CRANES & DERRICKS

STEP-BY-STEP GUIDE:

CN APPLICATIONS

FOR SELF ERECTING

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

- The examples shown and used in this Step-by-Step Guide are specific to Self-Erecting Tower Cranes only.

ube.com/DOBNOW

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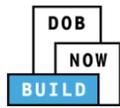
Guidelines

Crane Notice Number (CN NUMBER)

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

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

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

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

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

A CN fee must be paid annually (every 12 months) for as long as the CN is active.
- If 12 months elapses without the fee being paid, the status of the CN will change from 'Active' to 'Inactive'. It will remain in this status of 'Inactive' for a period of 30 days during which time the fee can be paid to renew the CN.
- If the fee is not paid after the 30-day period, the status of the CN will change to expired.
- A CN can be renewed any time during the status of Active or Inactive. The updated expiration date will be based on the Anniversary Date.
- If the applicant pays by e-check, then a No-Good Check Verification is performed. If the e-check bounces, a bounced check fee is applied, and the full fee must be paid in order to move forward. The anniversary date is still the original file date.
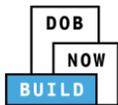
After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be assigned to one CN at a time. However, for other crane types such as Mobile Cranes, Dedicated Pile Drivers and Self Erecting Tower cranes, a CD can be assigned to multiple CN's.

Initial CN: The numbering format for initial Crane Notice will start with "CN" + 8 digits (where the ending two digits are the year that the CN is initially filed in and the digits immediately before that are the next sequentially available number). At the start of each new year, the numbering scheme resets at 1 (e.g. the very first CN that is filed in the year 2021 will have several: CN00000121). **Example CN:** CN00103619
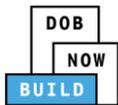
CN Amendment: The numbering format for CN Amendment will start with "-A"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Amendment on the given CN. **Example**: CN00103519-A000001

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

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

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

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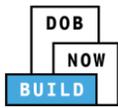
For FILING REPRESENTATIVES only

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

SYSTEM GUIDELINES

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

ADDITIONAL HELP & INFORMATION

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

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

Log into DOB NOW

Complete the following steps to log into DOB NOW:

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

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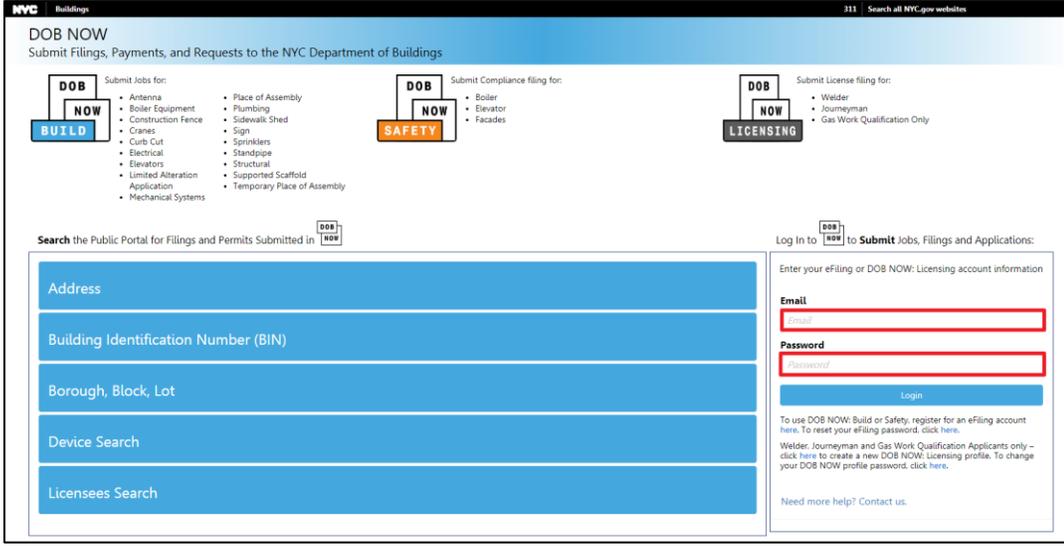
Step	Action
6.	The DOB NOW Welcome page displays. Hover the cursor over **DOB NOW:** *Build*.
7.	Select **Cranes** from the drop-down list.
8.	The DOB NOW Dashboard displays. The **Prototypes** tab displays by default and displays all Prototype Certificate of Approval Applications associated with an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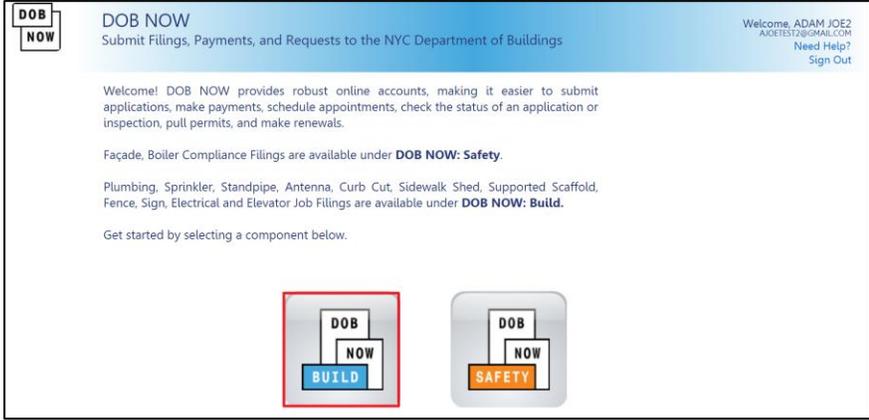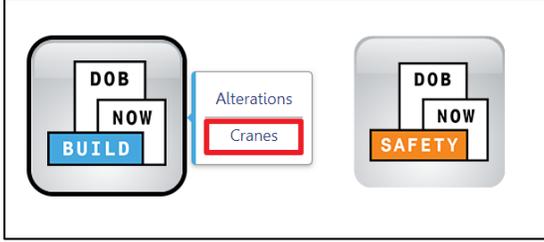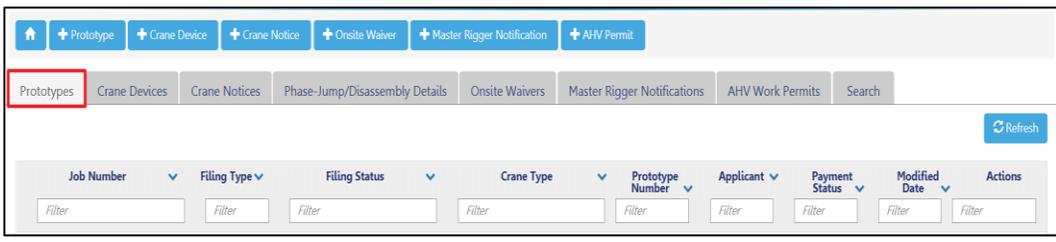
Self-Erecting Tower Crane CN:
Initiate a Crane Notice Application

Complete the following steps to initiate Crane Notice Application:

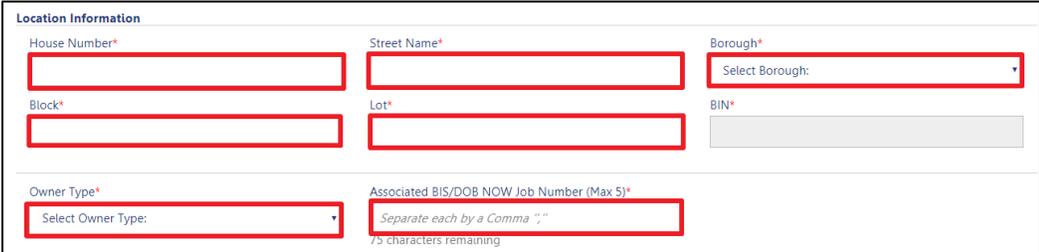| Step	Action
	APPLICANT OF RECORD: OWNER
1. 2.	Hover the cursor over **+Crane Notice** and select **New Crane Notice** from the drop-down list.
	A **New Crane Notice** pop-up window displays with Crane Device options: Select the applicable **Crane Device** (e.g., **Self-Erecting Tower Crane**) and click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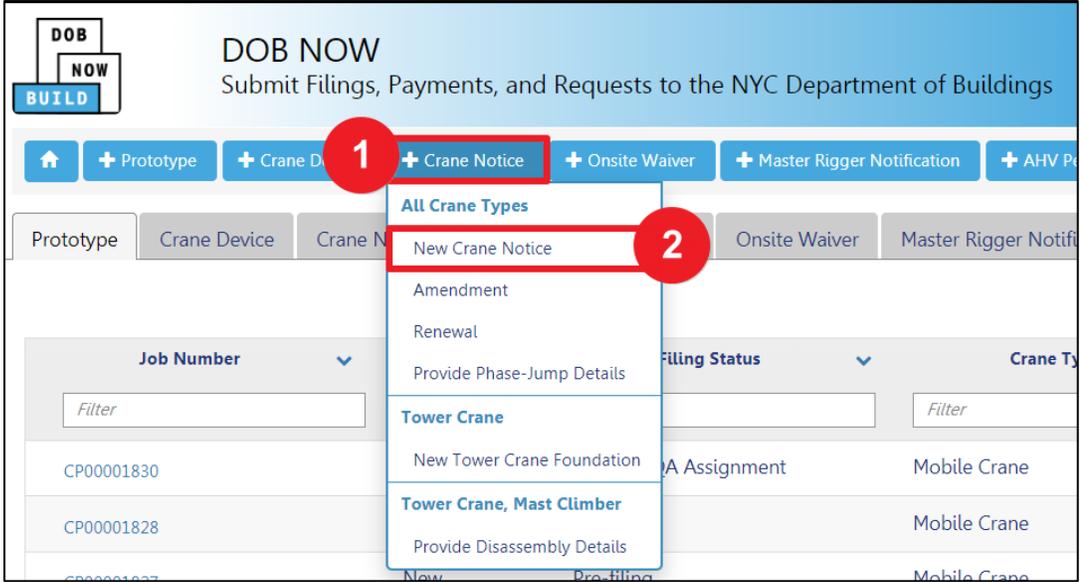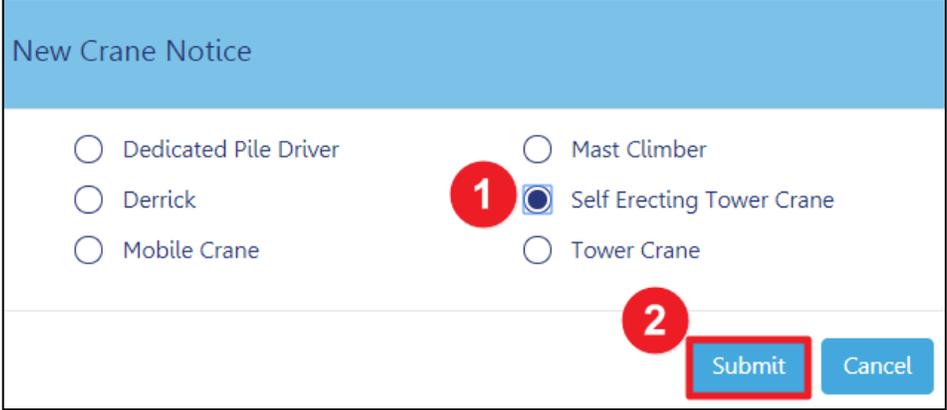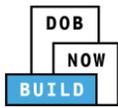
Step	Action
	You have begun the process for a Crane Notice. Continue to the **Complete General Information** tab section.

Complete General Information

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

Step	Action
1.	The **General Information** section displays.
2.	The **Filing Information** fields: **Crane Notice Type, Filing Type** and **Crane Type** are greyed-out and cannot be edited.
3.	Enter the Location Information: *House Number* *Street Name* *Select the **Borough** from the Borough drop-down list (e.g., **Staten Island**)* *Block* *Lot* *Select the **Owner Type** (e.g., **Individual**) from the **Owner Type** drop-down list.* *Associated BIS/DOB NOW Job Number (Max 5)* The **BIN** field is greyed-out and Read-Only.

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

Step	Action
7.	The Filing Representative Details pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down.
8.	Click **Save**.
Note:	*The Filing Representative added displays within the Filing Resprentative information table.* *Click the edit (✎) icon to update the information.* *Click the trash can (🗑) icon to delete the Filing Representative.*
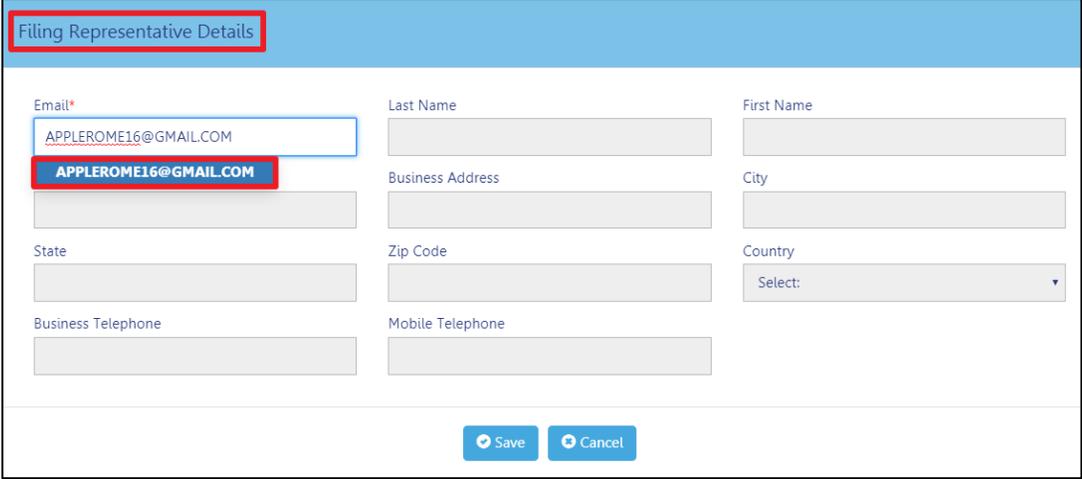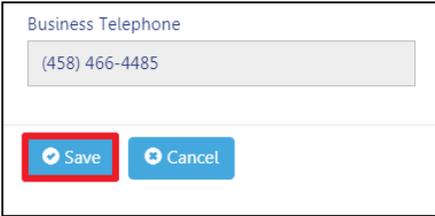
Step	Action
9.	At the top-left of the screen, click **Save**. **H Save** General Information General Information **Filing Information** Crane Notice Type* Crane Notice ▾
10	A **Notification** pop-up window displays with the message: The following information cannot be changed after saving: • Filing Information • Location Information. Click **Save** to continue. Notification The following information cannot be changed after saving: • **Filing Information** • **Location Information** Save Cancel
11	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK

Step	Action
Note:	*The General Information section displays an additional field, Additional Contact Information.* *If applicble, click the **+Add Additional Contact** to add an additional contact.* **Additional Contact Information** [+ Add Additional Contact] Contact Type | First Name | Last Name | Email | Business Name | Edit | Delete
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *Crane Notice Filing Number* 4. ***Additional Tabs:** Prototype & Phase Information, Document and Statements & Signatures* 5. ***Application Information**: Application Highlights, View Filing, History and Fee*
	You have completed the **Complete General Information** tab. Continue to the next section.

Complete Prototype & Phase Tab

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

Step	Action
1.	Click **Prototype & Phase Information** to display the Prototype & Phase Information section. **CN00023319** General Information Prototype & Phase Information Documents Statements & Signatures Prototype & Phase Information **Prototype Search** **Search by:*** ● Prototype Number Prototype Number* [ ] 🔍 Search & Add
2.	Select the applicable **Search by** (e.g. **Prototype Number)** radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application. **CN00023319** General Information Prototype & Phase Information Documents Statements & Signatures Prototype & Phase Information **Prototype Search** **Search by:*** ● Prototype Number ○ Crane Type Prototype Number* [ ] 🔍 Search & Add
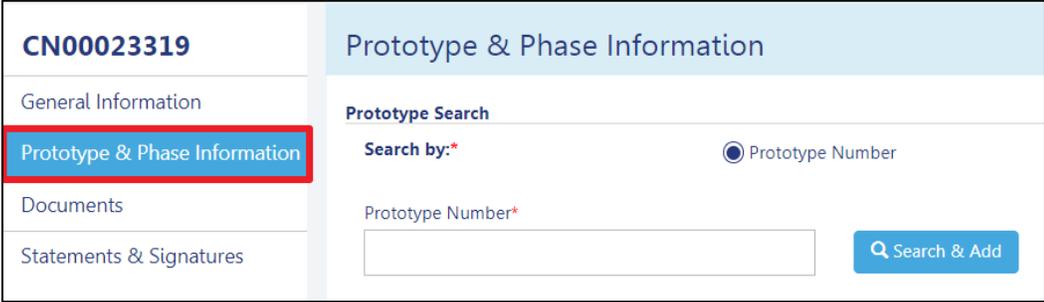
Step	Action
Note:	*To search by* **Prototype Number***:*

Enter the Prototype Number in the Prototype Number field.

> **Prototype Search**
>
> **Search by:** * ● Prototype Number   ○ Crane Type
>
> Prototype Number *
>
> [   ]   🔍 Search & Add

To search by **Crane Type***:*

Select the Crane Type from the Crane Type drop-down list.

> **Prototype Search**
>
> **Search by:** * ○ Prototype Number   ● Crane Type
>
> Crane Type *
>
> [Self Erecting Tower Crane   ▾]   🔍 Search & Add
>
> **Prototype Information** (Max 2)

Step	Action
3.	Click **Search & Add** to proceed.

> **General Information**
>
> **Prototype Search**
>
> **Search by:** * ● Prototype Number   ○ Crane Type
>
> Prototype Number *
>
> [CP00001605]   🔍 Search & Add

Step	Action
4.	The **Search Results** pop-up window displays. If applicable, select the applicable Prototype Number. Click **+Add** to proceed.
5.	A **Notification** pop-up window displays with the message: Prototype has been added. Click **OK** to proceed.

Step	Action
Note:	_The Prototype added, displays within the Prototype Information._ _Click the details ([Details]) icon to view the Prototype Information._ _Click the trash can ([Delete]) icon to delete the Prototype Number._ **Prototype & Phase Information** **Prototype Search** Search by:* ○ Prototype Number ● Crane Type Crane Type* Self Erecting Tower Crane ▾ 🔍 Search & Add **Prototype Information** (Max 2) Prototype Number **CP00001850** Crane Type Self-Erecting Tower Crane Review Status Pre-filing Maximum Boom 5 Feet Maximum Jib 5 Feet Total 15 Feet [🗑 Delete] [⤢ Details]
6.	Select the number of phases from the drop-down list labeled **_"How many phases are you planning for this job?"_** **Phases Information** How many phases are you planning for this job?* [▾]
7.	Complete the **Initial Phase and Initial Jump Information**: _Enter the Proposed Height_ _Select the applicable radio-button for "Is assembly/disassembly required after the Initial Phase?"_ _Select the applicable radio-button for "**After Hours Variance Required?**"_ **Initial Phase and Initial Jump Information** Proposed Height* [ ] Feet Is assembly/disassembly required after the Initial Phase?* ○ Yes ○ No After Hours Variance Required?* ○ Yes ○ No

Step	Action
8.	When "Is assembly/disassembly required after the Initial Phase?" is select an addition drop down is displayed for PGL1 Expiration Date PGL1 Expiration Date*
9.	Click the Calendar to a Month/Date/Year. Is assembly/disassembly required for the Initial Phase?* PGL1 Expiration Date* **February 2020** Mon Tue Wed Thu Fri Sat Sun 27 28 29 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 01 02 03 04 05 06 07 08
10	At the top-left of the screen, click **Save**. Save Review and File **CN00031820** General Information Prototype & Phase Information Documents Statements & Signatures Prototype & Phase Information **Prototype Search** Search by:* ● Prototype Number ○ Crane Type Prototype Number* CP00001822 🔍 Search & Add
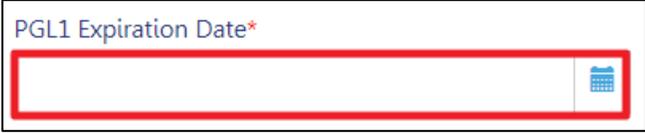
Step	Action
11	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Prototype & Phase Tab.** Continue to the next section.

