

# CRANES & DERRICKS INDUSTRY PORTAL STEP-BY-STEP GUIDE ON-SITE WAIVER APPLICATIONS FOR MOBILE CRANES AND DEDICATED PILE DRIVERS

- The following Step-by-Step Guide will outline the steps applicable to Mobile Cranes and Dedicated Pile Drivers (ONLY) within DOB NOW: *Build*.
- The examples shown and used in this Step-by-Step Guide are specific to Mobile Cranes only.

#### HELPFUL LINKS

YouTube.com/DOBNOW NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP



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### Guidelines

#### DOB NOW: Build - NUMBERING FORMAT

- Initial CW: The initial CD numbering will starts with "CW" + 8 digits (where the ending two digits are the year that the Onsite Waiver is initially filed in and the digits immediately before that are the next sequentially available number ) Example: CW00006790
- 2. The PE will assign a CD Number to the Onsite Waiver
- Amendment: The CW amendment numbering will start with "-A"+ 6 digits to the CW number, starting at "000001" for each CW number and increasing sequentially for each subsequent Amendment on the given CW.

Example: CW00006789-A000001

#### **ROLES & RESPONSIBILITIES**

- 1. The Professional Engineer can file for an Onsite Waiver.
- 2. Up to 10 HMO's can be assigned at one time.

#### 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     ×     +     □     Im     Im       ←     →     C     Im     www.nyc.gov/dobnow     C     Im
3.	Press <b>Enter</b> on the keyboard.



Step	Action
4.	The DOB Login page displays. Enter Email and Password (as registered in eFiling).
	Search the Public Portal for Filings and Permits Submitted in        Intermetting account information         Address       Intermetting account information         Building Identification Number (BIN)       Borough, Block, Lot         Device Search       Licensees Search         Licensees Search       Number (Bink)
5.	Click Login.  Enter your eFiling or DOB NOW: Licensing account information  Email  Password  Password  Login  To use DOB NOW: Build or Safety. register for an eFiling account here. To reset your eFiling password, click here.  Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.  Need more help? Contact us.



Step	Action
6.	The DOB NOW Welcome page displays.
	Hover the cursor over <b>DOB NOW:</b> Build.
	DOB         DOB NOW         Welcome ADAM IDE2           NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Welcome ADAM IDE2           Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help?
	Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.
	Façade, Boiler Compliance Filings are available under DOB NOW: Safety. Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Face for superscript and Effects to exclusible and et al. 2020. NOV. 2021. State and Effects to exclusion and the superscript and
	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
7.	Select <b>Cranes</b> from the drop-down list.
	DOB NOW BUILD Cranes DOB NOW SAFETY
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         Welcome, JOE ADAM AXCETEST @MAIL.COM           Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help? Sign Out
	★     + 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     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.



# **Submit Onsite Waiver Application: Derricks & Mobile Cranes ONLY**

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

Step	Action
1.	Hover the cursor over <b>+ Onsite Waiver</b> and select <b>New Onsite Waiver</b> from the drop-down list.
	DOB NOW Submit Filings, Payments, and Requests to the NYC Departme
	+ Crane Device + Crane Notice + Onsite Waiver + Master Rigger
	My Crane Devices My Crane Notices Amendment
2.	A <b>New Onsite Waiver</b> pop-up window displays with Crane Device options:
	Dedicated Pile Driver
	Mobile Crane
	Select the applicable radio-button.
	New Onsite Waiver
	<ul> <li>Dedicated Pile Driver</li> <li>Mobile Crane</li> </ul>
	Submit Cancel



Step	Action
3.	Click <b>Submit</b> to close the pop-up window and proceed.
	New Onsite Waiver
	<ul> <li>Dedicated Pile Driver</li> <li>Mobile Crane</li> </ul>
	Submit Cancel
	You have begun the process for an <b>Onsite Waiver</b> . Continue to the <b>Complete General Information</b> tab section.



### **Complete General Information Tab**

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

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

Step	Action		
1.	The General Information section displays.		
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings	Welcome, JOE ADAM AJOETEST@GMALCOM Need Help? Sign Out	
	General Information	Dashboard	
	Filing Information       Crane Notice Type*     Filing Type*     Crane Type*       Onsite Waiver        •             New             •             Mobile Crane             •             Mobile Crane             •             •		
Note:	The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are	greyed-out	
	and cannot be edited.	- <i>,</i>	
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings	Welcome, JOE ADAM AJOETEST@GMAILCOM Need Help? Sign Out	
	H Save	Dashboard	
	General Information Filing Information Crane Notice Type* Crane Type*		
	Calle Type	•	



Step	Action	
2.	Select the <b>Waiver Type</b> (e.g. <b>48 Hours</b> ) from the Waiver Type drop-down list.	
	Filing Information         Crane Notice Type*       Filing Type*         Onsite Waiver       New         Waiver Type*         Select:          Clamshell       Pile-Driver         Service Crane       Street Name*	
	48 Hours	
3.	<ul> <li>Enter the Location Information:</li> <li>House Number</li> <li>Street Name</li> <li>Select the Borough from the Borough drop-down list.</li> <li>Block</li> <li>Lot</li> <li>Select the Owner Type (e.g., Individual) from the Owner Type drop-down list</li> <li>Associated BIS/DOB NOW Job Number (Max 5)</li> </ul>	
	Location Information         House Number*       Street Name*         Block*       Select Borough*         Owner Type*       Associated BIS/DOB NOW Job Number (Max 5)         Select Owner Type:       Separate each by a Comma ";"         Ys characters remaining	



Step	Action
4.	Enter the Applicant Information:
	Select:     Image: Control of the second secon
5.	<ul> <li>Enter the Equipment User's Information:</li> <li>Type the Email and then select the Email Address from the blue drop-down</li> <li>Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list</li> <li>Select the Business Name from the Business Name drop-down list (click + Add New if the Business Name is not listed)</li> </ul>
	Equipment User's Information         Email*       Last Name         Enter email/username         License Type*       License Number         Select:       Select:         Business Address       City         Zip Code       Business Telephone         Mobile Telephone       International internationa internatinternatinternational international international intern
6.	If applicable, enter Additional Information.



Step	Action			
7.	If applicable, click + Add Rep Filing Representative Information + Add Representative First Name	<b>Dresentative</b> to add Filing	Representative.	
8.	The Filing Representative De Type the Email and then sele Filing Representative Details Email* APPLEROME16@GMAIL.COM State Business Telephone		-	
9.	Click Save. Business Telephone (458) 466-4485			



Step	Action		
Note:	The Filing Representative added displays within the Filing Representative information table.		
	Click the edit ( ${}^{}$ ) icon to update the information.		
	Click the trash can ( $\widehat{{}^{IIII}}$ ) icon to delete the Filing Representative.		
	To add an additional Filing Representative repeat Steps 7 to 9 above.		
	Filing Representative Information         + Add Representative         First Name       Last Name       Email       Business Name       Business Telephone       Action         APPLE       ROME       APPLEROME16@GMAILCOM       ROME LLC       (458) 466-4485       Image: Colspan="4">Image: Colspan="4">Image: Colspan="4">Image: Colspan="4">Image: Colspan="4">Image: Colspan="4">Action		
10.	At the top-left of the screen, click <b>Save</b> .		
10.	DOB NOW         Submit Filings, Payments, and Requests to the NYC Depa         Image: Save         General Information         Filing Information		
11.	<ul> <li>A Notification pop-up window displays with the message:</li> <li>The following information cannot be changed after saving: <ul> <li>Filing Information</li> <li>Location Information</li> </ul> </li> <li>Click Save, to continue.</li> </ul>		
	Notification		
	The following information cannot be changed after saving: <ul> <li>Filing Information</li> <li>Location Information</li> </ul>		
	Save Cancel		



