<b>atus</b> field.						
	Objections								
	Objection	Review Item	Status	Action					
	<ul> <li>NFPA 13 Section 8.17.2 Fire Department Connections.</li> </ul>	•	Resolved	🖺 Update					
	Work Type FN - Fence	Details Fire Department connection must comply w Appendix Q. All FDC must be fitted with FD	with NFPA 13 Section 8.17.2 as mo NY compliant adapters. (FDNY thr	dified by reads).					
	Code Type	Code Year	Code Section						
	Created Date 2018-08-22	Created By Tamika Jackson	Objection Status						
	Comments		Resolved						
	Comments								
	500 characters remaining								
	Statement and Si	gnatures need to com	pleted, if Reso	lved is selected	after an appointment is				
		applicant can Re-subn	-						
	You have co	mpleted the <b>Schedule</b>	e Appointmen	<b>t(s)</b> Step-by-Ste	p Guide.				



### **Resubmit Job Filing/Application**

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

Step	Action				
APPLI	CANT OF RECORD				
1.	At the top-left of the screen, click <b>Resubmit</b> .				
	DOB NOW Submit Filings, Payments, and Reque				
	Pre-filing				
2.	The <b>Application Preview</b> displays.				
2.	Click <b>Next</b> to read and progress through the Application Preview to the final page.				
	Application Preview				
	DOB NOW BUILD				
	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 <b>Return to Filing View</b> , correct the errors, re-attest, and Review and File again.				
	✓ File C Return to Filing View				



Step	Action
3.	On the final page, click the checkbox to attest reviewing the application.
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) C Return to Filing View
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification X Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	The Status Bar updates with the red exclamation mark removed.         DOB NOW       Submit Filings, Payments, and Requests to the NYC Department of Buildings         Pre-filing       Pending QA Assignmer       Pending QA Admin Revi       Pending PE Assignmen       PE Review in Process       Pending CPE/ACPE Revie       Approved
	You have completed the <b>Resubmit Job Filing/Application</b> Step-by-Step Guide.