Upload Documents

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

Step	Action
1.	Click **Documents** to display the Documents section.
2. 3.	Click **✚Add Document**.
	The **Upload Document** pop-up window displays. *Type the Document Name.* *Select the **Document Type** (e.g., Manual) from the Document Type drop-down list.*
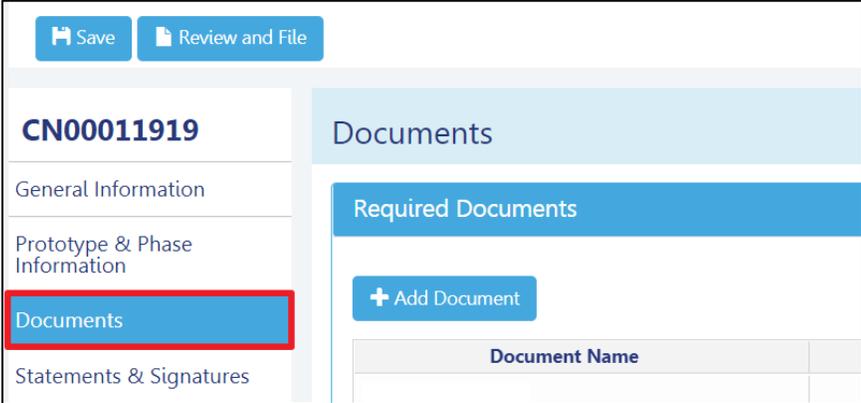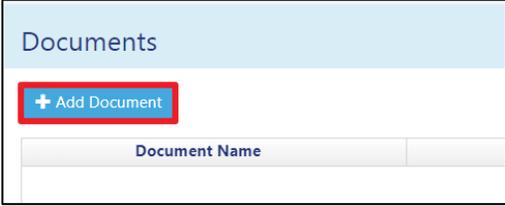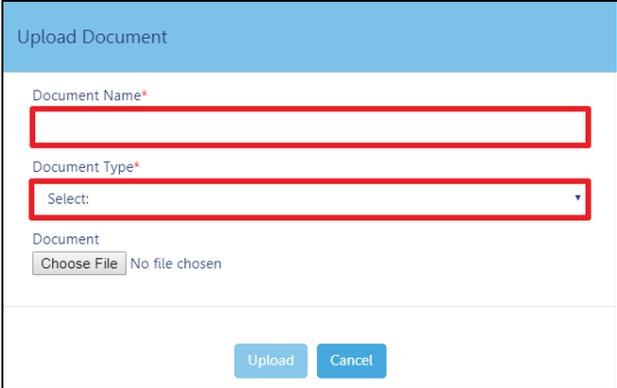
Step	Action
4.	Click **Choose File** to upload the Document Type selected. Document Type* Manual ▾ Document [Choose File] No file chosen
5.	The Document pop-up window displays. Select the Document and click **Open**.
6.	The Document displays next to Choose File. Click **Upload**. Document Type* Manual ▾ Document [Choose File] Manual.pdf [Upload] [Cancel]
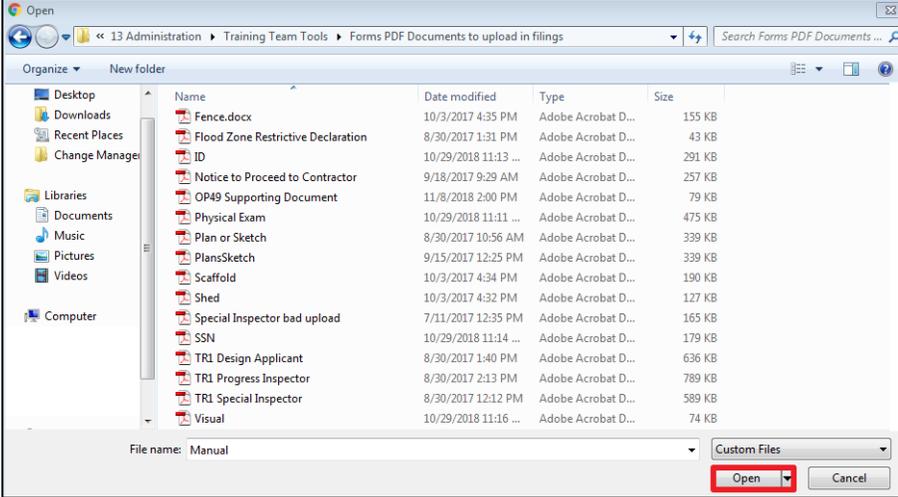
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. **Notification** ✕ Document has been uploaded. **OK**
Note: 8.	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trash can ( ) icon to delete the Document.* *Click the upload ( ) icon to replace the Document previously uploaded.* **Documents** **+ Add Document** | Document Name	Document Type	Document Status	Uploaded On	Actions
---	---	---	---	---
Mobile Crane Manual	Manual	Pending	09/19/2019	⬆ ✎ 🗑	
	At the top-left of the screen, click **Save**. **💾 Save** **📄 Review and File** **CN00011919** General Information Prototype & Phase Information Documents Statements & Signatures **Documents** **Required Documents** **+ Add Document** Document Name

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

Complete Statements & Signatures

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

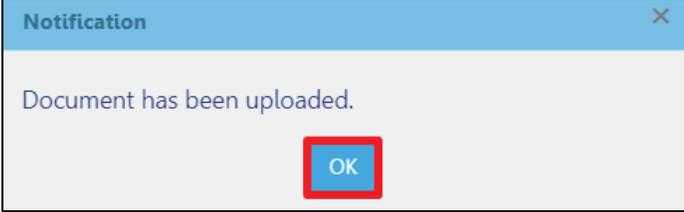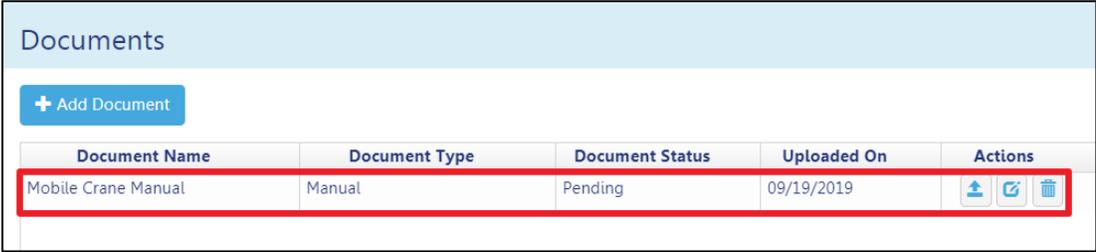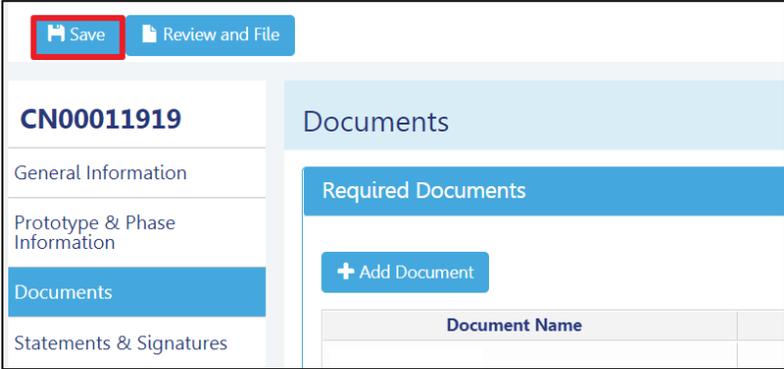| Step	Action
1.	Click **Statements & Signatures** to display the Statements & Signatures section. **Save** **Review and File** **CN00011919** · Statements & Signatures General Information · **Applicant's Statement*** Prototype & Phase Information · As a condition of being granted a license/registration and/or qualifi New York City Administrative Code and Department rules, regulatio their specific trade. Documents · I have reviewed the information provided in this application and, falsification of any statement made to the Department is a misdem accept, any benefit, monetary or otherwise, either as a gratuity for p **Statements & Signatures**
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.* Statements & Signatures **Applicant's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name _____ Date _____

Step	Action
	APPLICANT OF RECORD
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 09/19/2019
3.	At the top-left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00011919** General Information Prototype & Phase Information Documents **Statements & Signatures** Statements & Signatures **Applicant's Statement** As a condition of being granted a license/registration and/or qualif New York City Administrative Code and Department rules, regulatic their specific trade. I have reviewed the information provided in this application and falsification of any statement made to the Department is a misdeme accept, any benefit, monetary or otherwise, either as a gratuity for p
4.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK

Step	Action
	EQUIPMENT USER'S STATEMENT
5.	On the Statements & Signatures tab scroll-down to the **Equipment User's Statement**.
6.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
7.	At the top-left of the screen, click **Save**.

Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Statement & Signatures** section. Continue to the next section.

Pay Fees

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

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

Step	Action
2.	The **Payment Confirmation** pop-up window displays with the message: Please note that the following data cannot be changed after the payment has been made on this filing: Owner Type: **Individual** Are you sure you want to make a payment now for $**250.00**? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click **Yes**, to proceed. **Payment Confirmation** Please note that the following data cannot be changed after the payment has been made on this filing: • Owner Type: **Individual** Are you sure you want to make a payment now for **$250.00**? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. **Please confirm that your pop-up blocker is turned off before proceeding to Payment.** Yes No

Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab.
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information. Click **OK** to proceed.
	You have completed the **Pay Fees** section. Continue to the next section.
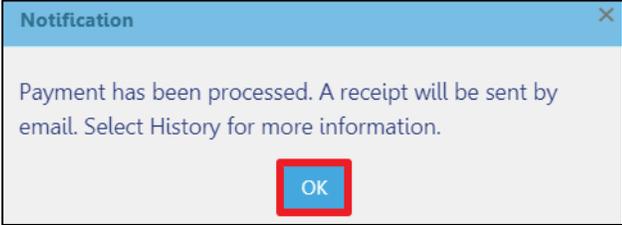
Complete Review and File

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

Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Review and File**. **DOB NOW** Submit Filings, Payments, and Requests t [💾 Save] [📄 Review and File]
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. Application Preview « Previous Next » 🔍 Zoom 🔍 Zoom 100% ▾ Page : 1 / 6 Application Highlights Location — 280 BROADWAY MANHATTAN, NEW YORK Crane Notice Number — CN00033820 Crane Application Status — Active Crane Notice Type — Crane Notice Filing Type — New Crane Type — Self-Erecting Tower Crane Current Filing Status — Pre-filing Crane Notice Status — CN Application - Pre-filing
Note:	*If errors are discovered when Review and File is selected, click **Return to Filing View**, correct the errors, re-attest, and Review and File again.* [✈ File] [🔄 Return to Filing View]
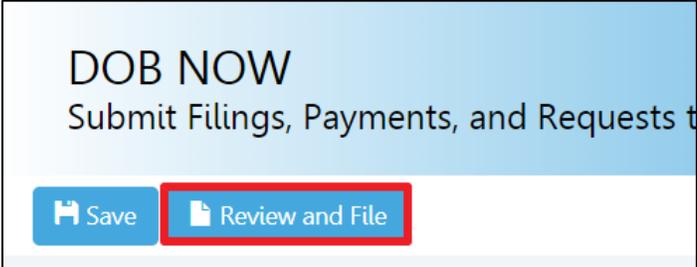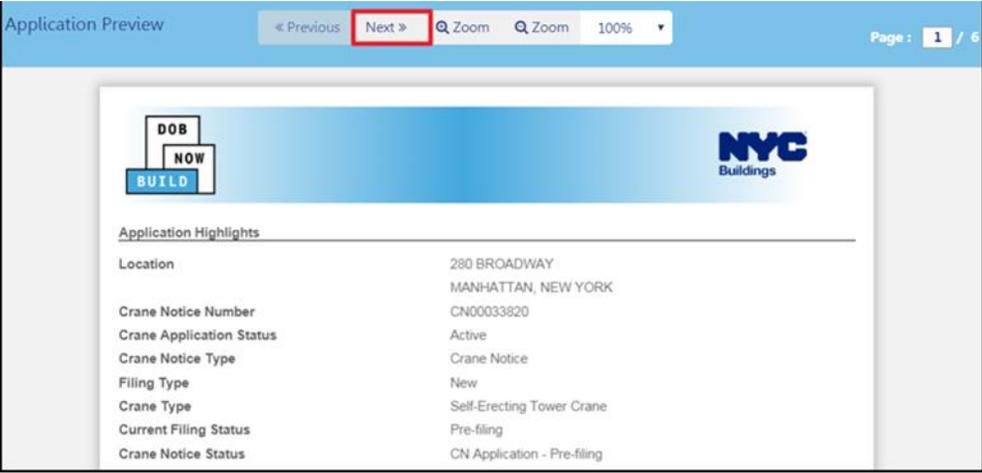
Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name [ ] Date [ ] ◢ File 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) ◢ File C Return to Filing View
5.	A **Notification** pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click **OK** to close the Confirm pop-up window. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g.,* **Pending QA Assignment***).* ✓────────●─────────○─────────○ Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA)
	You have completed the **Initiate a Crane Notice Application Step-by-Step Guide.**
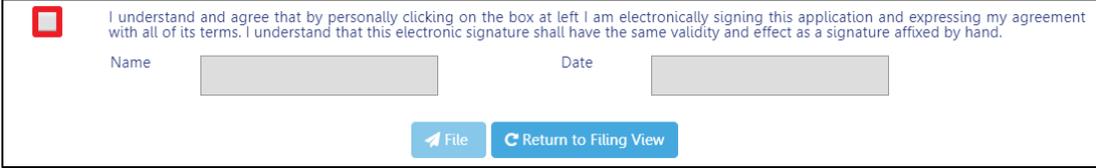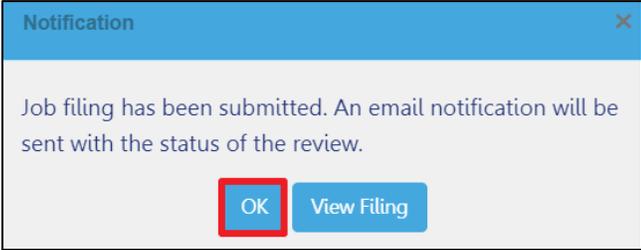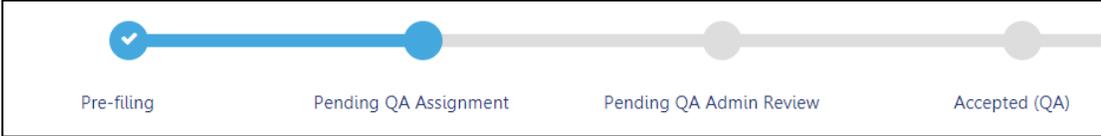
Job Filing Statuses

Step	Action
Job Filing Status Incomplete	
Note	*When a Job Filing receives and **Incomplete, Approval, Temporary Approval, Approved, and Disapproved** the applicant is informed of the return via email.* *The Process is the same for Prototype Amendment and Supplement*
1.	***Incomplete*** *When the Job Filing receives an incomplete disposition, documents will have a status of rejected when uploaded documents are missing information or incorrect.*
2.	*Hoover over the History square then click on Trace History.*
3.	*The History displays with the comment for the incomplete item.*

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

Step	Action
	Disapproved *The applicant is notifed request is denied.*
	In the Job Filing hoover over the History square then click on Trace History. *The History displays with the status of Disapproved.*

Self-Erecting Tower Crane CN: Tag Crane Device

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

Step	Action
APPLICANT OF RECORD	
Note:	*The initial CN Application must be approved before assigning a Crane Device to a Crane Notice.* *Only the PE can file for a CN Number.* *A single CD number can have one or many associated CN numbers but a CN number can only be associated with a single CD number.*
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Crane Device**.
Note:	To filter the Crane Notices by Crane type select the respective tab (e.g., Self-Erecting Tower Crane).
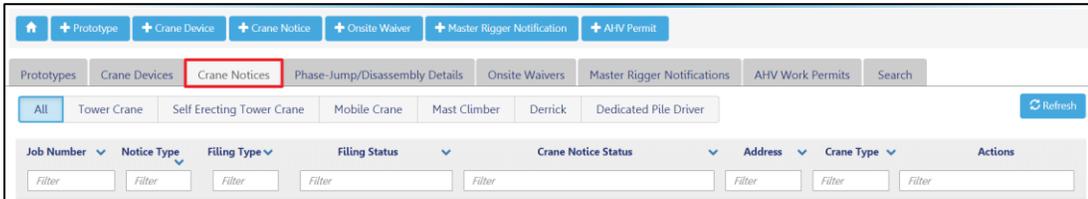
Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to tag a Crane Device to CN00033820. Click **Yes** to proceed.
Note:	*The page refreshes and displays the additional items:* *1.* ***Notification*** *to Search & assign Crane Device to Notice* *2.* ***Notify DOB*** *drop-down list* *3.* ***Additional Tab:*** *Tag Crane Device*
	You have begun the process for **Tag Crane Device**. Continue to the Complete Assign Crane Device to Crane Notice section.
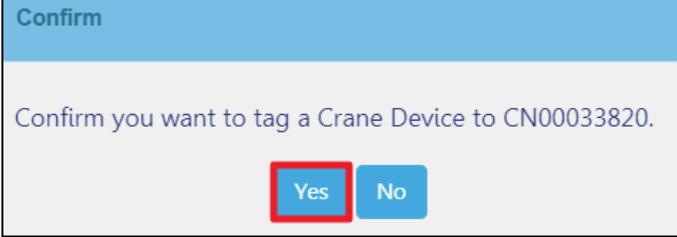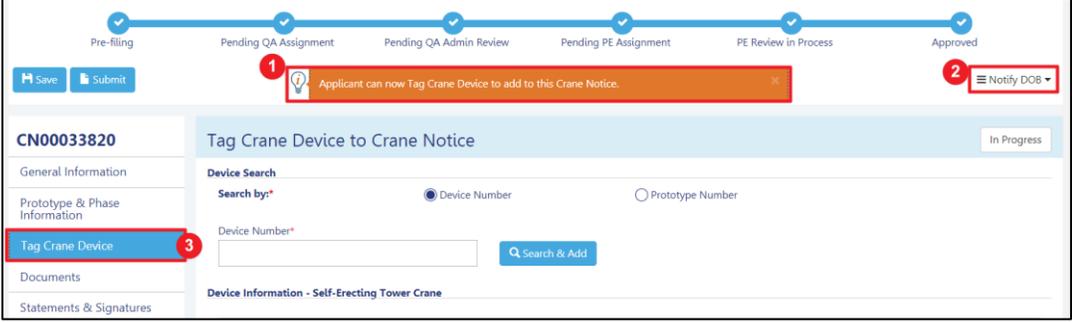
Complete Assign Crane Device to Tag Crane Device Tab