Step	Action		
12.	A Notification pop-up window displays with the message:		
	Job filing has been saved.		
	Click <b>OK</b> to continue.		
	Notification		
	Job filing has been saved.		
	Job nung has been saved.		
	ΟΚ		
Note:	The page refreshes and displays the additional items:		
	1. Status Bar		
	1. Status Bar		
	2. Review and File		
	3. Onsite Waiver Filing Number		
	3. Onsite Waiver Filing Number		
	4. Additional Tabs: Prototype Information, Document and Statements & Signatures		
	C Application Information Application Highlights View Filing Trace & Downoot History		
	5. <b>Application Information:</b> Application Highlights, View Filing, Trace & Payment History and Fee		
	DOB NOW		
	Submit Filings, Payments, and Requests to the NYC Department of Buildings		
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved		
	Dashboard		
	2 CW00031620 3 General Information Application		
	General Information		
	Prototype Information Crane Notice Type* Crane Type* View Filing		
	Documents Onsite Waiver New Mobile Crane		
	Statements & Signatures 48 Hours 41		
	Location Information \$100.00 House Number* Street Name* Borough*		
	110     MAPLE PARKWAY     STATEN ISLAND		
	You have completed the <b>Complete General Information</b> tab.		
	Continue to the next section.		



### **Complete Prototype Information Tab**

Complete the following steps to complete the Phase Information tab:

Step	Action			
1.	Click <b>Prototype Information</b> to display the Prototype Information section.			
	CW00031620	Prototype Information	1	
	General Information	Prototype Search		
	Prototype Information	Search by:*	Prototype Number	Crane Type
	Documents	Prototype Number*		
	Statements & Signatures		Q Search & Add	
2.	Select the applicable <b>Se</b>	earch by (e.g. Prototype N	l <b>umber)</b> radio-button in	Prototype Search.
	A maximum of 2 Protot	types can be added per ap	plication.	
	CW00031620	Prototype Information	1	
	General Information	Prototype Search		
	Prototype Information	Search by:*	Prototype Number	Crane Type
	Documents	Prototype Number*	•	
	Statements & Signatures		Q Search & Ado	



Step	Action	
Note:	To search by Prototype Number:	
	Enter the Prototype Number in the Prototype Number field.	
	Prototype Search       Search by:*	
	Prototype Number* Q Search & Add	
	To search by Crane Type:	
	Select the Crane Type from the Crane Type drop-down list. Prototype Search	
	Search by:* O Prototype Number O Crane Type	
	Crane Type* Select Crane Type:	
	Select Crane Type: Fu Tower Crane Self Erecting Tower Crane Mobile Crane Dedicated Pile Driver Crane Type*	
	Derrick       Mast Climber       Prototype Number*       Manufacturer*	
3.	Click Search & Add to proceed.	
	Prototype Information	
	Prototype Search	
	Search by:*   Prototype Number  Crane Type	
	Prototype Number* CP00001605 Q Search & Add	



Step	Action			
4.	The <b>Search Results</b> pop-up window displays.			
	If applicable, select the ap	oplicable Prototype Numb	er.	
	Click <b>+Add</b> to proceed.			
	Search Results			
	Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019	
	Prototype Det	ails	Crane Devices	
	Prototype Status Full Approval	Model (Month/Year) 11/2013	Manufacturer DEMO	
	Applicant	Model DEMO		
	Equipment Information			
	Maximum Capacity 10000 Kips	Maximum Boom 5000 Feet	Maximum Jib 10000 Feet	
	Maximum Freestanding Height Not Applicable	Total Combined Length 15000 Feet	Other Attachment Not Applicable	
	Counterweight(Min) 5000 Lbs	Counterweight(Max) 10000 Lbs	Carrier Type All Terrain	
	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	
	Boom Types Articulating,			
	Cable Drum Information			
	5000 Inches			
		+ Add Cancel		
5.	A Notification pop-up wir	ndow displays with the me	essage:	
	Prototype has been added	d.		
	Click <b>OK</b> to proceed.			
	Notification		×	
	Prototype has been added			
		ОК		



Step	Action		
Note:	The Prototype added, displays with	in the Prototype Informat	ion.
	Click the details (Details) icon to view	the Prototype Informatio	ın.
	Click the trash can (Delete) icon to de	elete the Prototype Numb	er.
	Prototype & Phase Information		
	Prototype Search Search by:*   Prototype Number	O Crane Type	
	Prototype Number* CP00001605 Q.s	earch & Add	
	Prototype Information (Max 2)		
	Prototype Number Crane Type Review Status Mobile Crane Pre-filing	Maximum Boom Maximum Jib 5000 Feet 10000 Feet	Total  15000 Feet  Detete  Details
6.	At the top-left of the screen, click Sa	ve.	
	Review and File		
	CW00082420 Prototype	e Information	
	General Information Prototype Sear	ch	
	Prototype Information Search by:*	Prototype Nu	mber
7.	A Notification pop-up window displa	ays with the message:	
	Job filing has been saved.		
	Click <b>OK</b> to continue.		
	Notification	×	
	Job filing has been saved.		
	ОК		
	You have completed the	Complete Prototype Info	rmation tab.
	Continu	e to the next section.	



### **Upload Documents**

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

Action		
Click <b>Documents</b> to display the Documents section.		
💾 Save 📔 Review and File		
CW00031620	Documents	
General Information	Required Documents	
	+ Add Document	
Statements & Signatures	Document Name	
		]
Click +Add Document.		
Documents		
+ Add Document		
Document Name		
		ocument Type drop-
down list.		
Upload Document		
Document Name*		
Document Type*		
Select: Document		
Choose File No file chosen		
Upload	Cancel	
	Click Documents to display	Click Documents to display the Documents section.



Step	Action
4.	Click Choose File to upload the Document Type selected.
5.	The Document pop-up window displays. Select the Document and click Open.
6.	The Document displays next to Choose File. Click Upload. Document Type* Manual Document Choose File ManuaLpdf Upload Cancel



Step	Action	
7. Note:	A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue. Notification Document has been uploaded. OK The Document uploaded displays within the Document table.	
	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       Pending	
8.	At the top-left of the screen, click <b>Save</b> .	
	CW00031620 Documents	



Step	Action	
9.	A Notification pop-up window disp	plays with the message
	Job filing has been saved.	
	Click <b>OK</b> to continue.	
	Notification	×
	Job filing has been saved.	
	ОК	
	You have com	pleted the <b>Upload Doc</b>
	Contir	nue to the next section



#### **Complete Statements & Signatures**

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

Step	Action	
1.	Click Statements & Signatures to display the Statements & Signatures section.	
	Save Review and File	
	CW00031620 Statements & Signatures	
	General Information Applicant's Statement*	
	Prototype Information       As a condition of being granted a license/registration and/or qualifica         Documents       New York City Administrative Code and Department rules, regulations         their specific trade.       Specific trade.	
	Statements & Signatures         I have reviewed the information provided in this application and, t falsification of any statement made to the Department is a misdemeating of the statement made to the department made to the departmen	
Note:	The statement applicable to the stakeholder that's logged in highlights in blue.	
	Applicant of Record - Owner's Statement*	
	As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, 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.	
	Name     Date       Image: Constraint of the second	



Step	Action	
APPLI	CANT OF RECORD	
2.	Click the <b>Applicant's Statement</b> checkbox to electronically attest. The <b>Name</b> and <b>Date</b> field's auto-populate by the system.	
	Name     Date       JOE ADAM     09/19/2019       (Electronically Signed)     09/19/2019	
3.	At the top-left of the screen, click Save.  Save Review and File  CW00031620  Documents	
4.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification	
EQUIP	MENT USER'S STATEMENT	
5.	On the Statements & Signatures tab scroll-down to the Equipment User's Statement.         CW00031620         General Information         Prototype Information         Documents         Statements & Signatures	



Step	Action
6.	Click the Equipment User's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.
	Name     Date       ADAM JOE2     09/19/2019       (Electronically Signed)
7.	At the top-left of the screen, click Save.  Save Review and File  CW00031620 Documents
8.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification X Job filing has been saved.
	You have completed the <b>Statement &amp; Signatures</b> section. Continue to the next section.



#### **Pay Fees**

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

Step	Action
Note:	The fees must be paid before continuing to Review and File.
1.	At the bottom-right of the screen, click <b>Pay Now</b> .
	t that I comply with all ation holders conduct acy. I understand that for a city employee to ation. Such actions are I understand that the n, revocation or other



Step	Action
2.	The <b>Payment Confirmation</b> pop-up window displays with the message (sample):
	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 \$100.00?
	Payment is not the last step. Click the Review and File/Submit button at the top of the screer to submit the application.
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.
	Click <b>Yes</b> , 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 <b>\$100.00</b> ?
	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 <b>NYC City Pay</b> . Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.
	NVC Resources   311   Office of the Mayor
	Enter Payment Details       1. Select Items       2. Enter Payment       3. Review and Pay         Payment Amount:       \$4,000.00       Image: Credit Card
	C & D. PROTOTYPE DOB NOW Build Prototype : CP00001605 : New Crane Prototype \$4,000.00 S4,000.00 Filling Information
	Billing Information First Name *
4.	The Notification pop-up window displays on the DOB NOW page with the message:
	Payment has been processed. A receipt will be sent by email. Select History for more information.
	Click <b>OK</b> to proceed.
	Notification ×
	Payment has been processed. A receipt will be sent by email. Select History for more information.
	You have completed the <b>Pay Fees</b> section. Continue to the next section.



### **Complete Review and File**

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

Step	Action
APPLI	CANT OF RECORD
1.	At the top-left of the screen, click <b>Review and File</b> .
	DOB NOW Submit Filings, Payments, and Requests t
	Save Review and File
2.	The <b>Application Preview</b> displays.
	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.  I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date Tile C Return to Filing View
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) (Electronically Signed) C Return to Filing View
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification X Job filing has been submitted. An email notification will be sent with the status of the review.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA         Assignment).         Pre-filing       Pending QA Assignment         Pre-filing       Pending QA Assignment
	You have completed the Submit Onsite Waiver Application Step-by-Step Guide.



# **Print Certificate Complete: From the Dashboard**

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

Step	Action				
1.	From the Dash	board, select the <b>I</b>	<b>Ny Onsite Waivers</b> ta	b.	
	DOB NOW BUILD	DOB NOW Submit Filings, Pa	yments, and Requests to	the NYC Department o	of Buildings
	A Prototyp	e 🕇 Crane Device 🕇	Crane Notice 📘 🕇 Onsite Waive	er 🛛 🕂 Master Rigger Notificat	ion + AHV Permits
	My Prototypes All Mobile	,	,	Jump/Disassembly My O	nsite Waivers My Rigger No
2.	Locate the Onsi	te Waiver applica	tion.		
	Under the <b>Actio</b> on the applicat		the Select Actions dro	<b>op-down-list</b> and cli	ck Print Certificate
	My Crane Devices My Crane N	otices My Phase-Jump/Disassembly	My Onsite Waivers My Rigger Notifications	My AHV Work Permits Search	Chick
	Crane Dedicated Pile Driver				C Refresh
	✓ Notice Type ✓         Filing Type           Filter         Filter	Filing Status	Crane Notice Status     Filter	Address         Crane Type           Filter         Filter	Actions  Filter
	Onsite Waiver New	Approved	Onsite Waiver Application - Approved	110 MAPLE Mobile Crane PARKWAY	Select Action: 🔹 🗹 🗸
	Onsite Waiver New	Approved	Onsite Waiver Application - Approved	110 MAPLE Mobile Crane PARKWAY	Select Action: Amendment Assign Crane Device
	Onsite Waiver New	Approved	Expired	250 BROADWAY Mobile Crane	Create AHV Print Certificate 2
	Onsite Waiver New	Pre-filing	Onsite Waiver Application - Pre-Filing	280 BROADWAY Mobile Crane	



Step	Action
3.	Ensure that your pop-up blocker is turned-off. The <b>Onsite Certificate (Limited)</b> opens in a second tab.
	BOB NOW       ×       S mstwva-dobcrm03.buildings.nycr ×       +         ←       →       C       O Not secure   mstwva-dobcrm03.buildings.nycnet:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit
	CRANES & DERRICKS
4.	From the bottom of the page click <b>Print to PDF</b> .
	Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.
	Print To PDF
5.	The internet browser downloads the certificate.
	Click the file arrow and select <b>Open</b> .
	Emergency 1 Open Assistant Co Always open with system viewer Open with system viewer Show in folder Commission Cancel CertificateOfOperapdf ^



6. A third tab opens with the print options. Click Print.          Image: Click Print.         Image:	Step	Action		
Azeitatent Commissioner: Langering with or knowingly making a fille entry in or fillely altering this permit is a crime that is purchashable by a first imprisonment or both. A		A third tab opens with the print options. Click Print.	Destination Pages Copies Color	Color
You have completed the Print a Certificate: From the Dashboard Step-by-Step Guide.		Articlett Commissioner: User" Michae Commissioner of Buildinge Much S. Liftler Lampering with or knowingly making a fulle entry in or flasky altering this permit is a crime that is purulability of the imprincement or both. A E	board Step	



# **Print Certificate Complete: From within the Application**

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

Step	Action		
1.	From the Dashboard, select the <b>My Onsite Waivers</b> tab.		
	DOB       DOB NOW         NOW       Submit Filings, Payments, and Requests to the NYC Department of Buildings		
	+ Prototype     + Crane Device     + Crane Notice     + Onsite Waiver     + Master Rigger Notification     + AHV Permits		
	My Prototypes       My Crane Devices       My Crane Notices       My Phase-Jump/Disassembly       My Onsite Waivers       My Rigger Notice         All       Mobile Crane       Dedicated Pile Driver		
2.	Locate the Onsite Waiver application.		
	Double-click the application.		
	All         Mobile Crane         Dedicated Pile Driver		
	Job NumberNotice TypeFiling TypeFiling StatusFilterFilterFilterFilter		
	CW00031720 Onsite Waiver New Approved		