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

Step	Action
APPLICANT OF RECORD	
1.	Within the **Tag Crane Device** tab, select the applicable **Search by** (*e.g. Prototype Number*) radio button in Device Search.
Note:	*To search by Device Number: Enter the Device Number in the Device Number field.* *To search by Prototype Number:* *Select the **Prototype Number** from the **Prototype Number** drop-down list.*
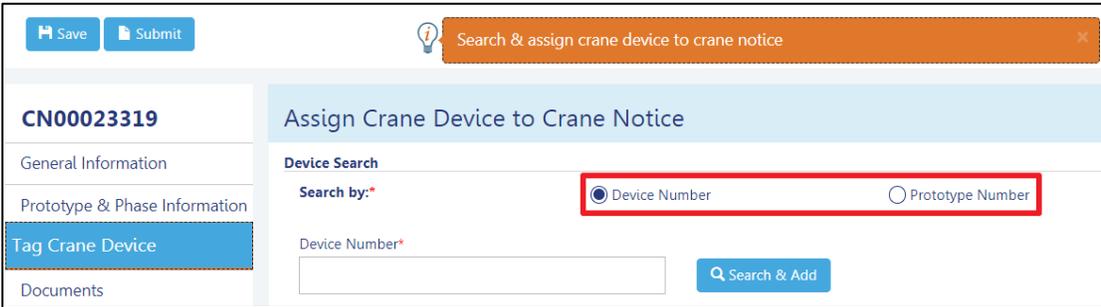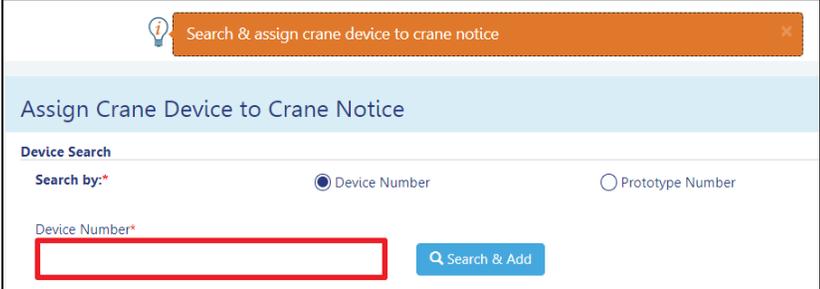
Step	Action
2.	Click **Search & Add** to proceed. Search by:* ● Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add
3. 4.	The **Search Results** pop-up window displays. If applicable, select the applicable Prototype Number. Click **+Add** to proceed. **Search Results** Selected : CD00001329 Filter Search Results From Here... 🔍 ⦿ Device Number Device Status Manufactured Date Serial Number CD00001329 Approved for Use Pending Inspection 11/2013 987654231 Crane Type Device Expiry Date Actual Rated Capacity Mobile Crane 10/03/2020 10000 Kips Actual Boom Actual Jib Other Attachments 4500 Feet Not Applicable Not Applicable Actual Freestanding Height Total Actual Configuration (Min) Not Applicable 4500 Feet 5000 Lbs Actual Configuration (Max) Transmission Type Power 10000 Feet Mechanical Gas Climbing Type Width with Outtriggers Extended Overall Carrier Length Not Applicable 5000 Feet 10000 Feet Overall Carrier Width Overall Carrier Tailswing 10000 Feet 10000 Feet Boom Types Articulating, ◀ 1 to 1 of 1 records ▶ ✚ Add ⊘ Cancel
	A **Notification** pop-up window displays with the message: Prototype has been added. Click **OK** to proceed. **Notification** ✕ Prototype has been added. OK

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

Step	Action
8.	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed. **Confirm** Confirm you want to submit. [Yes] [No]
9.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. **Notification** ✕ Job filing has been submitted. [OK]
	You have completed the **Complete Assign Crane Device to Crane Notice** Step-by-Step Guide.

Self-Erecting Tower Crane CN: Assign A/D Director

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

Step	Action
EQUIPMENT USER	
Note:	*This section displays if assembly/disassembly is required after the Initial Phase.* *The A/D Director does not have to be licensed.*
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign A/D Director**.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self-Erecting Tower Crane**).
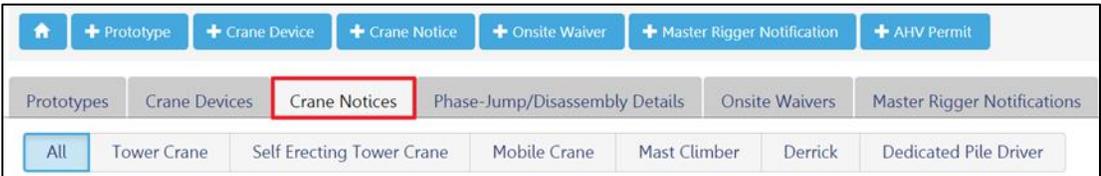
Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Assembly/Disassembly Director on CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to assign the Assembly/Disassembly Director on CN00031820. [Yes] [No]
Note:	*The page refreshes and displays the additional items:* 1. *Notification to Assign a A/D Director* 2. *Additional Tab: A/D Director*
	You have begun the process for **Assign an A/D Director**. Continue to the **Complete A/D Director** tab section.

Complete A/D Director Tab

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

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

Step	Action
2.	At the top-left of the screen, click **Save**.
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

A/D DIRECTOR

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

Step	Action
5.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Assembly/Disassembly Director on CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to assign the Assembly/Disassembly Director on CN00031820. [Yes] [No]
6.	The page refreshes and displays the Crane Notice application. Select the **A/D Director** tab. **CN00022219** General Information Prototype & Phase Information Assign CD to CN **A/D Director** Documents **Assign A/D Director** **A/D Director Information** Email*: AJOETEST2@GMAIL.COM Last Name: JOE2 License Type*: Preparer License Number: 023107
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.* **A/D Director's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date [Submit]

Step	Action
7.	Click the **A/D Director's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **A/D Director's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: ELV DIRECTOR (Electronically Signed) Date: 02/05/2020 📄 Submit
8.	Below the **Name** and **Date** fields, click **Submit**. **A/D Director's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: ELV DIRECTOR (Electronically Signed) Date: 02/05/2020 📄 Submit
9.	A **Notification** pop-up window displays with the message: Confirm you want to submit the A/D Director's Statement. Click **Yes** to continue. **Confirm** Confirm you want to submit the A/D Director's Statement. Yes No

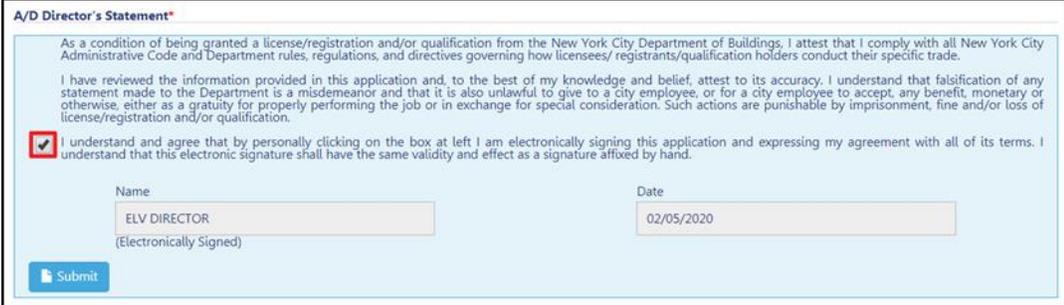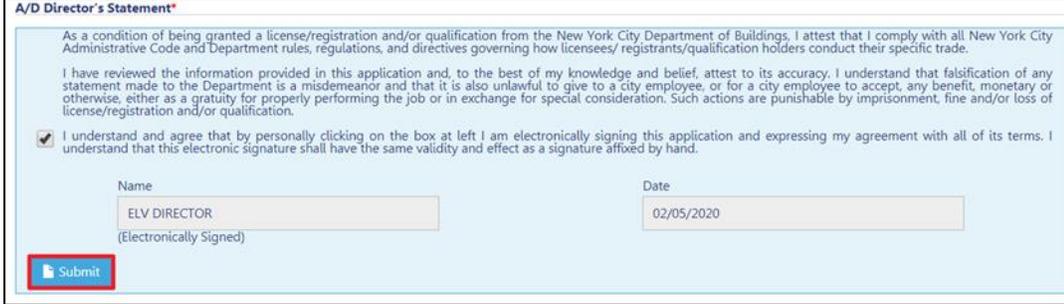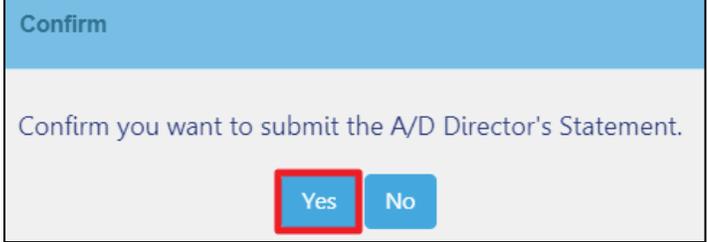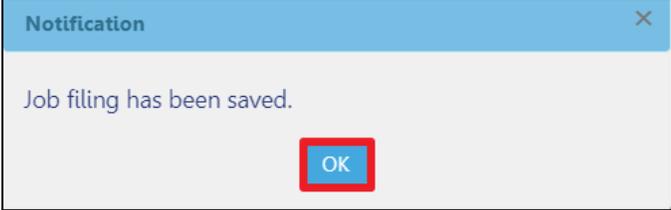| Step	Action
10	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to continue.

EQUIPMENT USER
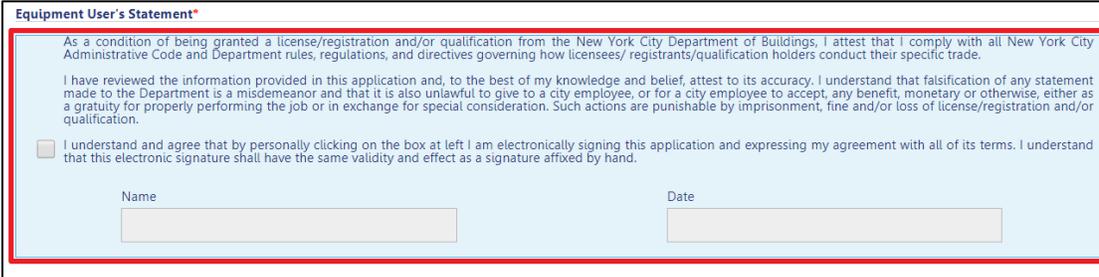
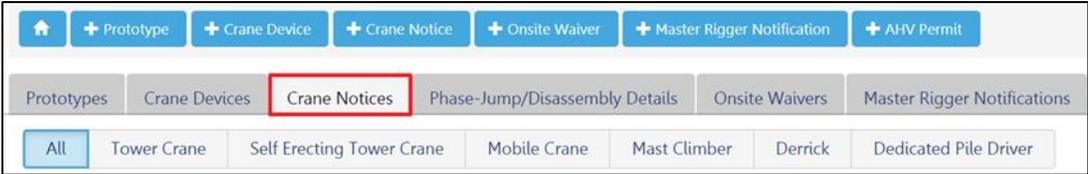|	
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*
11	
12	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
	At the top-left of the screen, click **Save**.
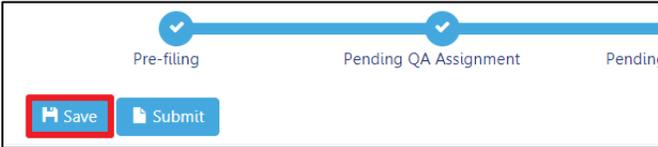
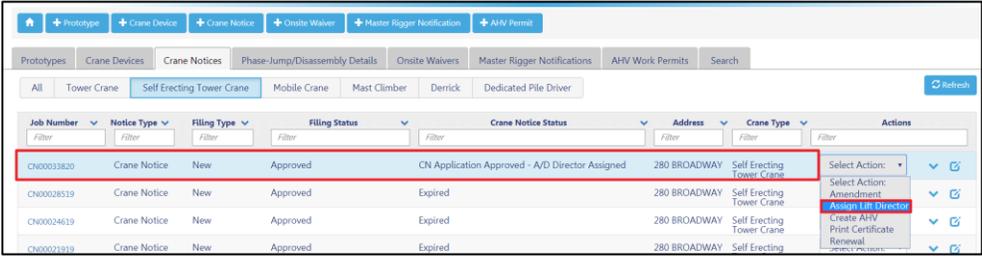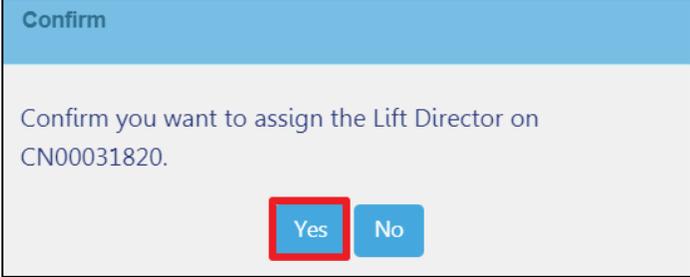| Step	Action
13.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
14.	At the top-left of the screen, click **Submit**.
15.	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed.
16.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed.
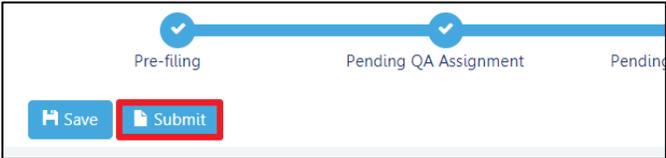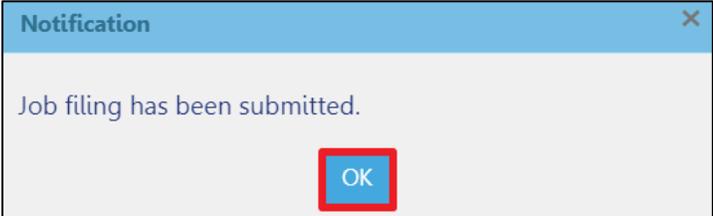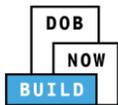
Step	Action
You have completed the **Assign A/D Director** Step-by-Step Guide. Continue to the next section.	

Self-Erecting Tower Crane CN: Assign Lift Director

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

Step	Action
EQUIPMENT USER	
Note:	*Only one Device Installer and one Lift Director can be assigned to a CN at a time.*
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Lift Director**.
Note:	*To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self-Erecting Tower Crane**).*

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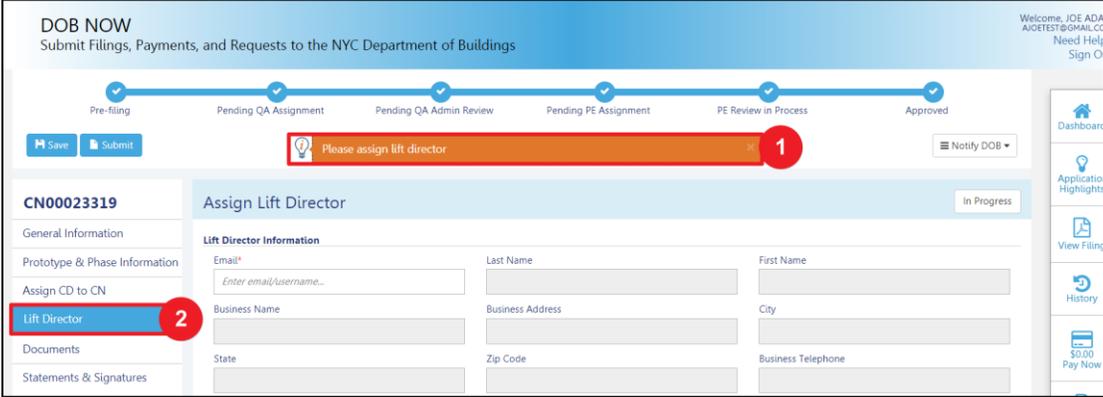
Complete Assign Lift Director Tab

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

Step	Action
EQUIPMENT USER	
1.	Within the Assign Lift Director tab, enter the **Lift Director Information**: *Type the **Email** and then select the Email Address from the blue-drop down*
Note: 2.	*The Lift Director Information fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.*
	At the top-left of the screen, click **Save**.
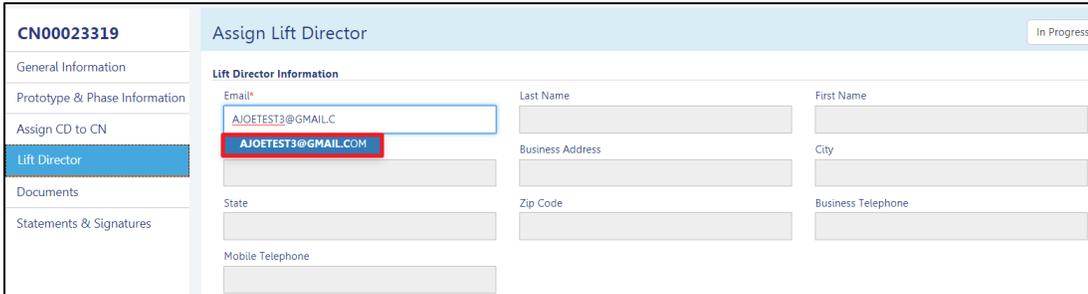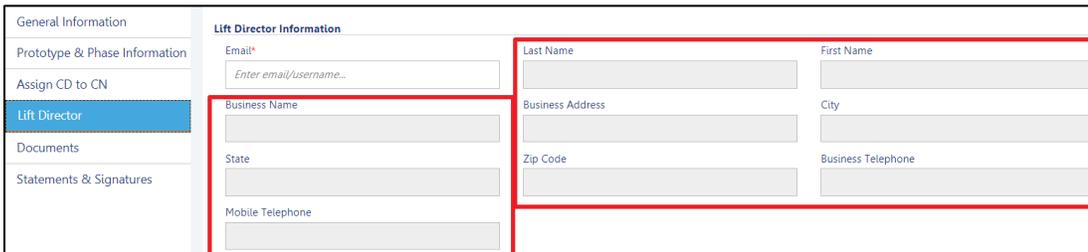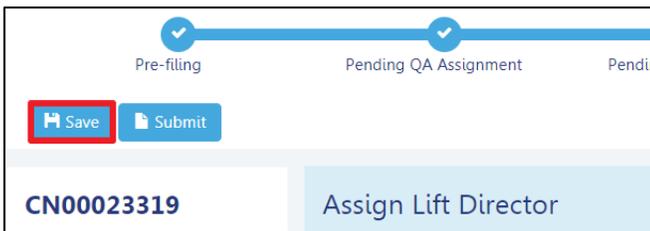
Step	Action
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

LIFT DIRECTOR

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

Step	Action
6.	The page refreshes and displays the Crane Notice application. Select the **Lift Director** tab.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*
7.	Click the **Lift Director's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.