Step	Action		
3.	The <b>Onsite Waiver Information</b> po	p-up window displays with the (samp	ole) message:
	Job Number: CW00031720		
	Filing Type: Onsite Waiver		
	Crane Type: Mobile Crane		
	Click <b>OK</b> to proceed.		
	Onsite Waiver Information	×	
	Job Number: CW00031720 Filing Type: Onsite Waiver Crane Type: Mobile Crane		
		OK Cancel	
4.	The Onsite Waiver application disp	lays.	
	On the bottom-right, click Print Ce	rtificate.	
		ction Supervisor view Accepted	Dashboard Pashboard Application Highlights
	Crane Type* Mobile Crane		View Filing History
	Manufacturer* DEMO	Model (Month/Year)*	\$0.00 Pay Now
	Device Serial Number* 987654231	Device Manufactured Date (Month/Year)*	Print Certificate



Step	Action
5.	Ensure that your pop-up blocker is turned-off. The <b>Cranes &amp; Derricks Certificate of Operation</b> opens in a second tab.
	Image: DOB NOW       × Image: mstwva-dobcrm03.buildings.nycr       +            ← → C         ① Not secure   mstwva-dobcrm03.buildings.nycnet:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit
	CRANES & DERRICKS
6.	From the bottom of the page click <b>Print to PDF</b> .
	Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.
	Print To PDF
7.	The internet browser downloads the certificate.
	Click the file arrow and select <b>Open</b> .
	Emergency ] Open Assistant Co Always open with system viewer Open with system viewer Show in folder Commission Cancel CertificateOfOperapdf ^



Step	Action		
8.	A third tab opens with the print options. Click Print.	Print Destination Pages Copies Color More settings	I sheet of paper ■ 22R-SFLR-CONSULTAN ▼ All ▼ 1 Color ▼ ✓
Yo	u have completed the <b>Print a Certificate: From within the Ap</b> Continue to the next section.	plication	Print Cancel



### **Tag Crane Device**

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

Step	Action
APPLI	CANT OF RECORD
Note:	The initial Onsite Waiver Application must be <b>approved</b> before tagging a Crane Device. 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 <b>My Onsite Waivers</b> tab.
	DOB       DOB NOW         NOW       Submit Filings, Payments, and Requests to the NYC Department of Buildings
	+ Prototype     + Crane Device     + Crane Notice     + Onsite Waiver     + Master Rigger Notification     + AHV Permits
	My Prototypes       My Crane Devices       My Crane Notices       My Phase-Jump/Disassembly       My Onsite Waivers       My Rigger Notice         All       Mobile Crane       Dedicated Pile Driver       Vector       <
2.	Locate the Onsite Waiver application. Under the Actions column, click the Select Actions drop-down list and select Assign Crane Device.
	DOB       DOB NOW         Note:       DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings       Need Help?         Need Help?       Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: State of the two states of the two states of the two states of
	My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers My Rigger Notifications My AHV Work Permits Search All Mobile Crane Dedicated Pile Driver
	Job Number       Notice Type       Filling Type       Filling Status       Crane Notice Status       Address       Crane Type       Actions         Filter
	CN00024919     Onsite Waiver     New     Approved     Expired     250 BROADWAY     Mobile Crane     Select Action: Ansign Crane Device       CN00012719     Onsite Waiver     New     Pre-filing     Onsite Waiver Application - Pre-filing     280 BROADWAY     Mobile Crane     Create AHV Print Certificate



Step	Action
Note:	To filter the Onsite Waivers by Crane type select the respective tab (e.g., Mobile Crane).
	My Prototypes     My Crane Devices     My Crane Notices     My Phase-Jump/Disassembly     My Onsite Waivers       All     Mobile Crane     Dedicated Pile Driver
3.	A <b>Confirm</b> pop-up window displays with the message (sample):
	Confirm you want to tag a Crane Device to CW00031620.
	Click <b>Yes</b> to proceed.
	Confirm
	Confirm you want to tag a Crane Device to CW00031620.
	Yes No
Note:	The page refreshes and displays the application and the following additional items:
	<b>Notify DOB</b> drop-down list
	Additional Tab: Tag Crane Device
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved
	Save     Submit
	CW00031620         Tag Crane Device to Onsite Waiver         In Progress           General Information         Device Search         In Progress
	Prototype Information 1 Search by:*       O Prototype Number
	Tag Crane Device     Device Number*       Documents     Q. Search & Add
	Statements & Signatures Device Information - Mobile Crane
	You have begun the process for Tagging a Crane Device to an Onsite Waiver.
	Continue to the <b>Complete Tag Crane Device Tab</b> section.



#### **Complete Tag Crane Device Tab**

Complete the following steps to complete the Tag Crane Device Tab for the application:

Step	Action
APPLI	CANT OF RECORD
1.	Within the <b>Tag Crane Device</b> tab, select the applicable <b>Search by</b> (e.g. <b>Device Number</b> ) radio button in Device Search.
	CW00031620     Tag Crane Device to Onsite Waiver       General Information     Device Search       Prototype Information     Search by:*       Tag Crane Device     Device Number       Documents     Device Number*
Note:	To search by Device Number: Enter the Device Number in the Device Number field.         Tag Crane Device to Onsite Waiver         Device Search         Search by:*         @ Device Number         @ Search & Add         To search by Prototype Number:         Select the Prototype Number from the Prototype Number drop-down list.
	Tag Crane Device to Onsite Waiver       Device Search       Search by:*       O Device Number       Prototype Number*       Select Prototype:



Step	Action			
2.	Click Search & Add to	proceed.		
	Prototype Search Search by:* Prototype Number* CP00001605	Prototype Number	Crane Type	
3.	The <b>Search Results</b> pop If applicable, select the Click <b>+Add</b> to proceed Search Results	applicable Prototype Num	ber.	
	Selected : CD00001329		Filter Search Results From Here	Q
	Device Number     CD00001329	Device Status Approved for Use Pending Inspection	Manufactured Date Serial Number 11/2013 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 Actual Configuration (Max)	Total 4500 Feet Transmission Type	Actual Configuration (Min) 5000 Lbs Power	
	10000 Feet Climbing Type	Mechanical Width with Outtriggers Exte		
	Not Applicable Overall Carrier Width 10000 Feet	5000 Feet Overall Carrier Tailswing 10000 Feet	10000 Feet	
	Boom Types Articulating,			
	1 to 1 of 1 records	+ Add	Cancel	
4.	The <b>Notification</b> pop-u	p window displays with the	e message:	
	Crane Device added su	ccessfully.		
	Click <b>OK</b> to proceed.			
	Notification		×	
	Crane Device added succ	essfully. ОК		



Step	Action	
Note:	The Device Number added, dis	plays 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 Device Status CD00001329 Approved for Us	se Pre-filing Delete Details
5.	At the top-left of the screen, c	lick <b>Save</b> .
	🂾 Save 🌓 Submit	
	CW00031720	General Information
	General Information	Filing Information
	Prototype Information	Crane Notice Type*
6.	A Notification pop-up window	displays with the message:
	Job filing has been saved.	
	Click <b>OK</b> to proceed.	
	Notification	×
	Job filing has been saved.	
	ОК	
7.	At the top-left of the screen, c	lick <b>Submit</b> .
	🗎 Save 📔 Submit	
	CW00031720	General Information
	General Information	Filing Information
	Prototype Information	Crane Notice Type*



Step	Action
8.	A <b>Confirm</b> 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 <b>Yes</b> to proceed.
	Confirm × Please confirm if you are done with the current step and are ready to proceed to the next step. Yes No
9.	A Notification pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click OK to proceed. Notification Job filing submitted successfully. Information forwarded to DOB.
	You have completed the <b>Tag Crane Device Tab</b> Step-by-Step Guide. Continue to the next section.