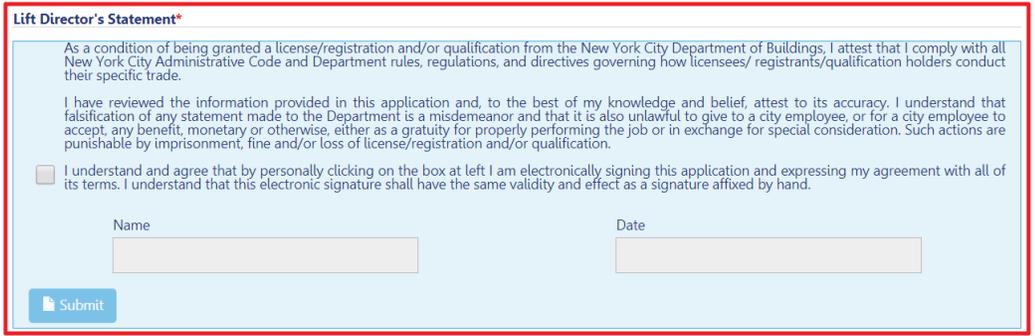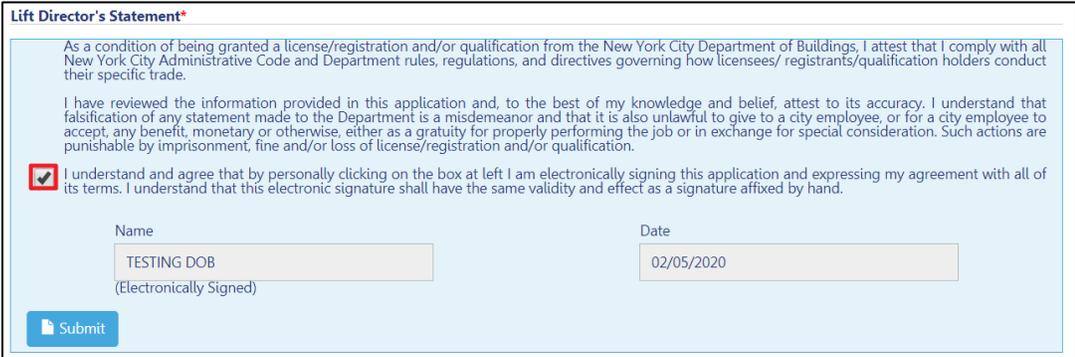| Step	Action
8.	Below the **Name** and **Date** fields, click **Submit**. **Lift Director's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: TESTING DOB (Electronically Signed) Date: 02/05/2020 📄 Submit
9.	A **Notification** pop-up window displays with the message: Confirm you want to submit the Lift Director's Statement. Click **Yes** to continue. **Confirm** Confirm you want to submit the Lift Director's Statement. Yes No
10	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to continue. **Notification** ✕ Job filing has been submitted. OK

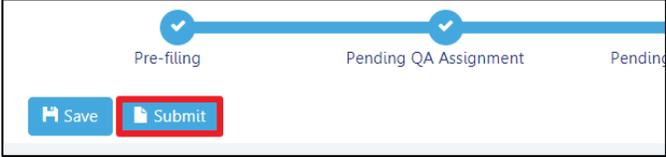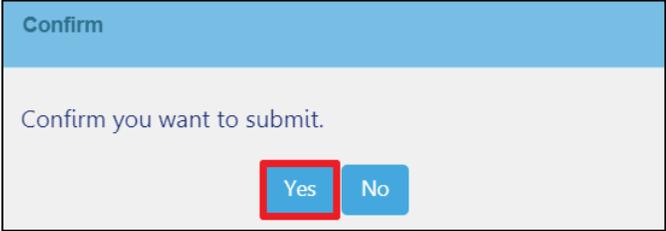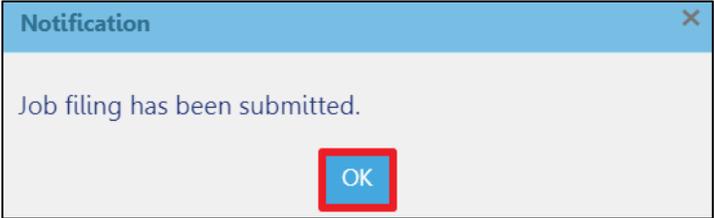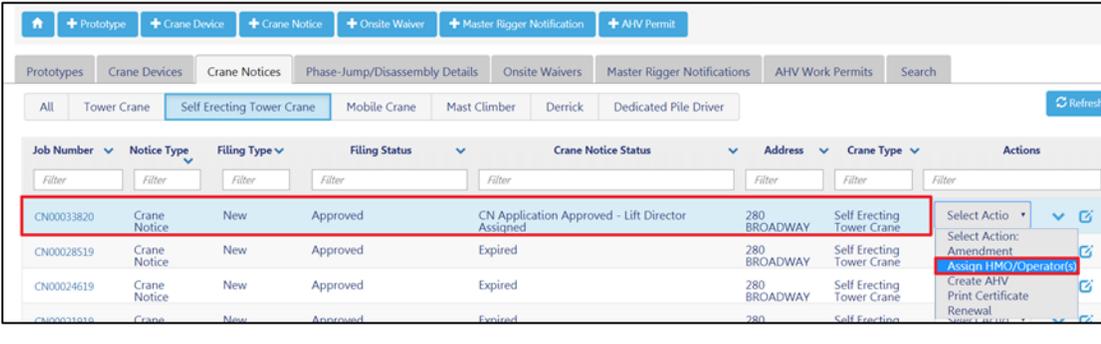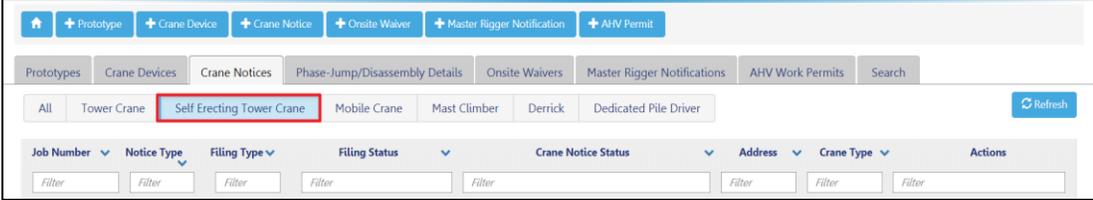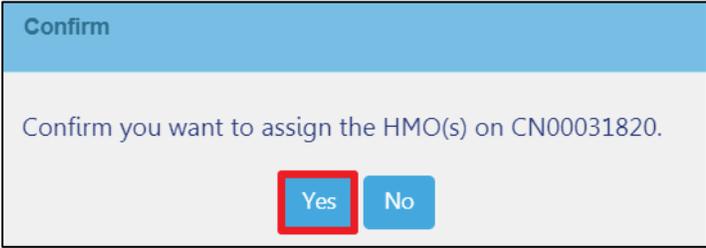| Step	Action
	EQUIPMENT USER
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
11	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name ADAM JOE2 Date 10/08/2019 (Electronically Signed)
12 13	At the top-left of the screen, click **Save**. Pre-filing Pending QA Assignment Pending **Save** Submit **CN00023319** Assign Lift Director
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. **OK**

Step	Action
14.	At the top-left of the screen, click **Submit**. Pre-filing Pending QA Assignment Pending Save Submit
15.	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed. Confirm Confirm you want to submit. Yes No
16.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. Notification ✕ Job filing has been submitted. OK
	You have completed the **Assign Lift Director Tab** Step-by-Step Guide. Continue to the next section.

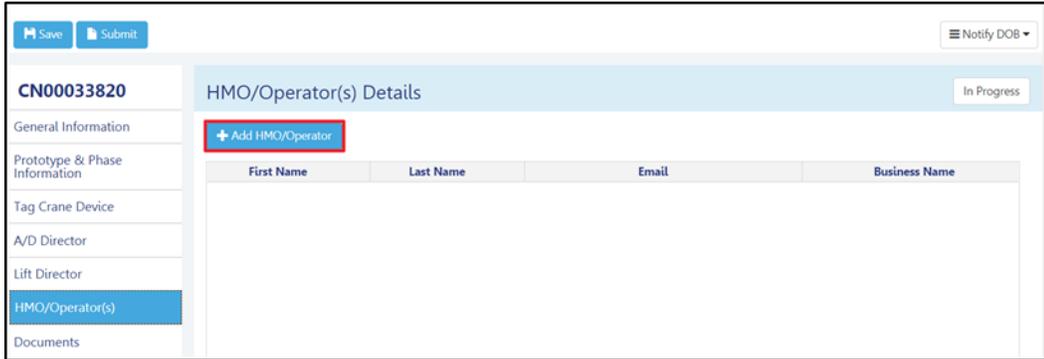# Self-Erecting Tower Crane CN: Assign Hoist Machine Operator (HMO)

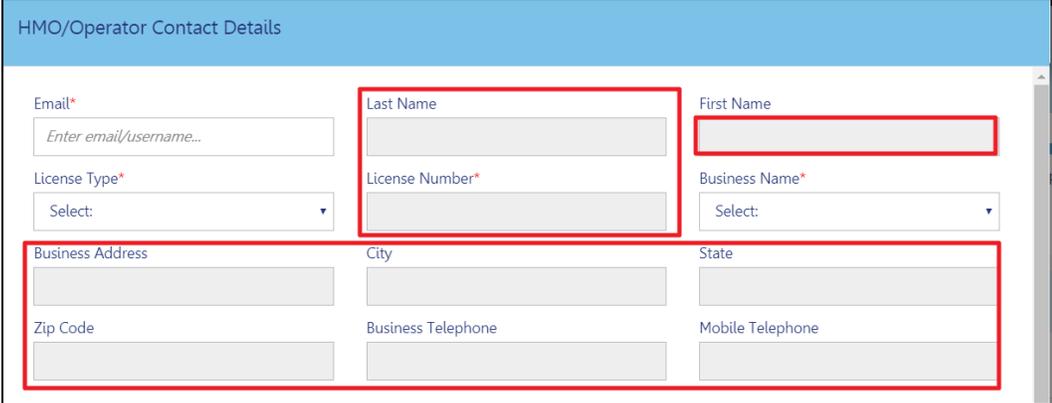Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:

Step	Action
	EQUIPMENT USER
Note:	*The Equipment User assigns the HMO and attest the form. The HMO must then login to the system to accept their assignment and provide their attestation.*
	Changing the HMO(s) is not viewed as a PAA and does not have an accompanying fee. If an HMO is no longer associated with a CN, the Equipment User can remove them from the CN as well, with no fee.
	The system does not restrict the number of CN's to which an HMO is assigned, they can be assigned to multiple CNs at one time.
	Once the first HMO is assigned to the CN, the system allows the list of assigned HMO's to be edited at any time, until the device is removed from the CN.
1.	From the Dashboard, select the **My Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign HMO(s)**.

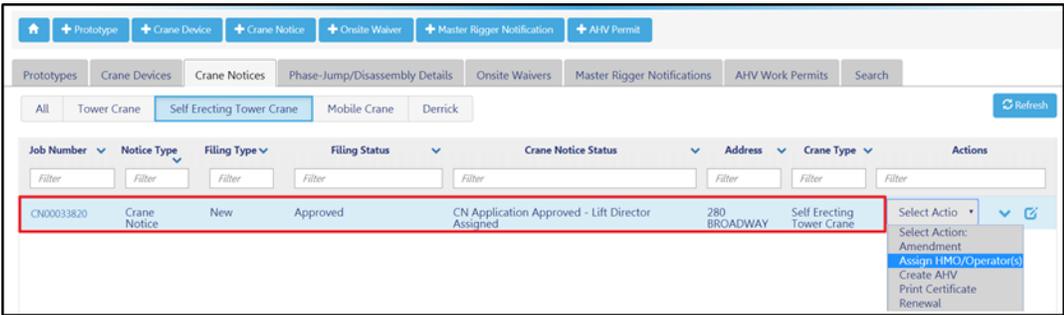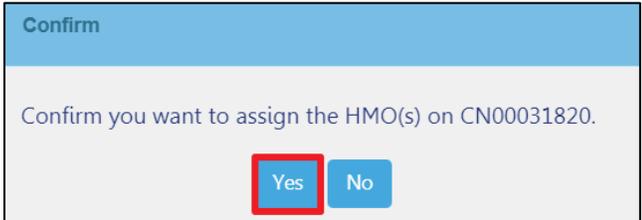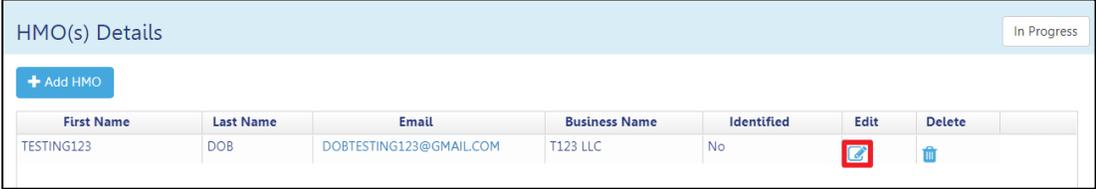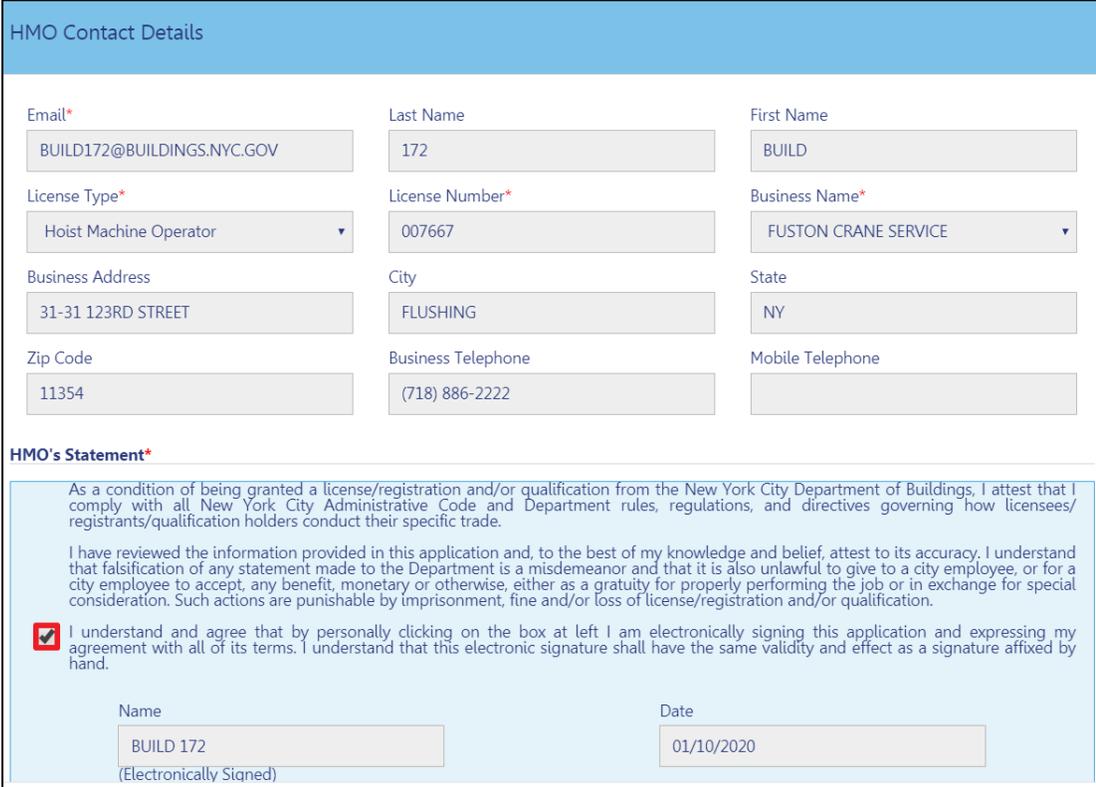| Step	Action
Note:	*To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self-Erecting Tower Crane**).*
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click **Yes** to proceed.
Note:	*The page refreshes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

Complete HMO(s) Tab

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

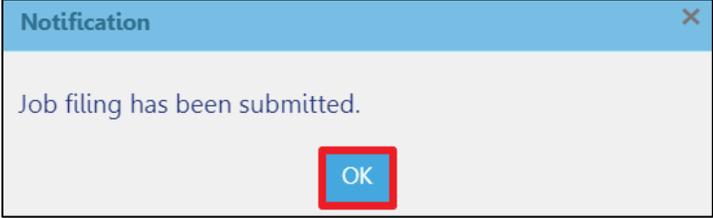| Step	Action
EQUIPMENT USER	
1.	Within the HMO(s) tab, click **+ Add HMO/Operator**.
2.	The **HMO/Operator Contact Details** pop-up window displays. *Type the **Email** and then select the **Email Address** from the blue drop-down.* *Select the **License Type** (e.g., **Hoist Machine Operator**) from the drop-down list.* *Select the **Business Name** from the Business Name drop-down list.*
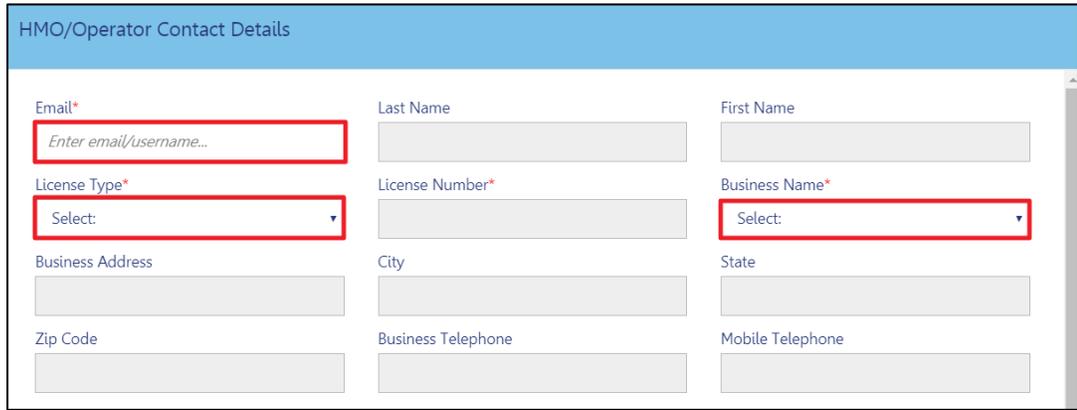
Step	Action
Note:	*The HMO Contact Details fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.*
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.*
3.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.

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

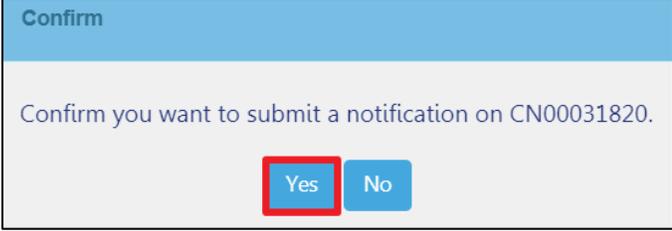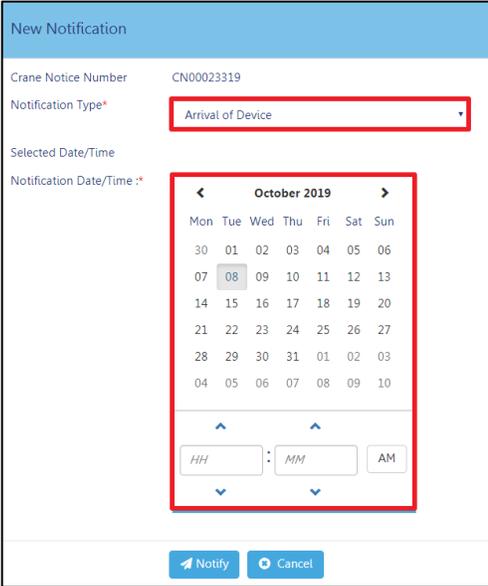| Step	Action
	HOIST MACHINE OPERATOR (HMO)
6.	Locate the Crane Notice application. Under the **Actions** column, select **Assign HMO(s)**.
7. 8.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click **Yes** to proceed.
	The page refreshes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

Step	Action
9.	Select the edit ( ) icon applicable to the HMO Details from the list.
10	The **HMO Contact Details** pop-up window displays. The statement applicable to the stakeholder that's logged in highlights in blue. Click the **Equipment User's Statement** check-box to electronically attest. The **Name** and **Date** field's auto-populate by the system.

Step	Action
11.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 01/10/2020 ⊘ Save ⊘ Cancel
12.	A **Notification** pop-up window displays with the message: Confirm you want to submit the HMO/Operator's Statement. Click **Yes** to proceed. **Confirm** Confirm you want to submit the HMO/Operator's Statement. Yes No
13.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. **Notification** ✕ Job filing has been submitted. OK
	You have completed the **HMO(s) Tab** Step-by-Step Guide. Continue to the next section.

Self-Erecting Tower Crane CN: Notify DOB – Arrival of Device

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

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

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to submit a notification on CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification on CN00031820. Yes No
4. 5.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: *Select the Notification Type (e.g., Arrival of Device)* *Select the Notification Date/Time* The selected Date/Time displays above the calendar. New Notification Crane Notice Number CN00023319 Notification Type* Arrival of Device Selected Date/Time Notification Date/Time :* ‹ **October 2019** › Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 HH : MM AM Notify Cancel
	Below the calendar, click **Notify**. HH : MM AM Notify Cancel

Step	Action
6.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification. Yes No
7.	A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed. **Notification** ✕ Notification has been submitted. OK
	You have completed the **Notify DOB – Arrival of Device** Step-by-Step Guide.

Self-Erecting Tower Crane CN: Notify DOB – Assembly of Device

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

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

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to submit a notification on CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification on CN00031820. Yes No
4. 5.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: *Select the* **Notification Type** *(e.g., Assembly of Device)* *Select the Notification Date/Time* The selected Date/Time displays above the calendar. **New Notification** Crane Notice Number CN00023319 Notification Type* Assembly of Device Selected Date/Time Notification Date/Time :* ◄ October 2019 ► Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 HH : MM AM Notify Cancel
	Below the calendar, click **Notify**. HH : MM AM Notify Cancel

Step	Action
6.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification. [Yes] [No]
7.	A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed. **Notification** ✕ Notification has been submitted. [OK]
	You have completed the **Notify DOB – Assembly of Device** Step-by-Step Guide. Continue to the next section.

Self-Erecting Tower Crane CN: Provide Inspection Results

Complete the following steps to upload the Inspections Results:

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

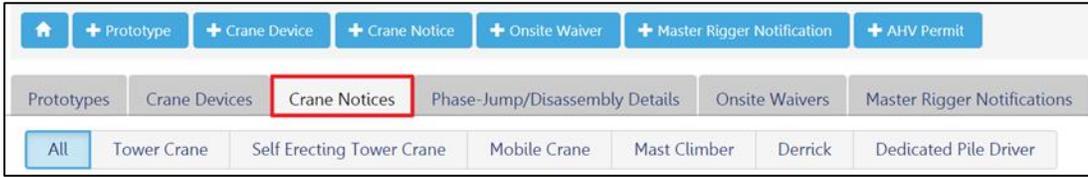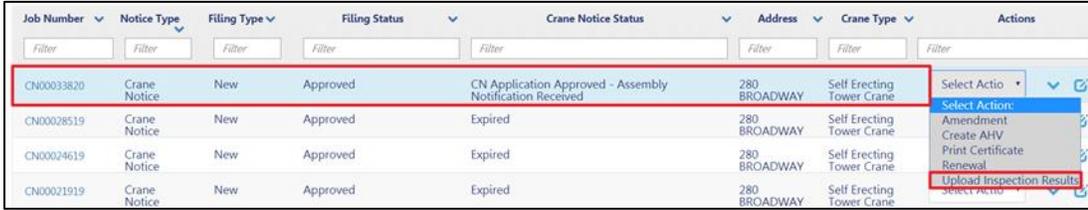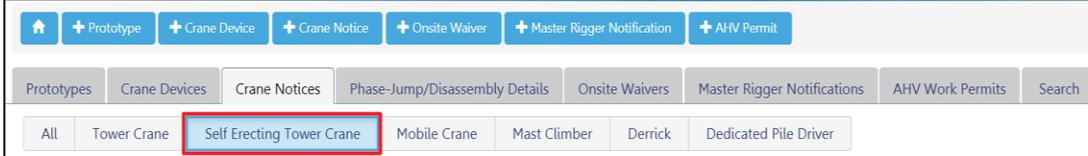| Step	Action
3.	A **Confirm** pop-up window displays with the message: Confirm you want to upload inspection results for CN00031820. Click **Yes** to proceed.
Note:	*The page refreshes and displays the Inspection Documents/Results pop-up window.* ***Filing Information*** ***Upload Inspection Results***
	You have begun the process to **Upload Inspection Results**. Continue to the next section.
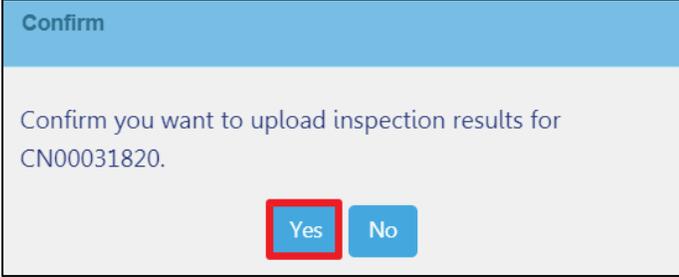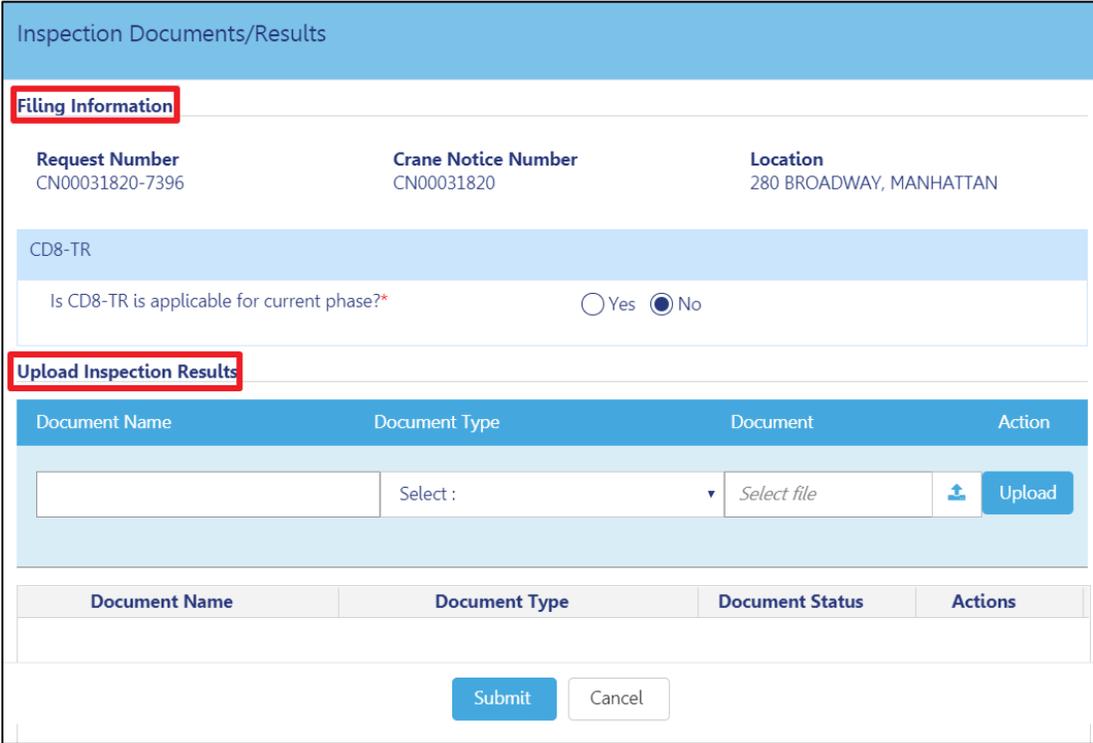
Upload Inspection Results

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

Step	Action
Note:	*1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted:* *CD8* *CD8-TR (if applicable)* *CD 8 A/D (if applicable)*
1.	Select the applicable radio button for **Is CD8-TR is applicable for current phase?** **Inspection Documents/Results** **Filing Information** **Request Number** **Crane Notice Number** **Location** CN00031820-7396 CN00031820 280 BROADWAY, MANHATTAN **CD8-TR** Is CD8-TR is applicable for current phase?* ◯ Yes ⦿ No
2.	In the **Upload Inspection Results** section: *Type the Document Name.* *Select the **Document Type** (e.g., **CD8**) from the Document Type drop-down list.* **Upload Inspection Results** | Document Name	Document Type	Document	Action
	Select : ▾	Select file 📤	Upload	
3.	Click **Upload icon** (📤) to upload the Document Type selected. **Upload Inspection Results** | Document Name	Document Type	Document	Action
	Select : ▾	Select file 📤	Upload	

Step	Action
4.	The Document pop-up window displays. Select the Document and click **Open**.
5. 6.	The Document displays next to the upload icon (⬆). Click **Upload**.
	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue.
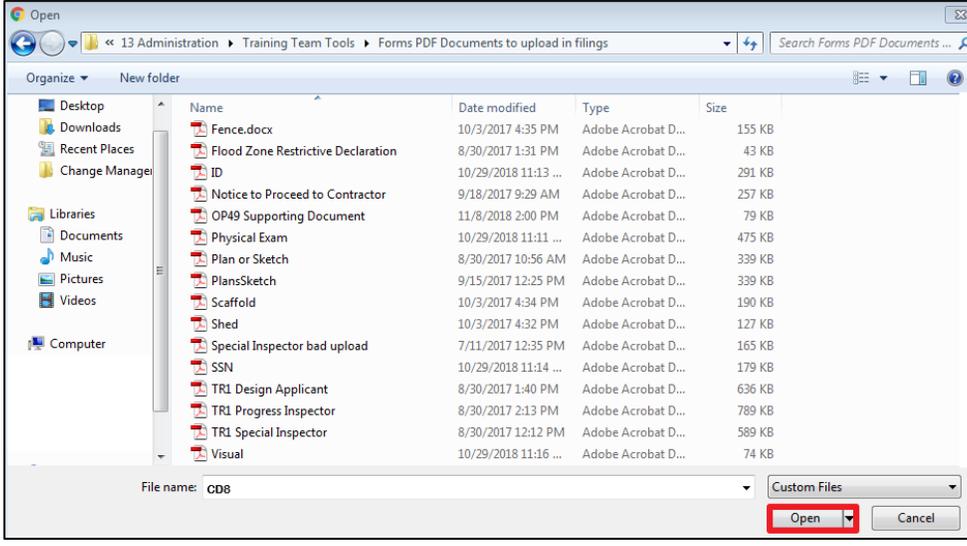
Step	Action
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trash can ( ) icon to delete the Document.* **Upload Inspection Results** ![Upload Inspection Results table with Document Name, Document Type, Document, Action columns, Upload button, and a row showing CD8 / CD8 Inspection / Pending]
7.	At the top-left of the screen, click **Submit**. ![Table showing CD8 / CD8 Inspection / Pending with Submit and Cancel buttons]
8.	A Notification pop-up window displays with the message: Job filing has been submitted. Click **OK** to continue. ![Notification pop-up window: Job filing has been submitted. with OK button]
	You have completed the Upload Inspection Results Step-by-Step Guide. Continue to the next section.

Self-Erecting Tower Crane CN: Provide Crane Phase Details

Complete the following steps to provide the Crane Phase Details:

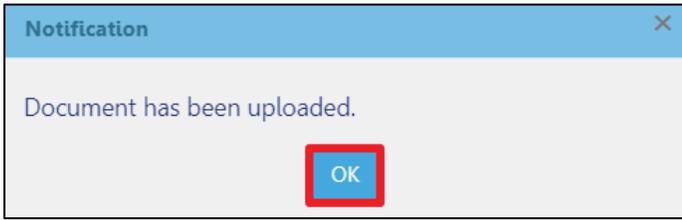| Step	Action
Note:	This section is only applicable if there is more than 1 Phase specified.
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select Provide Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select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

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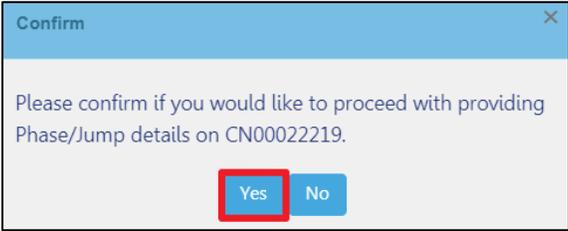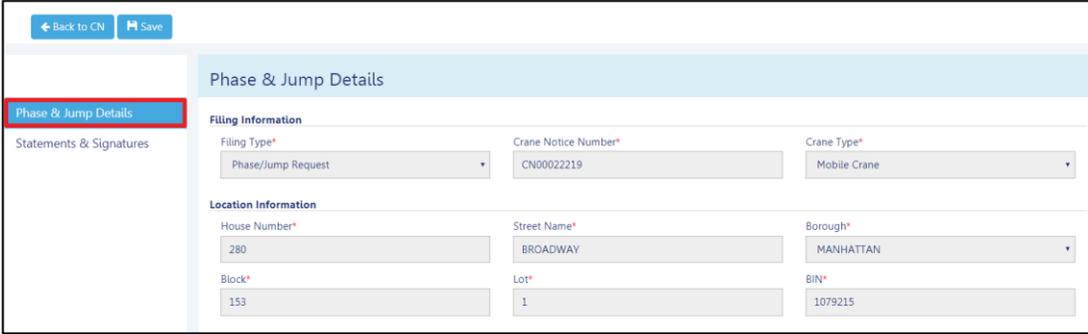
Complete Phase & Jump Details

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

Step	Action
Note:	The **Filing Information** and **Location Information** sections are greyed-out and cannot be edited.
1.	Complete the following Phase and Jump Information: *Enter the Phase Number* *Enter the Initial Height* *Enter the Proposed Height* *Select the applicable radio-button for **After Hours Variance Required?*** *Select the applicable radio-button for Is assembly/disassembly required after the Initial Phase?*
3.	If Yes is selcted for "Is assembly/disassembly required after the Initial Phase?" the following fields display: *PGL1 Expiration Date* *Is Final Disassembly?*

Step	Action
4.	In the PGL1 Expiration Date section click the calendar to chose the date. PGL1 Expiration Date* February 2020 Mon Tue Wed Thu Fri Sat Sun 27 28 29 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 01 02 03 04 05 06 07 08
5.	**Note:** To provide the Notification for Final Dissembly, select Yes. **Phase and Jump Information** Phase Number* — 3 Initial Height* — 600 — Feet After Hours Variance Required?* — ○ Yes ● No Is assembly/disassembly required after the Initial Phase?* — ● Yes ○ No Is Final Disassembly?* — ● Yes ○ No If the Phase is Final Disassembly, Inspection Results is not required to be captured. The **Applicant of Record** displays at the bottom of the Phase & Jump Details page. If applicable, click **Details** to view the Applicant of Record information. **Applicant Of Record** Applicant Name — **JOE ADAM** Applicant Email — AJOETEST@GMAIL.COM Applicant License — PE - 078712 Details **Business Name** — JA& LLC **Business Address** — 123 test **City** — JERSEY CITY **State** — NJ **Zip** — 07302 **Business Telephone** — (545) 556-8622 **Mobile Telephone** — Not Available
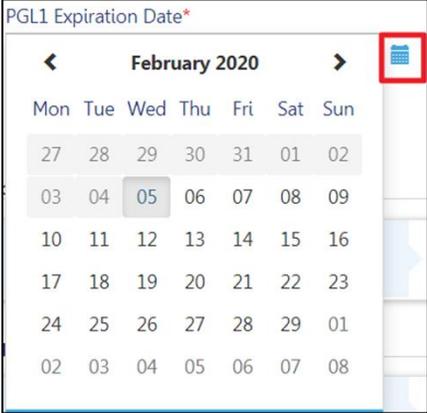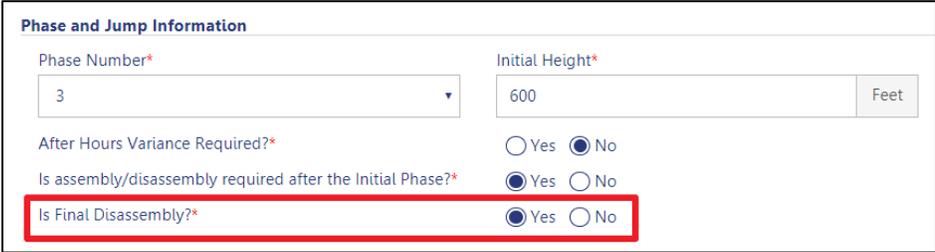
Step	Action
6.	At the top-left of the screen, click **Save**. ← Back to CN　💾 Save **Phase & Jump Details** Phase & Jump Details **Filing Information** Statements & Signatures　　Filing Type*
7. 8.	A **Notification** pop-up window displays with the message: Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00022219. The following information cannot be changed after saving : 　　• Phase Number Click **Save** to continue. **Notification** Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00022219. The following information cannot be changed after saving : 　• **Phase Number** Save　Cancel
	A **Notification** pop-up window displays with the message: Job filing has been saved. **OK** to continue. **Notification**　　　× Job filing has been saved. OK

Step	Action
Note:	The page refreshes and displays the additional items: 1. *Status Bar* 2. *Submit* 3. *CN Filing & Jump Number* 4. ***Additional Tabs:*** *A/D Director Statements & Signatures* 5. ***Application Information:*** *Application Highlights, History and Fee*
	You have completed the **Phase & Jump Details** tab. Continue to the next section.
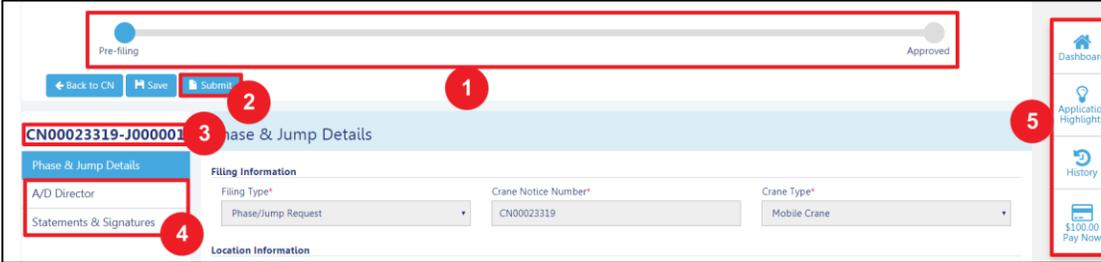
Complete A/D Director Details

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

Step	Action
<td colspan="1" style="background-color:purple;color:white">**EQUIPMENT USER**</td>	
1.	Within the **A/D Director Details** tab, enter the A/D Director information: *Type the **Email** and then select the Email Address from the blue-drop down* *Select the **License Type** (e.g., **Preparer**) from the License Type drop-down list* *Select the **Rigger Type** (e.g., **Master Rigger**) from the Rigger Type drop-down list* *Select the **Business Name** from the Business Name drop-down list*
Note:	The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.