# **Assign Hoist Machine Operator (HMO)**

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

Step	Action		
EQUIP	QUIPMENT USER		
Note:	<ul> <li>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.</li> <li>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.</li> <li>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.</li> <li>Once the first HMO is assigned to the CN, the system allows the list of assigned HMO's to be edited at any time, until the device is removed from the CN.</li> </ul>		
1.	From the Dashboard, select the <b>My Onsite Waivers</b> tab. DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings + Prototype + Crane Device + Crane Notice + Onsite Waiver + Master Rigger Notification + AHV Permits My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers My Rigger Not All Mobile Crane Dedicated Pile Driver		
2.	Locate the Onsite Waiver application. Under the Actions column, click the Select Actions drop-down list and select Assign HMO(s).		



Step	Action
Note:	To filter the Onsite Waivers by Crane Type select the respective tab (e.g., <b>Mobile Crane</b> ).
	My Prototypes       My Crane Devices       My Crane Notices       My Phase-Jump/Disassembly       My Onsite Waivers         All       Mobile Crane       Dedicated Pile Driver
3.	A <b>Confirm</b> pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CW00031620. Click <b>Yes</b> to proceed.
	Confirm you want to assign the HMO(s) on CW00031620.
Note:	The page refreshes and displays the Additional Tab: HMO(s).         DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings
	Pre-filing       Pending QA Assignment       Pending QA Assignment       Pending PE Assignment       PE Review in Process       Approved         Image: Concentration in the concentratin the concentrat
	You have begun the process for Assign HMO(s). Continue to the <b>Complete HMO(s) Tab</b> section.



### Complete HMO(s) Tab

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

Image: Submit       CN00023319       General Information       Prototype & Phase Information       Assign CD to CN       Lift Director	ding PE Assignment P
Pre-filing     Pending QA Assignment     Pending QA Admin Review     Pending QA Admin Review       Marcolar Save     Submit       CN00023319     HMO(s) Details       General Information     + Add HMO       Prototype & Phase Information     First Name       Assign CD to CN     Lift Director	
Image: Save Submit       CN00023319       General Information       Prototype & Phase Information       Assign CD to CN       Lift Director	
Image: Submit         CN00023319         General Information         Prototype & Phase Information         Assign CD to CN         Lift Director	
CN00023319     HMO(s) Details       General Information     + Add HMO       Prototype & Phase Information     First Name       Assign CD to CN     Email       Lift Director     First Name	l Busin
General Information       Prototype & Phase Information       Assign CD to CN       Lift Director	l Busin
Prototype & Phase Information     First Name     Last Name     Email       Assign CD to CN     Lift Director     Itemation     Itematical and the second s	il Busin
Assign CD to CN Lift Director	il Busin
Assign CD to CN Lift Director	
HMO(s)	
Documents	
The <b>HMO Contact Details</b> pop-up window displays. Type the <b>Email</b> and then select the <b>Email Address</b> from the blue drop HMO Contact Details Email* Last Name First Name	
	-
DOBTESTING123@GMAIL.COM Business Address City	
State Zip Code Business	felephone



Step	Action		
Note:	The HMO Contact Details fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.		
	HMO Contact Details		
	Email*     Last Name     First Name       Enter email/username     Image: Comparison of the second se		
	Business Name     Business Address     City       State     Zip Code     Business Telephone		
	Mobile Telephone		
Note:	The statement applicable to the Stakeholder that's logged in highlights in blue.		
	Equipment User's Statement*  As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how 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		
2			
3.	Click the <b>Equipment User's Statement</b> checkbox to electronically attest. The <b>Name</b> and <b>Date</b> 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 a cotept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.		
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.		
	Name     Date       ADAM JOE2     10/08/2019       (Electronically Signed)     10/08/2019		



Step	Action		
4.	Below the Name and Date fields, click Submit.		
	<ul> <li>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.</li> <li>Name</li> <li>Date</li> <li>I0/08/2019</li> <li>(Electronically Signed)</li> <li>Submit Cancel</li> </ul>		
5.	A Notification pop-up window displays with the message:		
	Email (e.g., DOBTESTING123@GMAIL.COM) has been added to this application successfully.		
	Click <b>OK</b> to proceed.		
	Notification		
	DOBTESTING123@GMAIL.COM has been added to this application successfully.		
Note:	The HMO added displays within the HMO Details information table.		
	Click the edit ( C) icon to update the information.		
	Click the trash can ( $^{igin m}$ ) icon to delete the HMO.		
	To add an additional HMO, repeat Steps 1 to 5 and continue.		
	HMO(s) Details		
	+ Add HMO		
	First Name         Last Name         Email         Business Name         Identified         Edit         Delete           TESTING123         DOB         DOBTESTING123@GMAILCOM         T123 LLC         No         Image: Compare the second s		



Step	Action
HOIST	MACHINE OPERATOR (HMO)
6.	Locate the Onsite Waiver application. Under the <b>Select Action</b> column, select <b>Assign HMO(s)</b> .
	DOB NOW         DOB NOW         Wetcome. JOE ADAM AUCESTIGUALLOOM           Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help? Sign Out
	Image: Control Device       Image: Control De
	Job Number         Notice Type         Filling Type         Filling Status         Crane Notice Status         Address         Crane Type         Actions           Filter
	CW00031720 Onsite Waiver New Approved Onsite Waiver Application - Approved 110 MAPLE Mobile Grane Select Action:
	CN000009719 Onsite Waiver New Approved Onsite Waiver Application Approved - CD Assigned 250 BROADWAY Mobile Crane Select Action:
	CN0000919 Onsite Waiver New Approved Onsite Waiver Application Approved - Arrival 250 BROADWAY Mobile Crane Another Application Received
	CN00000919 Onsite Waiver New Approved Expired 280 BROADWAY Dedicated Pile Create AFV Print Certificate CN00012519 Onsite Waiver New Approved Onsite Waiver Application - Approved 250 BROADWAY Mobile Grane Set Actions
	CN001619 Criste water i new Approved Criste water Approved 2.0 techowing Provide Calle Select Action: •
Note:	To filter the Onsite Waivers by Crane Type select the respective tab (e.g., <b>Mobile Crane</b> ).
	My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers
	All Mobile Crane Dedicated Pile Driver
7.	A <b>Confirm</b> pop-up window displays with the message (sample):
	Confirm you want to assign the HMO(s) on CN00009719.
	Click <b>Yes</b> to proceed.
	Confirm
	Confirm you want to assign the HMO(s) on CW00031620.
	Yes No



Step	Action								
8.	<ol> <li>The page refreshes and displays the Onsite Waiver application.</li> <li>Select the HMO(s) tab.</li> </ol>								
	CN00023319	HMO(s) Details					In Progress		
	General Information Prototype & Phase Information	+ Add HMO							
		First Name	Last Name	Email	Business Name	Identified	Edit	Delete	
	Assign CD to CN	TESTING123	DOB	DOBTESTING123@GMAIL.COM	T123 LLC	No	8	1	
	Lift Director HMO(s) Documents								
9.	Select the edit (	🗷 ) icon ap	plicable to	the HMO Detai	Is from the I	list.			
	HMO(s) Details							(	In Progress
	+ Add HMO								
	First Name	Last Name	Email	Business 1	Name Ident	ified Edit	De	elete	
	TESTING123	DOB	DOBTESTING123@G	MAIL.COM T123 LLC	No		Û		