Step	Action
2.	At the top-left of the screen, click **Save**.
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

A/D DIRECTOR

4.	Note:	The A/D Director must attest before the Equipment User.
		Locate the Crane Notice application. Under the Actions column, select View Phase/Jump Details.

Step	Action
5.	The page refreshes and displays the Crane Notice application with the notification "**Please provide subsequent phase information**." Double-click the **Phase** to display the Phase Details.
6.	The Phase & Jump Details display. Select the **A/D Director** tab.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*

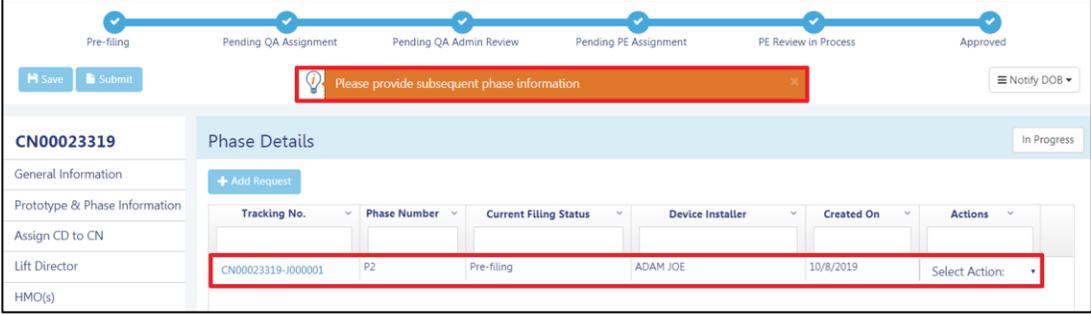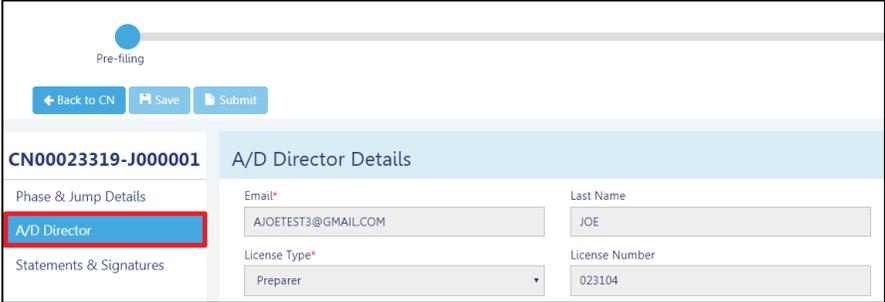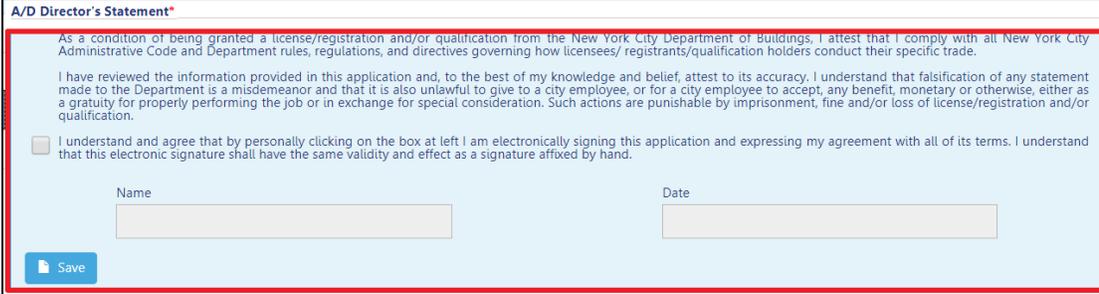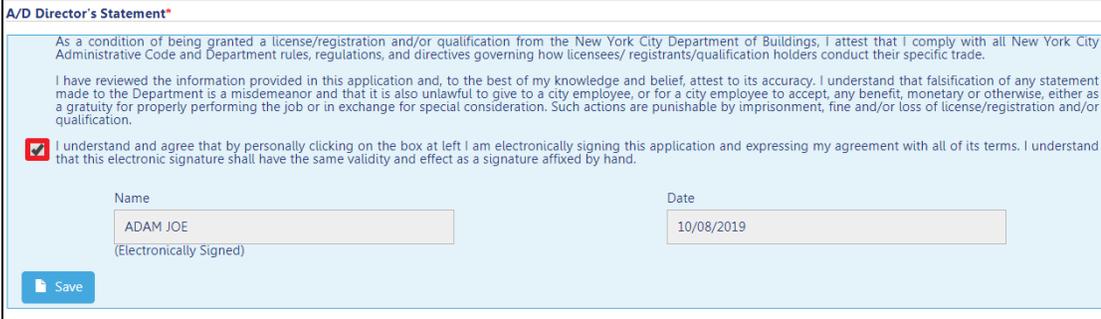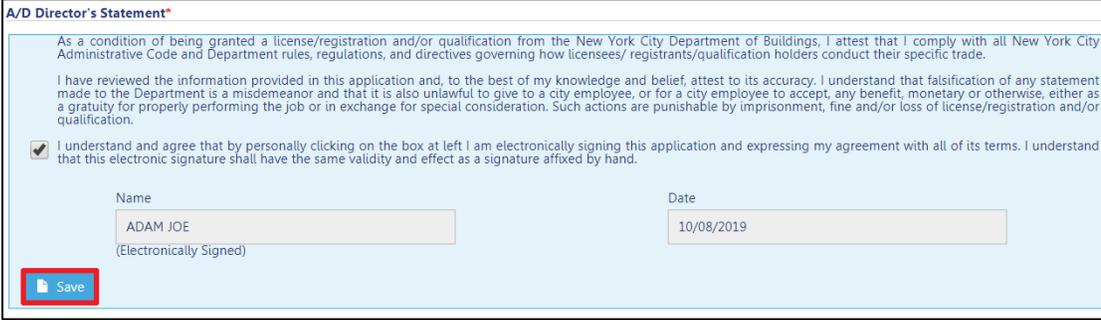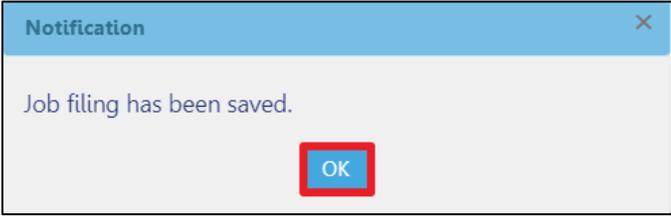| Step	Action
7.	Click the **A/D Director's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
8.	Below the **Name** and **Date** fields, click **Save**.
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

Step	Action

<table>
<tr><td colspan="2">EQUIPMENT USER</td></tr>
</table>

Note:	The statement applicable to the stakeholder that's logged in highlights in blue.

Equipment User's Statement*

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name | Date

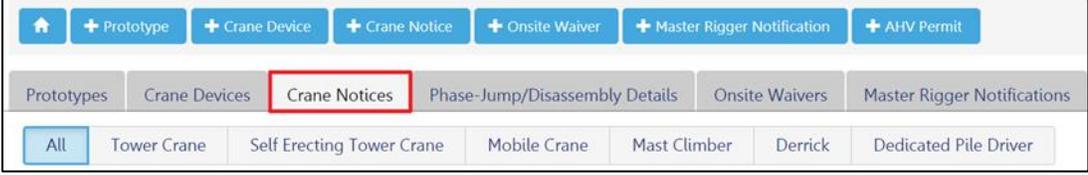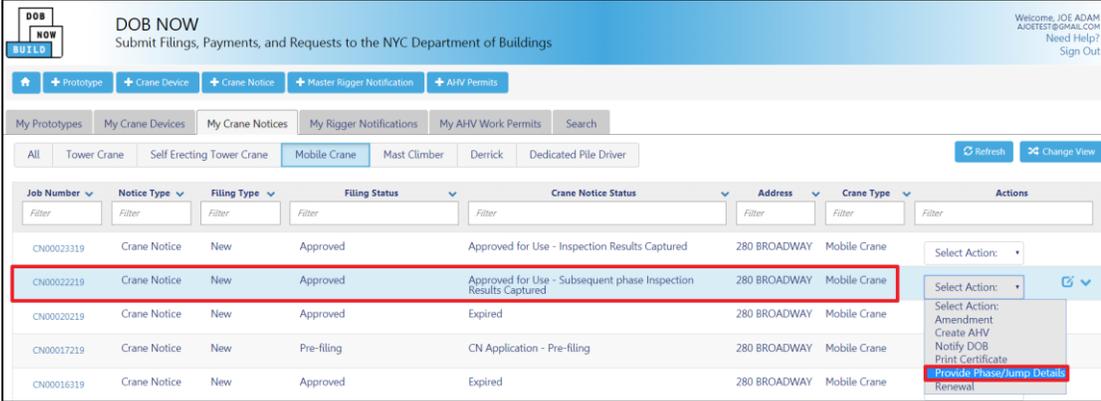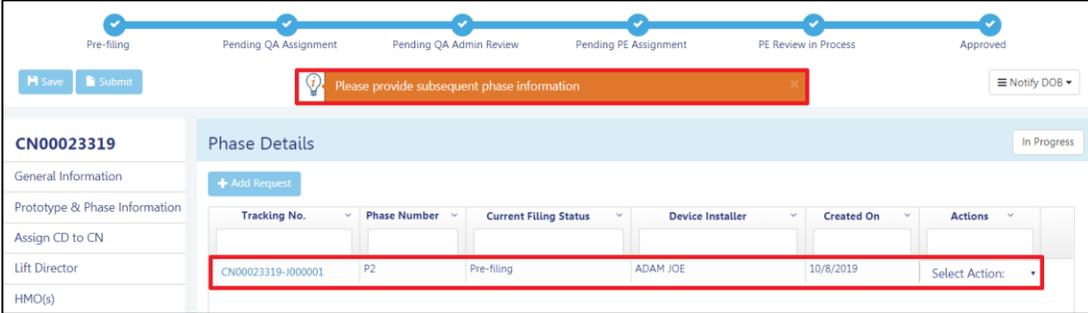| 10	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: ADAM JOE2 (Electronically Signed) Date: 10/08/2019

11	

12	At the top-left of the screen, click **Save**. ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** A/D Director Details

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

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

Complete Statements & Signatures

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

Step	Action
APPLICANT OF RECORD	
1.	From the Dashboard, select the **Crane Notices** tab.
2. 3.	Locate the Crane Notice application. Under the Actions column, select Provide Phase/Jump Details.
	The page refreshes and displays the Crane Notice application with the notification *"Please provide subsequent phase information."* Double-click the **Phase** to display the Phase Details.

Step	Action
4.	Upload Certificate of insurance (PGL1). Click the **+Add Document** button. **CN00033820-J000001** Phase Details A/D Director Documents **Required Documents** **+ Add Document** **Document Name**
5. 6.	The **Upload Document** pop-up window displays. *Type the Document Name.* *Select the* ***Document Type*** *(e.g., Certificate of insurance (PGL1)) from the Document Type drop-down list.* *See Upload Documents section fo the Step by Step.* Upload Document Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel
	The Phase & Jump Details display. Select the Statement & Signatures tab. ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Phase & Jump Details A/D Director Statements & Signatures Statements & Signatures **Applicant's Statement** As a condition of being granted a license/registration Administrative Code and Department rules, regulations, I have reviewed the information provided in this applica
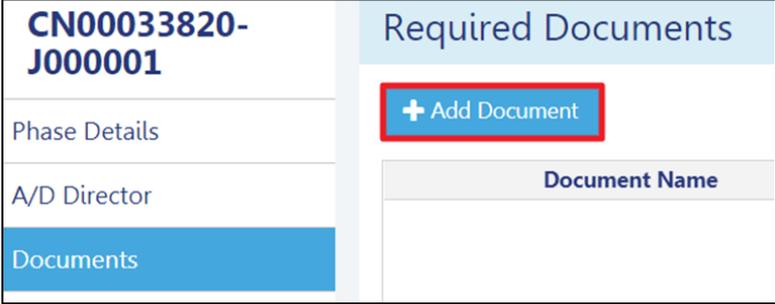
Step	Action
7.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 09/19/2019
8.	At the top-left of the screen, click **Save**. Pre-filing ← Back to CN　　🖫 Save　　📄 Submit **CN00023319-J000001**　　Statements & Signatures
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK
	You have completed the Crane Phase Details: Statements & Signatures Tab Step-by-Step Guide. Continue to the next section.

Pay Fees

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

Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
1.	At the bottom-right of the screen, click **Pay Now**.
2.	The **Payment Confirmation** pop-up window displays with the message: Are you sure you want to make a payment now for **$100.00?** Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click **Yes**, to proceed.

Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab.
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed succesfully. Click **OK** to proceed.
	You have completed the **Pay Fees** section. Continue to the next section.

Submit Phase Details

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

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

Step	Action
4.	The Status Bar updates to Approved.
Note:	On the top-right, hover the mouse over **In Progress** to view the upcoming Phase task(s). A green tick (✔) symbolizes that the task is completed.
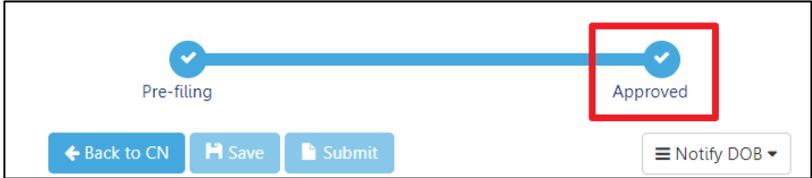
<div align="center">
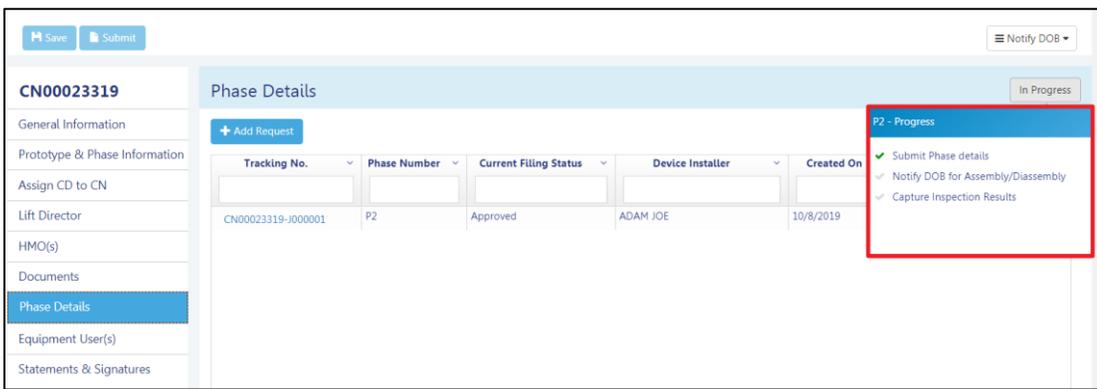
You have completed the Submit Phase Details Step-by-Step Guide.

Continue to the next section.

</div>

Self-Erecting Tower Crane CN: Notify DOB of Assembly/Disassembly

Complete the following steps to provide the Crane Phase Details:

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select View Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self-Erecting Tower Crane**).

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

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

Complete Notify Jump to DOB section

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

Step	Action
1.	Locate the applicable phase and select **Notify DOB** from the **Action** drop-down list. Click **Notify DOB.**
2.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification for P2. Click **Yes**, to proceed.
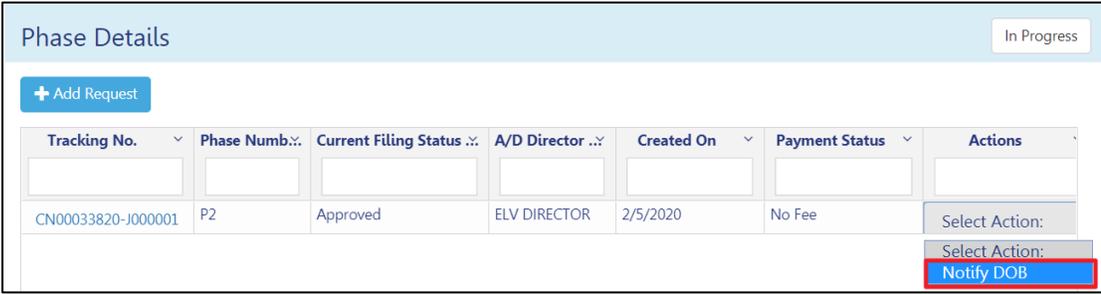
3.	A **New Notification** pop-up window displays with the Crane Notice Number
	
	Complete the Notification:
	
	    Select the Notification Type (e.g., Assembly of Device)
	
	    Select the Notification Date/Time
	
	The selected Date/Time displays above the calendar.	

4.	Note:	For Final Disassembly of Device, select **Disassembly of Device.**
		Below the calendar, click **Notify**.

5.		A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification. Yes No
6.		A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed. **Notification** ✕ Notification has been submitted. OK
	Note:	The page refreshes and displays the additional items: *1. The Status Bar moves to Approved* *2. The Inspection Documents tab displays* Pre-filing ... Approved **1** ← Back to CN 💾 Save 📄 Submit ≡ Notify DOB ▾ **CN00023319-J000001** Phase & Jump Details Phase & Jump Details **Filing Information** A/D Director **2** Filing Type* Phase/Jump Request Crane Notice Number* CN00023319 Crane Type* Mobile Crane Inspection Documents ⓘ Statements & Signatures **Location Information**
		You have completed the **Notify DOB – Assembly/Disassembly** Step-by-Step Guide. Continue to the next section.
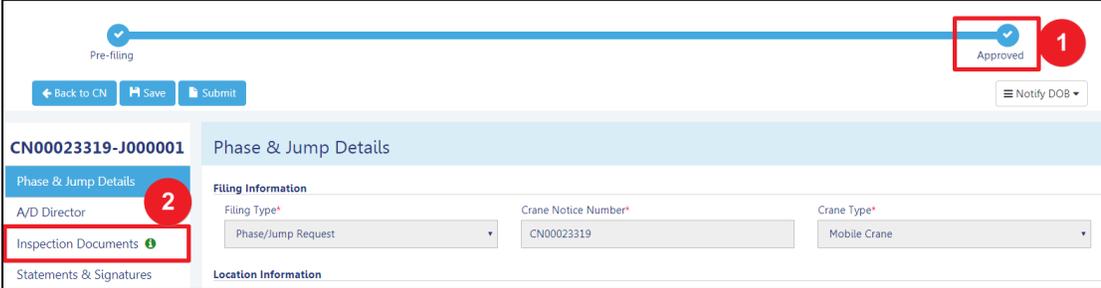
Self-Erecting Tower Crane CN: Notify DOB - Final Disassembly Notification

Complete the following steps to provide the Crane Phase Details:

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Notify DOB**. If the option does not display, review the Phase Details steps for *Self Erecting Tower Crane CN: Notify DOB of Assembly/Disassembly section*.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self-Erecting Tower Crane**).

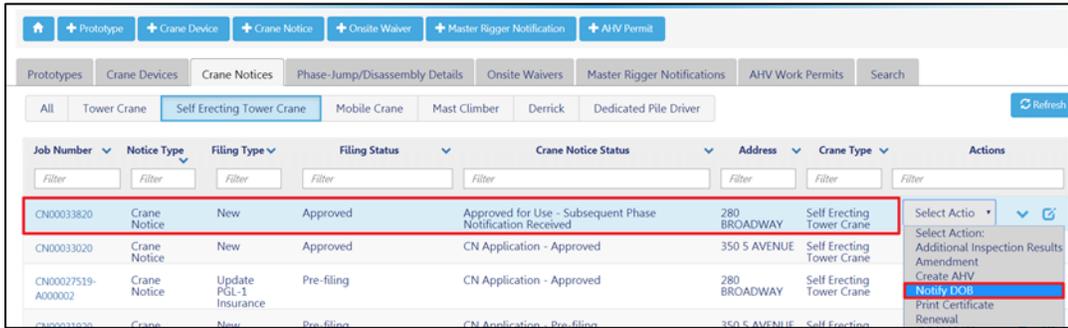| Step	Action
3.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification on CN00033820. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification on CN00033820. Yes No
4. 5.	A **New Notification** pop-up window displays with the Crane Notice Number and Notification Type. Complete the Notification: *Select the Notification Date/Time* The selected Date/Time displays above the calendar. **New Notification** Crane Notice Number CN00023319 Notification Type* Final Disassembly Selected Date/Time Notification Date/Time :* ‹ October 2019 › Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 ^ ^ HH : MM AM ⌄ ⌄ ⏤ Notify ⊘ Cancel
	Below the calendar, click **Notify**. HH : MM AM ⌄ ⌄ ⏤ Notify ⊘ Cancel

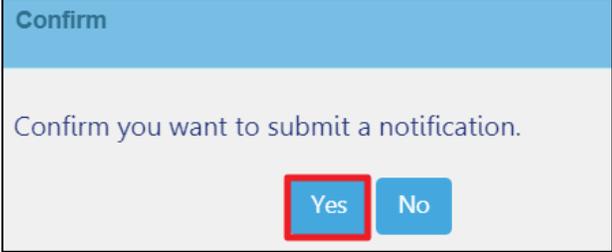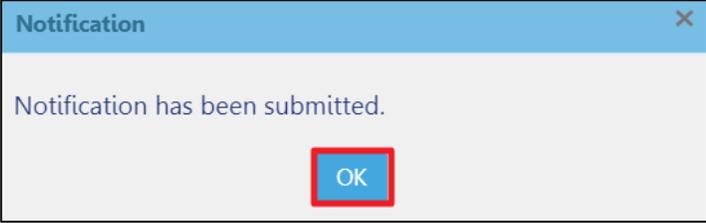| Step	Action
6.	A Confirm pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification. [Yes] [No]
7.	A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed. **Notification** ✕ Notification has been submitted. [OK]
	You have completed the **Self Erecting Tower Crane CN: Final Disassembly Notification** Step-by-Step Guide.

Self-Erecting Tower Crane CN: Notify DOB - Departure of Device

Complete the following steps to notify DOB on the arrival of Crane Notice:
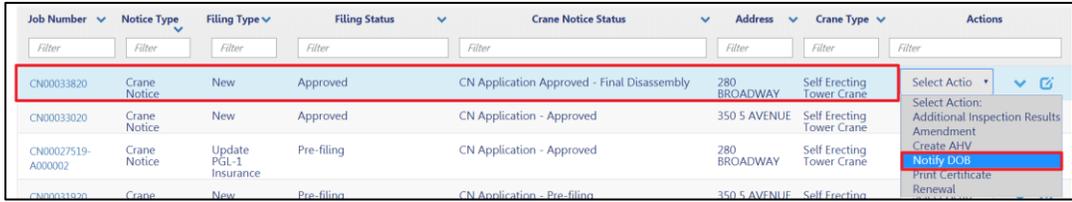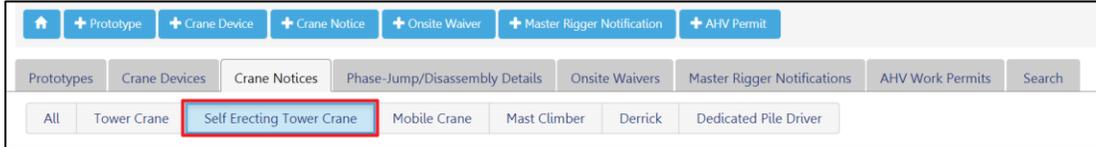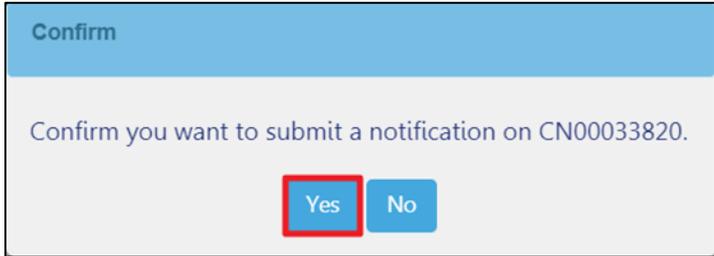
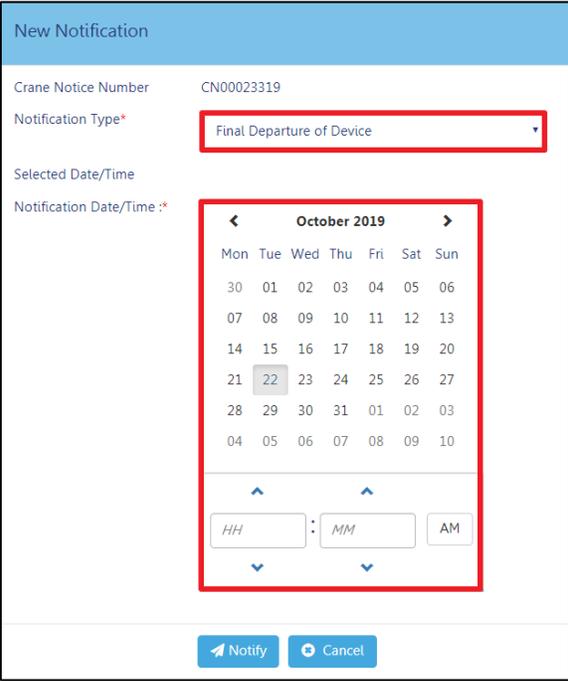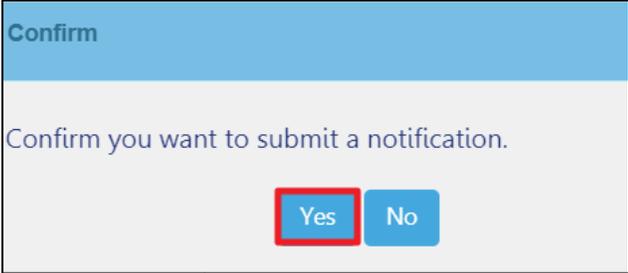| Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Notify DOB**.
3. Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self-Erecting Tower Crane**).
	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification on CN00033820. Click **Yes** to proceed.

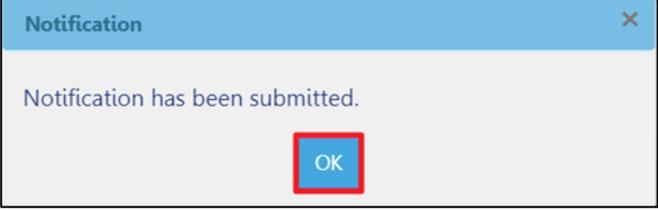| Step	Action
4.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: *Select the **Notification Type** (e.g., Final Departure of Device)* *Select the Notification Date/Time* The selected Date/Time displays above the calendar.
5.	Below the calendar, click **Notify**.
6.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed.

Step	Action
7.	A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed.
	You have completed the **Notify DOB – Departure of Device Step-by-Step Guide.**
	You have completed the DOB NOW: *Build* – Cranes & Derricks: **Self Erecting Tower Crane – CD & CN Applications Step-by-Step Guide.** For more resources visit: *YouTube Channel: DOB NOW* *Step-by-Step Guides and Manual: nyc.gov/dobnowinfo* *Customer Service: nyc.gov/dobnowhelp*

OPTIONAL: Self Erecting Tower Crane CN: Request New Equipment User(s)

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

Step	Action
Note:	*The newly added Equipment User must assign their Lift Directors.* *All stakeholders must complete attestations.*
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self Erecting Tower Crane**).

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

Add Request

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

Step	Action
1.	Select the **Equipment User(s)** tab to display the Additional Equipment User(s) section.
2.	Select the **+Add Request** button
Note:	The page refreshes and displays the Equipment User: **General Information** tab.

Step	Action
Note:	The Filing Information and Location Information sections are greyed-out and cannot be edited. **General Information** **Filing Information** Filing Type* — New Equipment User(s) Crane Notice Number* — CN00023319 Crane Type* — Mobile Crane **Location Information** House Number* — 280 Street Name* — BROADWAY Borough* — MANHATTAN Block* — 153 Lot* — 1 BIN — 1079215
3.	In the Equipment User(s) Information, click **✚Add Equipment User.** General Information Statements & Signatures **Location Information** House Number* — 280 Street Name* — BROADWAY Block* — 153 Lot* — 1 **Equipment User(s) Information** ✚ Add Equipment User First Name Last Name Email Busin

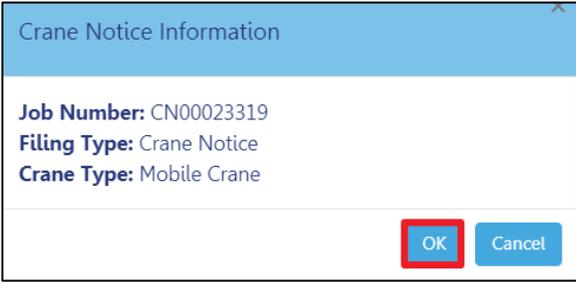| Step	Action
4.	The **Equipment User Details** pop-up window displays. *Type the **Email** and then select the Email Address from the blue-drop down.* *Select the License Type (e.g. Professional Engineer)* *Select the Business Name* Equipment User Details Email* DOBTESTING456@GMAIL.C **DOBTESTING456@GMAIL.COM** Select: ▼ Last Name First Name License Number* Business Name* Select: ▼ Business Name Business Address City State Zip Code Business Telephone Mobile Telephone
5.	Click **Save**. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date ⊘ Save ⊘ Cancel
Note:	The Equipment User added displays within the Equipment User(s) information table. Click the edit ( ) icon to update the information. Click the trash can ( ) icon to delete the Equipment User. **Equipment User(s) Information** ➕ Add Equipment User | First Name	Last Name	Email	Business Name	Identified	Edit	Delete
TESTING	DOB	DOBTESTING456@GMAIL.CO...	TESTING LLC	No	✎	🗑	

Step	Action
Note:	Click the **Details** button to display the Applicant of Record or Equipment User details. **Applicant Of Record** Applicant Name: **JOE ADAM** — Applicant Email: AJOETEST@GMAIL.COM — Applicant License: PE - 078712 — Details **Equipment User** Equipment User Name: **ADAM JOE2** — Equipment User Email: AJOETEST2@GMAIL.COM — Equipment User License: PE - 515151 — Details
6.	At the top-left of the screen, click **Save**. ← Back to CN 💾 Save **General Information** General Information Statements & Signatures **Filing Information** Filing Type* New Equipment User(s) ▾
7.	A **Notification** pop-up window displays with the message: Are you sure you want to continue with adding more equipment users on following crane notice number. Please verify before saving: • (e.g., CN00023319) Click **Save** to continue. **Notification** Are you sure you want to continue with adding more equipment users on following crane notice number. Please verify before saving: • **CN00023319** Save Cancel

Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
9.	The page refreshes and displays the additional items: Status Bar Crane Notice Filing Number **Additional Tabs:** Prototype & Phase Information, Document and Statements & Signatures **Application Information:** Application Highlights, View Filing, History and Fee
	You have completed the **Add Request** tab. Continue to the next section.
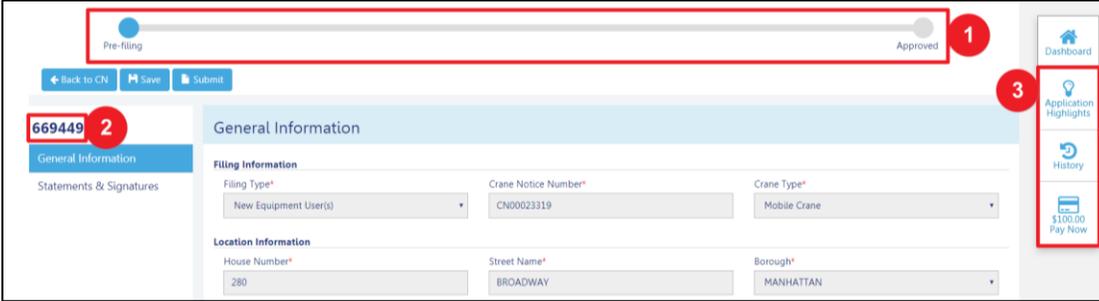
Completes Statements & Signatures: Equipment User

Complete the following steps to complete the attestations in the Statement & Signatures tab:
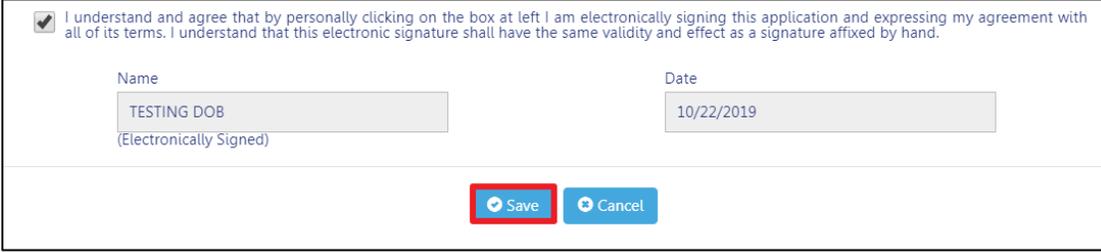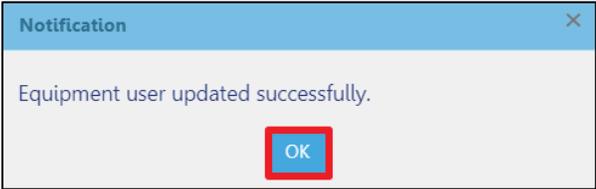
Step	Action
	EQUIPMENT USER'S STATEMENT
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Self Erecting Tower Crane).

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

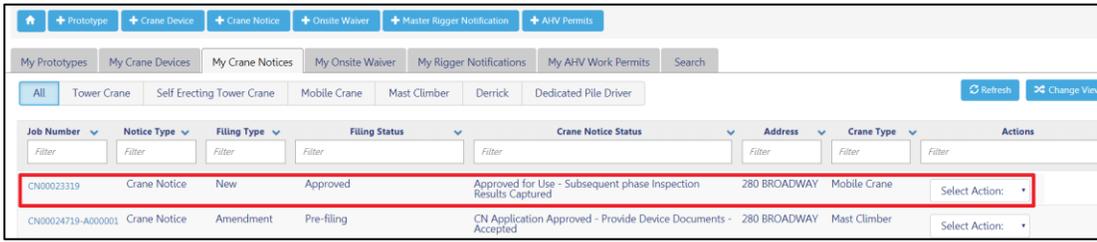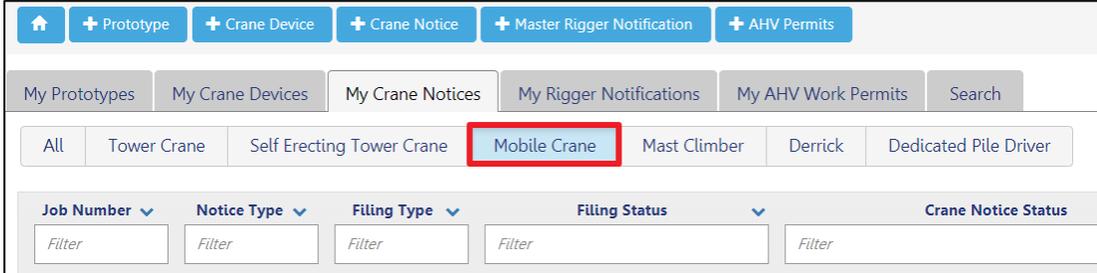| Step	Action
4.	Select the Equipment User(s) tab.
5. 6.	Double-click the **Request Number** to display the Equipment User information.
	The page refreshes and displays the Request. Click the edit (✏) icon to display the **Equipment User Information** Details to complete the attestation.

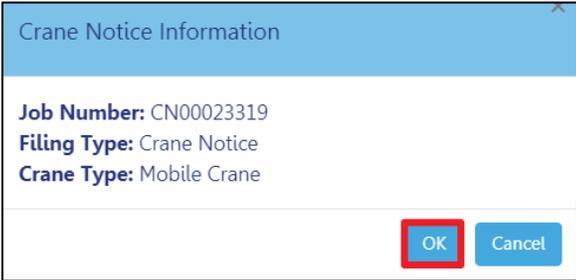| Step	Action
7.	The **Equipment User Details** pop-up window displays. Select the Equipment User's Statement check box to electronically attest. The **Name** and **Date** fields auto-populate by the system. ![Equipment User Details pop-up window showing fields for Email, Last Name, First Name, License Type, License Number, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and the Equipment's Statement with checked checkbox, Name "TESTING DOB" (Electronically Signed), Date 10/21/2019, Save and Cancel buttons] **Equipment User Details** Email*: DOBTESTING456@GMAIL.COM Last Name: DOB First Name: TESTING License Type*: Professional Engineer License Number*: 084735 Business Name*: TESTING LLC Business Name: TESTING LLC Business Address: TESTING LLC City: NYC State: NY Zip Code: 10007 Business Telephone: (201) 365-5885 Mobile Telephone: **Equipment's Statement** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: TESTING DOB (Electronically Signed) Date: 10/21/2019
Note:	The statement applicable to the Stakeholder that's logged in highlights in blue. ![Equipment's Statement highlighted in blue with unchecked checkbox, empty Name and Date fields, Save and Cancel buttons] **Equipment's Statement** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: Date:

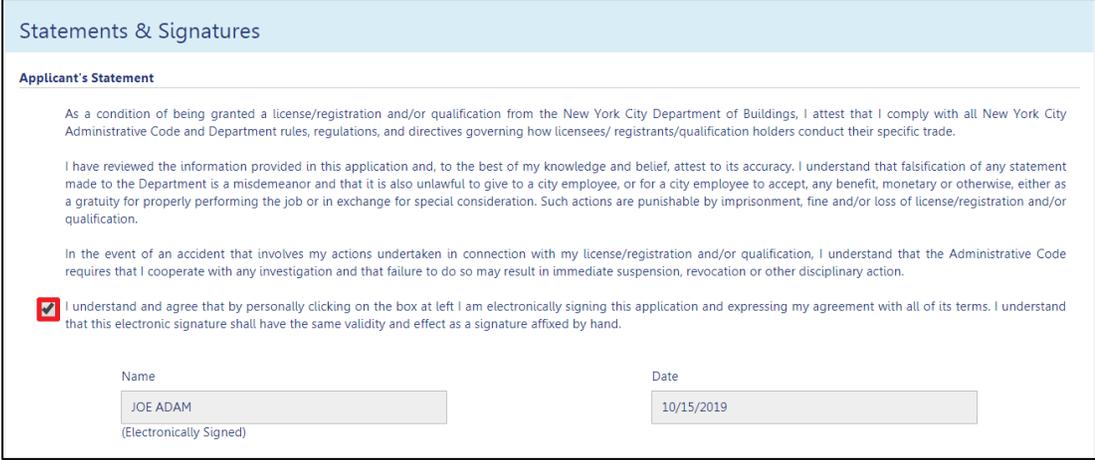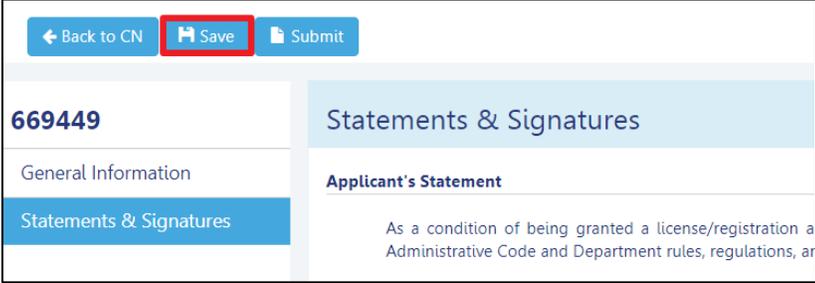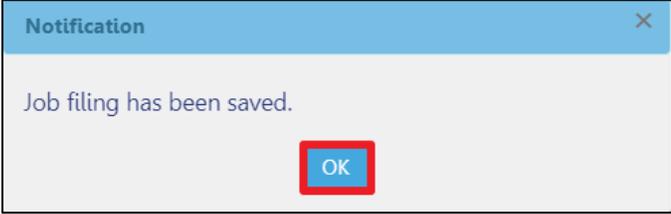| Step	Action
8.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name TESTING DOB (Electronically Signed) Date 10/22/2019 ⊙ Save ⊙ Cancel
9.	A **Notification** pop-up window displays with the message: Equipment user updated successfully. Click **OK** to continue. Notification ✕ Equipment user updated successfully. OK
	You have completed the **Complete Statements and Signatures: Equipment User** section. Continue to the next section.