Step	Action					
10.	The <b>HMO Contact Details</b> pop-up window displays.					
	The statement applicable to the stakeholder that's logged in highlights in blue.					
	Click the Equipment User's St		0.0			
	The Name and Date field's au		offically attest.			
	HMO Contact Details					
	Email*	Last Name	First Name			
	DOBTESTING123@GMAIL.COM	DOB	TESTING123			
	Business Name	Business Address	City			
	T123 LLC	T123 LLC	NYC			
	State	Zip Code	Business Telephone			
	NY	10007	(201) 655-9888			
	Mobile Telephone					
	HMO's Statement*					
	As a condition of being granted a licen with all New York City Administrative holders conduct their specific trade.	se/registration and/or qualification from the Ne Code and Department rules, regulations, and di	w York City Department of Buildings, I attest that I comply rectives governing how licensees/ registrants/qualification			
		ed in this application and, to the best of my kno	wledge and belief, attest to its accuracy. I understand that			
	falsification of any statement made to employee to accept, any benefit, mo	the Department is a misdemeanor and that it netary or otherwise, either as a gratuity for	is also unlawful to give to a city employee, or for a city properly performing the job or in exchange for special			
		ble bý imprisonment, fine and/or loss of ličense/i Ilv clicking on the box at left I am electronically				
	all of its terms. I understand that this ele	ectronic signature shall have the same validity and	signing this application and expressing my agreement with deffect as a signature affixed by hand.			
	Name	D	ate			
	TESTING123 DOB		10/08/2019			
	(Electronically Signed)					
11.	Below the <b>Name</b> and <b>Date</b> fie	lds click Submit				
±1.		ids, chek <b>Subinit</b> .				
	I understand and agree that by personally all of its terms. I understand that this elect	v clicking on the box at left I am electronically s ronic signature shall have the same validity and	igning this application and expressing my agreement with effect as a signature affixed by hand.			
		-				
	Name		ite			
	ADAM JOE2 (Electronically Signed)		10/08/2019			
		Submit Cancel				



Step	Action
12.	A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to proceed.
	Notification × Job filing has been saved.
	You have completed the <b>Assign HMO(s)</b> Tab Step-by-Step Guide. Continue to the next section.



# **Notify DOB – Arrival of Device**

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

Step	Action
EQUIP	MENT USER
1.	From the Dashboard, select the <b>My Onsite Waivers</b> tab.
	DOB         DOB NOW           NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings
	+ Prototype     + Crane Device     + Onsite Waiver     + Master Rigger Notification     + AHV Permits
	My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers My Rigger No
	All Mobile Crane Dedicated Pile Driver
2.	Locate the Onsite Waiver application.
	Under the Actions column, click the Select Actions drop-down list and select Notify DOB.
	Job Number         Notice Type         Filling Type         Filling Status         Crane Notice Status         Address         Crane Type         Actions           Fiber         Fiber <td< th=""></td<>
	CN00023519 Crane Notice New Approved Approved for Use - Register Interchangeable Parts for 280 BROADWAY Tower Crane Select Action: •
	CN00022319 Crane Notice New Approved CN Application Approved - HMO Assigned 280 BROADWAY Mobile Crane Select Action: • 🖸 🗸
	CN00023119 Crane Notice New Approved CN Application Approved - Component Rejected 250 BROADWAY Tower Crane Select Action: Amendment Create AHV
	CN00022619 Crane Notice New Approved CN Application Approved - Register Interchangeable 90 BROAD Tower Crane Notify DOI: Parts - Accepted STREE
	CN00022519 Crane Notice New Approved CN Application Approved - Register Components - 250 BROADWAY Detrick Select Action: •
Note:	To filter the Onsite Waivers by Crane Type select the respective tab (e.g., <b>Mobile Crane</b> ).
	My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers
	All Mobile Crane Dedicated Pile Driver



Step	Action
3.	A <b>Confirm</b> pop-up window displays with the message (sample): Confirm you want to submit a notification on CW00009419. Click <b>Yes</b> to proceed.
	Confirm Confirm you want to submit a notification on CW00031620.
Note:	The page refreshes and displays the Additional Tab: HMO(s).         DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Pre-filing         Pending QA Assignment         Pending QE Assignment         Pending QE Assignment         Pending QF Assignment
4.	Hover over Notify DOB and select New Notification.



Step	Action					
5.	A <b>New Notification</b> pop-up window displays with the Crane Notice Number	New Notification	New Notification			
	Complete the Notification:	Crane Notice Number Notification Type*	CN00023319			
	Select the <b>Notification Type</b> (e.g., Arrival	Selected Date/Time	Arrival of Device 🔹			
	of Device)	Notification Date/Time :*	♦ October 2019 >			
	Select the Notification Date/Time		Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06			
	The selected Date/Time displays above the		07 08 09 10 11 12 13			
	calendar.		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			
			<b>^</b>			
			HH MM AM			
			× ×			
			A Notify Cancel			
6.	Below the calendar, click Notify.					
7.	A <b>Confirm</b> pop-up window displays with the messa	ige:				
	Please confirm if you would like to proceed with the	his notification.				
	Click <b>Yes</b> to proceed.					
	Confirm					
	Please confirm if you would like to proceed with this notification.					
	Yes No					



Step	Action
8.	A <b>Notification</b> pop-up window displays with the message: You have sent notification successfully. Click <b>OK</b> to proceed.
	Notification     ×       You have sent notification successfully.     OK
	You have completed the <b>Notify DOB – Arrival of Device</b> Step-by-Step Guide. Continue to the next section.



## **Notify DOB - Departure of Device**

Complete the following steps to notify DOB on the Arrival of Device:

Step	Action				
1.	From the Dashboard, select the <b>My Onsite Waivers</b> tab.				
	DOB         DOB NOW           NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings				
	+ Prototype     + Crane Device     + Onsite Waiver     + Master Rigger Notification     + AHV Permits				
	My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers My Rigger No				
	All         Mobile Crane         Dedicated Pile Driver				
2.	Locate the Onsite Waiver application. Under the Actions column, click the Select Actions drop-down list and, select Notify DOB.				
	CN00023519 Crane Notice New Approved Approved for Use - Register Interchangeable Parts for 280 BROADWAY Tower Crane Select Action: •				
	Ch00023319 Crane Notice New Approved CN Application Approved - HMO Assigned 280 BROADWAY Mobile Grane Select Action: • Select Action: • Select Action: •				
	CN00023119 Crane Notice New Approved CN Application Approved - Component Rejected 250 BROADWAY Tower Crane Amendment Create AHV				
	CN00022519 Crane Notice New Approved Papilostion Approved - Register Interchangeable 90 BROAD Tower Crane Notice Parts - Accepted STRET Components - 250 BROADWAY Derrick Renewal				
	Chooses in the second s				
Note:	To filter the Onsite Waivers by Crane Type select the respective tab (e.g., <b>Mobile Crane</b> ).				
	My Prototypes My Crane Devices My Crane Notices My Phase-Jump/Disassembly My Onsite Waivers				
	All         Mobile Crane         Dedicated Pile Driver				



Step	Action
3.	A <b>Confirm</b> pop-up window displays with the message (sample): Confirm you want to submit a notification on CW00009419. Click <b>Yes</b> to proceed.
	Confirm Confirm you want to submit a notification on CW00031620.
Note:	The page refreshes and displays the Additional Tab: HMO(s).
4.	Hover over Notify DOB and select New Notification.