Complete Statements & Signatures: Applicant of Record

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

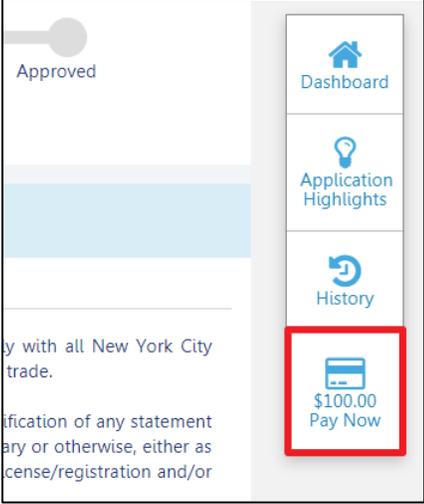| Step	Action
<td colspan="2">**APPLICANT OF RECORD**</td>
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Self Erecting Tower Crane**).

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

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

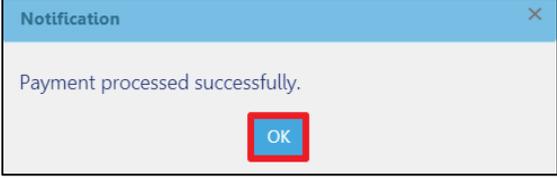| Step	Action
7.	Click the **Applicant's Statement** check-box to electronically attest. The **Name** and **Date** fields auto-populate by the system. **Statements & Signatures** **Applicant's Statement** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: JOE ADAM (Electronically Signed) Date: 10/15/2019
8. 9.	At the top-left of the screen, click **Save**. ← Back to CN 🖫 Save 🗎 Submit **669449** General Information Statements & Signatures **Statements & Signatures** **Applicant's Statement** As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK
	You have completed the Statements & Signatures: Applicant of Record Step-by-Step Guide. Continue to the next section.

Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.
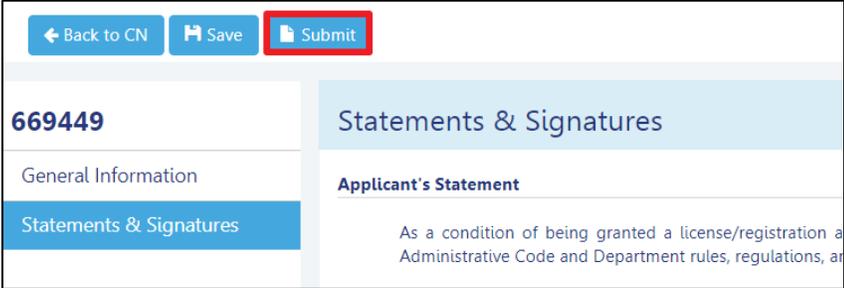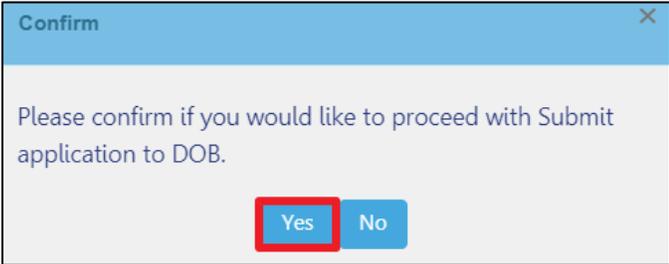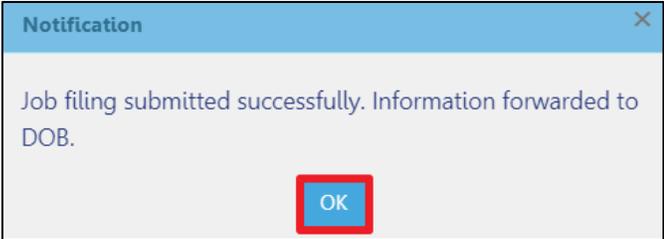
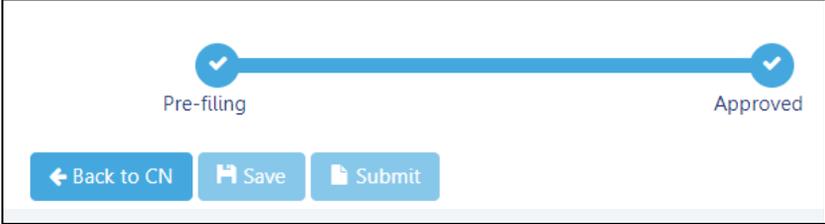| Step	Action
Note:	*The job filing's fees must be paid before continuing to Preview to File.*
1.	At the bottom-right of the screen, click **Pay Now**.

Step	Action
2.	The **Payment Confirmation** pop-up window displays with the message: Are you sure you want to make a payment now for **$100.00?** Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click **Yes**, to proceed.
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab.

Step	Action
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed succesfully. Click **OK** to proceed. Notification ✕ Payment processed successfully. OK

<div align="center">

You have completed the **Pay Fees** section.
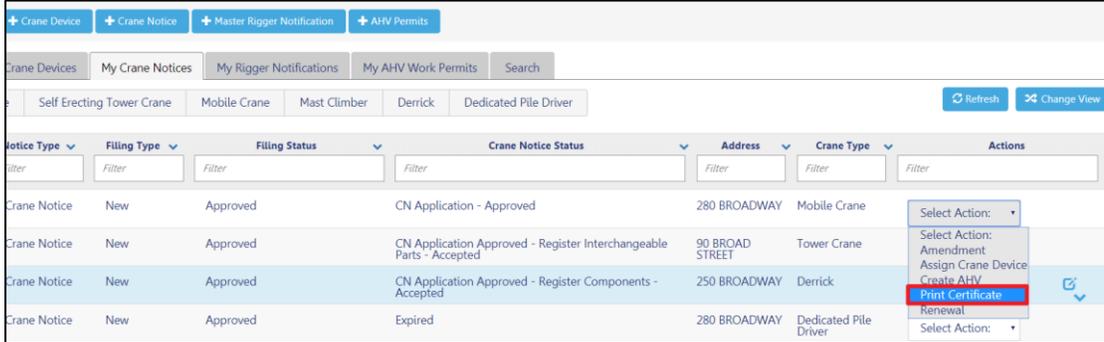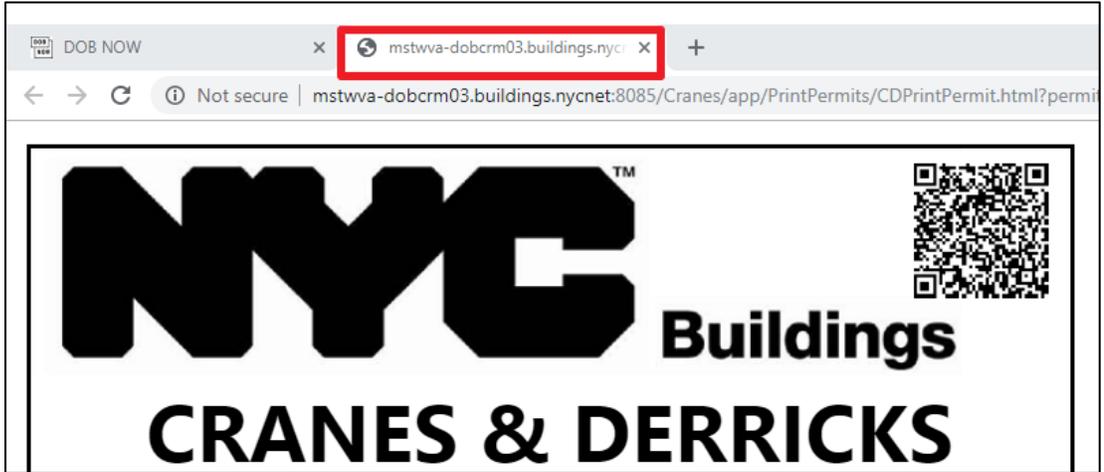
Continue to the next section.

</div>

Submit Request

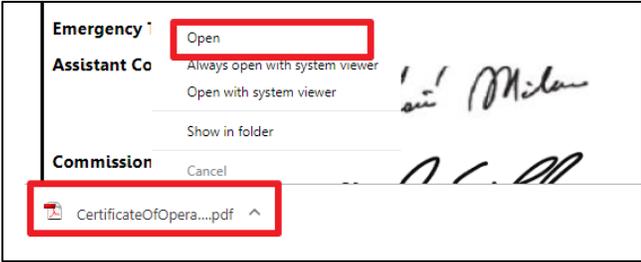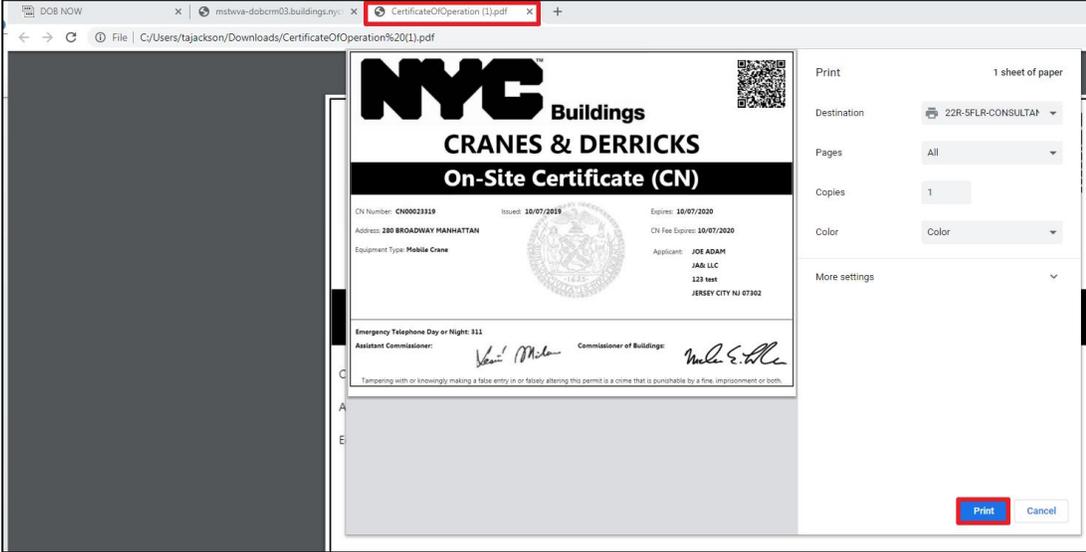Complete the following steps to submit the application to the NYC Department of Buildings.

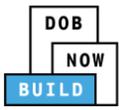| Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Submit**.
2. 3.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click **Yes** to proceed.
	A **Notification** pop-up windows displays with the message: Job filing submitted successfully. Information forwarded to DOB for review. Click **OK** to close the notification pop-up window.

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

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

Print On-Site Certificate: From the Dashboard

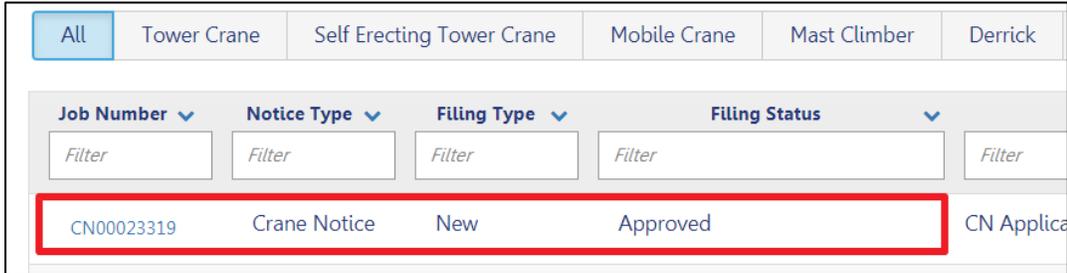Complete the following steps to print the On-Site Certificate from the dashboard:

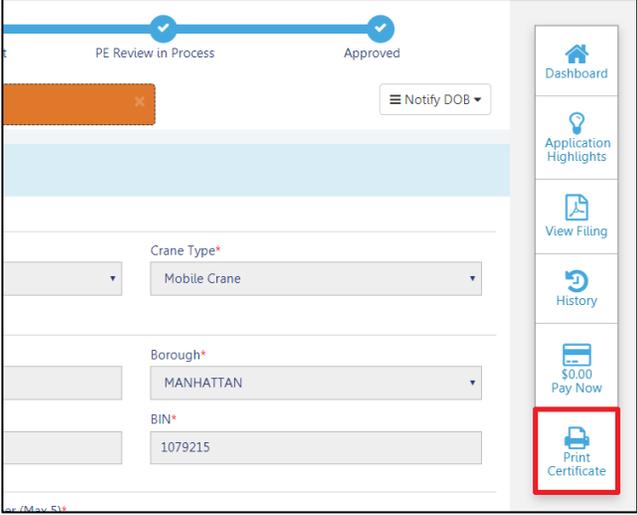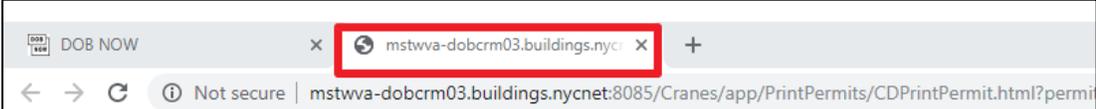| Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column drop-down list, click the **Print Certificate** on the application.
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.

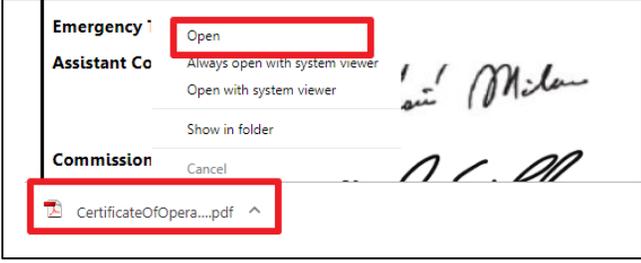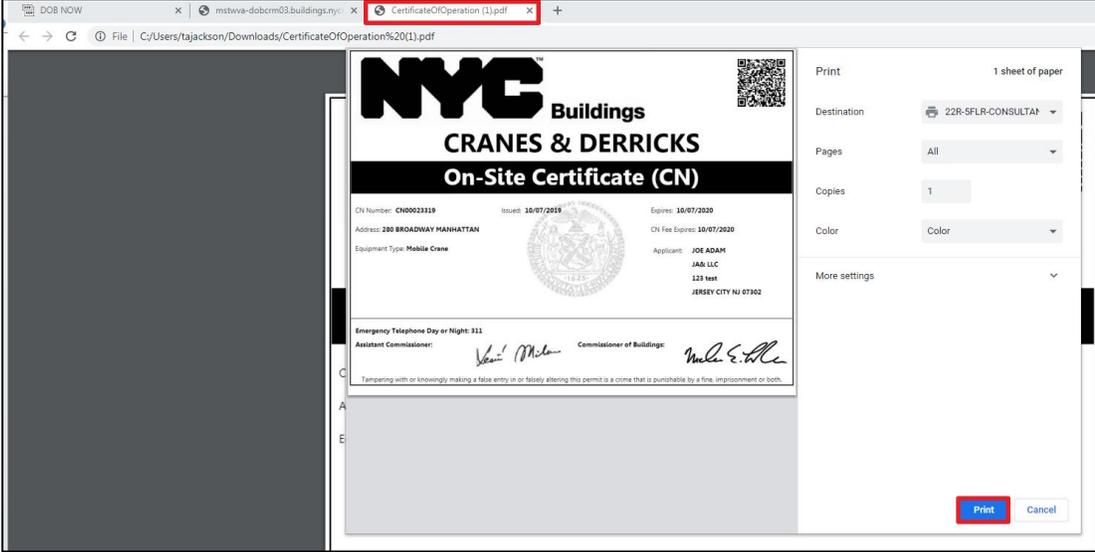| Step	Action
4.	From the bottom of the page click **Print to PDF**.
5.	The internet browser downloads the certificate. Click the file arrow and select **Open**.
6.	A third tab opens with the print options. Click **Print**.
	You have completed the **On-Site Certificate: From the Dashboard** Step-by-Step Guide.

Print Certificate: From within the Application

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

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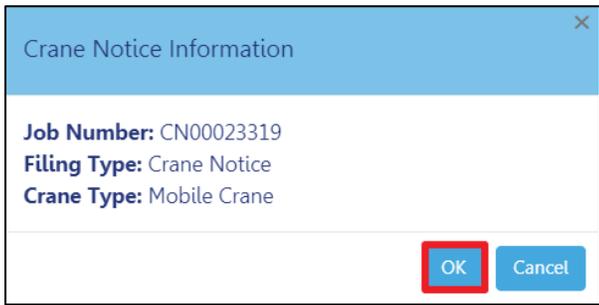
Step	Action
4.	The Crane Device application displays. On the bottom-right, click **Print Certificate**.
5. 6.	Ensure that your pop-up blocker is turned-off. The **On-Site Certificate** opens in a second tab.
	From the bottom of the page click **Print to PDF**.

Step	Action
7.	The internet browser downloads the certificate. Click the file arrow and select **Open**.
8.	A third tab opens with the print options. Click **Print**.
	You have completed **the On-Site Certificate: From within the Application** Step-by-Step Guide.