Step	Action				
5.	A <b>New Notification</b> pop-up window displays with the Crane Notice Number	New Notification			
		Crane Notice Number	CN00023319		
	Complete the Notification:	Notification Type*	Final Departure of Device		
	Select the Notification Type (e.g., Final Departure of Device)	Selected Date/Time Notification Date/Time :*	♦ October 2019 >		
	Select the Notification Date/Time		Mon Tue Wed Thu Fri Sat Sun		
	The selected Date/Time displays above the calendar.		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         ✓       ✓       ✓       ✓		
6.	Below the calendar, click <b>Notify</b> .				
	· · · ·				
	A Notify Cancel				
7.	A <b>Confirm</b> pop-up window displays with the n	nessage:			
	Please confirm if you would like to proceed w	ith this notificati	on.		
	Click <b>Yes</b> to proceed.				
	Confirm Please confirm if you would like to proceed with this notification. Yes No	×			



Step	Action
8.	A <b>Notification</b> pop-up window displays with the message: You have sent notification successfully. Click <b>OK</b> to proceed.
	Notification
	You have sent notification successfully.
	You have completed the Notify DOB – Departure of Device Step-by-Step Guide.

You have completed the DOB NOW: *Build* – Cranes & Derricks: **Onsite Waiver Application: Derricks & Mobile Cranes ONLY 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



## Submit Onsite Waiver Amendment Application: Derricks & Mobile Cranes ONLY

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

Step	Action		
1.	Hover the cursor over <b>+ Onsite Waiver</b> and select <b>Amendment</b> from the drop-down list.		
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Build		
	<ul> <li>Crane Device + Crane Notice + Onsite Waiver 1 laster Rigger Notification</li> <li>New Onsite Waiver</li> <li>New Onsite Waiver</li> <li>Waiver</li> <li>Master Rig</li> </ul>		
	Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick		
2.	A Onsite Waiver - Amendment pop-up window displays: Enter the initial Onsite Waiver Number. Onsite Waiver - Amendment Onsite Waiver Number* Enter number e.g. CN00000380 Submit Cancel		
3.	Click Submit to close the pop-up window and proceed. Onsite Waiver - Amendment Onsite Waiver Number*		
	CW00031720 Submit Cancel		



Step	Action
	You have begun the process for an <b>Onsite Waiver Amendment Application</b> .
	Continue to the <b>Complete General Information</b> tab section.



#### **Complete General Information Tab**

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

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

Step	Action		
1.	The General Information section	on displays.	
	DOB NOW Submit Filings, Payments, and Requests to the	NYC Department of Buildings	Welcome, JQE ADAM ADETEST@GMALCOM Need Help? Sign Out
	F Save	1	Dashboard
	General Information Filing Information Crane Notice Type* Onsite Waiver Waiver Type* Select:	Filing Type* New *	Crane Type* Mobile Crane •
Note:	The Filing Information, Locatic Information fields, are greyed-	on Information, Applicant Infor out and cannot be edited.	mation and Equipment
	General Information		
	Filing Information       Crane Notice Type*       Onsite Waiver       Crane Type*	Filing Type* Amendment Waiver Type*	Crane Notice Number* CW00031720
	Mobile Crane	48 Hours	Borough* STATEN ISLAND
2.	Enter the Associated BIS/DOB	NOW Job Number (max5).	
	Location Information House Number* 110 Block* 1218	Street Name* MAPLE PARKWAY Lot* 45	Borough* STATEN ISLAND • BIN* 5027624
	Owner Type* Individual	Associated BIS/DOB NOW Job Number (Max 5) Separate each by a Comma "," 75 characters remaining	



Step	Action	
3.	If applicable, enter Additional Information.	
4.	If applicable, click + Add Representative to add Filing Representative.	
5.	The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue drop-down          Filing Representative Details         Image: State state state         State State<	n.
6.	Click Save. Business Telephone (458) 466-4485 Save Cancel	



Step	Action		
Note:	The Filing Representative added displays within the Filing Representative information table.		
	Click the edit ( ${igsir {\cal O}}$ ) icon to update the information.		
	Click the trash can ( $^{ar{ extsf{m}}}$ ) icon to delete the Filing Representative.		
	To add an additional Filing Representative repeat Steps 7 to 9 above.		
	Filing Representative Information  Add Representative		
	First Name         Last Name         Email         Business Name         Business Telephone         Action           APPLE         ROME         APPLEROME16@GMAILCOM         ROME LLC         (458) 466-4485         Image: mage: m		
7.	At the top-left of the screen, click <b>Save</b> .		
	DOB NOW Submit Filings, Payments, and Requests to the NYC Depa		
	Save		
	General Information General Information		
	Filing Information		
8.	A <b>Notification</b> pop-up window displays with the message (sample):		
	Are you sure you want to continue with amendment of following crane notice number. Please verify details before saving:		
	• CW00031720		
	Click Save, to continue.		
	Notification		
	Are you sure you want to continue with amendment of following crane notice number. Please verify details before saving: • CW00031720		
	Save Cancel		



Step	Action		
9.	A Notification pop-up window displays with the message:		
	Job filing has been saved.		
	Click <b>OK</b> to continue.		
	Notification		
	Job filing has been saved.		
	ОК		
Note:	The page refreshes and displays the additional items:		
	1. Status Bar		
	2 Deview and Sile		
	2. Review and File		
	3. Onsite Waiver Amendment Filing Number		
	4. Additional Tabs: Prototype Information, Documents and Statements & Signatures		
	5. <b>Application Information:</b> Application Highlights, View Filing, Trace & Payment History		
	and Fee		
	DOB NOW         Welcome_JOE ADAM ADDETS/GGAULCOM           Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help? Sign Out		
	Pre-filing Pending PE Assignment PE Review in Process Approved Dashboard		
	CW00031720- A000001 3 General Information		
	Filing Information		
	General Information         Crane Notice Type*         Filing Type*         Crane Type*         View Filing           Prototype Information         Onsite Waiver         Amendment         Mobile Crane         Image: Crane Type*         Image: Crane Type*		
	Documents Waiver Type* History		
	Statements & Signatures		
	House Number* Street Name* Borough*		
	You have completed the <b>Complete General Information</b> tab.		
	Continue to the next section.		



### **Complete Prototype Information Tab**

Complete the following steps to complete the Phase Information tab:

Step	Action			
1. Click <b>Prototype Information</b> to display the Prototype Information section.			n.	
	CW00031620	Prototype Information	1	
	General Information	Prototype Search		
	Prototype Information	Search by:*	Prototype Number	Crane Type
	Documents	Prototype Number*		
	Statements & Signatures		Q Search & Add	
2.	Select the applicable <b>Se</b>	earch by (e.g. Prototype N	l <b>umber)</b> radio-button in	Prototype Search.
	A maximum of 2 Protot	types can be added per ap	plication.	
	CW00031620	Prototype Information	1	
	General Information	Prototype Search		
	Prototype Information	Search by:*	Prototype Number	Crane Type
	Documents	Prototype Number*	•	
	Statements & Signatures		Q Search & Ado	



Step	Action	
Note:	To search by Prototype Number:	
	Enter the Prototype Number in the Prototype Number field.	
	Prototype Search       Search by:*	
	Prototype Number* Q Search & Add	
	To search by Crane Type:	
	Select the Crane Type from the Crane Type drop-down list. Prototype Search	
	Search by:* O Prototype Number O Crane Type	
	Crane Type* Select Crane Type:	
	Select Crane Type: Fu Tower Crane Self Erecting Tower Crane Mobile Crane Dedicated Pile Driver Crane Type*	
	Derrick       Mast Climber       Prototype Number*       Manufacturer*	
3.	Click Search & Add to proceed.	
	Prototype Information	
	Prototype Search	
	Search by:*   Prototype Number  Crane Type	
	Prototype Number* CP00001605 Q Search & Add	



Step	Action			
4.	The Search Results pop-u			
	If applicable, select the ap	plicable Prototype Numb	er.	
	Click <b>+Add</b> to proceed.			
	Search Results			
	Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019	
	Prototype Deta	ails	Crane Devices	
	Prototype Status Full Approval	Model (Month/Year) 11/2013	Manufacturer DEMO	
	Applicant	Model DEMO		
	Equipment Information			
	Maximum Capacity 10000 Kips	Maximum Boom 5000 Feet	Maximum Jib 10000 Feet	
	Maximum Freestanding Height Not Applicable	Total Combined Length 15000 Feet	Other Attachment Not Applicable	
	Counterweight(Min) 5000 Lbs Transmission Type	Counterweight(Max) 10000 Lbs Power	Carrier Type All Terrain Climbing Type	
	Mechanical Boom Types	Gas	Not Applicable	
	Articulating,			
	Cable Drum Information 5000 Inches			
		+ Add Cancel		
5.	A Notification pop-up win	dow displays with the me	essage:	
	Prototype has been added	J.		
	Click <b>OK</b> to proceed.			
	Notification		×	
	Prototype has been added			
		ОК		



Step	Action
Note:	The Prototype added initially, displays within the Prototype Information.
	Click the details (Details) icon to view the Prototype Information.
	Click the trash can (Detere) icon to delete the Prototype Number.
	Prototype & Phase Information
	Prototype Search Search by:*  Prototype Number  Crane Type
	Prototype Number*
	CP00001605 Q 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         Image: Crane Type Delete         Image: Crane Type Delete         Crane Type Type Delete         Crane Type Type Type Type Type Type Type Typ
6.	At the top-left of the screen, click <b>Save</b> .
	DOB NOW Submit Filings, Payments, and Requests to the NYC Depa
	► Save
	General Information General Information
7.	A <b>Notification</b> pop-up window displays with the message:
	Job filing has been saved.
	Click <b>OK</b> to continue.
	Notification
	Job filing has been saved.
	ОК
	You have completed the <b>Complete Prototype Information tab</b> .
	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 <b>Documents</b> to display the Documents section.
	Save Review and File
	CW00031620 Documents
	General Information Required Documents
	Prototype Information Documents Add Document
	Statements & Signatures Document Name
2.	Click +Add Document.
	Documents
	+ Add Document Document Name
3.	The <b>Upload Document</b> pop-up window displays.
	<ul> <li>Type the Document Name.</li> <li>Select the Document Type (<i>e.g.,</i> NYC Approved Load Chart) from the Document</li> </ul>
	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.
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. Note:	A Notification pop-up with Document has been uplo Click OK to continue. Notification Document has been upload The Document uploaded of Click the edit ( ) icon to	aded.	×		
	Click the trash can ( <sup>1</sup> ) icon to delete the Document. Click the upload ( <sup>2</sup> ) 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 scre	een, click <b>Save</b> .			
	🗎 Save 🕒 Review and File				
	CW00031720- A000001	Statements & Si	gnatures		
	General Information	Applicant's Statement*			



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



#### **Complete Statements & Signatures**

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

Step	Action	
1.	Click Statements & Signatures to display the Statements & Signatures section.	
	🗎 Save 🕒 Review and File	
	CW00031620 Statements & Signatures	
	General Information Applicant's Statement*	
	Prototype Information       As a condition of being granted a license/registration and/or qualifica         New York City Administrative Code and Department rules, regulations         their specific trade.	
	Statements & Signatures I have reviewed the information provided in this application and, t falsification of any statement made to the Department is a misdemea	
Note:	The statement applicable to the stakeholder that's logged in highlights in blue. Statements & Signatures	
	Applicant of Record - Owner's Statement*	
	As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of	
	its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.	
	Name Date	



Step	Action		
APPLI	CANT OF RECORD		
2.	Click the <b>Applicant's Statement</b> checkbox to electronically attest. The <b>Name</b> and <b>Date</b> field's auto-populate by the system.		
	Image: that this electronic signature shall have the same validity and effect as a signature affixed by hand.       Date         Name       Date         JOE ADAM       09/19/2019         (Electronically Signed)       Units of the same validity and effect as a signature affixed by hand.		
3.	At the top-left of the screen, click Save.  Save Review and File  CW00031620  Documents		
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.		
EQUIP	PMENT USER'S STATEMENT		
5.	On the Statements & Signatures tab scroll-down to the Equipment User's Statement.         CW00031620         General Information         Prototype Information         Documents         Statements & Signatures    I have reviewed the information provided in this application and, to the best of my knowled falsification of any statement made to the Department is a misdemeanor and that it is also unlaw accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job o punishable by imprisonment, fine and/or loss of license/registration and/or qualification.		



Step	Action
6.	Click the Equipment User's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.
	Name     Date       ADAM JOE2     09/19/2019       (Electronically Signed)
7.	At the top-left of the screen, click Save.  Save Review and File  CW00031620 Documents
8.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification X Job filing has been saved.
	You have completed the <b>Statement &amp; Signatures</b> section. Continue to the next section.



#### **Pay Fees**

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

Step	Action
Note:	The fees must be paid before continuing to Review and File.
1.	At the bottom-right of the screen, click <b>Pay Now</b> .
	t that I comply with all ation holders conduct acy. I understand that for a city employee to ation. Such actions are I understand that the n, revocation or other



Step	Action	
2.	The <b>Payment Confirmation</b> pop-up window displays with the message (sample):	
	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 \$100.00?	
	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 <b>Yes</b> , 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 <b>\$100.00</b> ?	
	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 <b>NYC City Pay</b> . Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.
	NYC Resources   311   Office of the Mayor
	Enter Payment Details       1. Select Items       2. Enter Payment       3. Review and Pay         Payment Amount:       \$4,000.00       echeck       Credit Card         C & D: PROTOTYPE DOB NOW Build       Echeck       Credit Card
	Do Note with the conduction of the
4.	The <b>Notification</b> 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 <b>OK</b> to proceed.
	Notification       ×         Payment has been processed. A receipt will be sent by email. Select History for more information.         OK
	You have completed the <b>Pay Fees</b> section. Continue to the next section.



### **Complete Review and File**

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

Step	Action
APPLI	CANT OF RECORD
1.	At the top-left of the screen, click <b>Review and File</b> . 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 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.



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         Image: Im
4.	The <b>Name</b> and the <b>Date</b> field's auto-populate after the check-box is clicked.
	Click File, to proceed.
	Name         Date         09/20/2019
	(Electronically Signed)
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 <b>OK</b> to close the Confirm pop-up window.
	Notification ×
	Job filing has been submitted. An email notification will be sent with the status of the review.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending PE Assignment</b> ).
	Pre-filing Pending PE Assignment PE Review in Process Approved
Yo	u have completed the <b>Submit Onsite Waiver Amendment Application</b> Step-by-Step Guide.