

# DOB NOW: Build Cranes & Derricks



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

**HELPFUL LINKS** 

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP



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## Guidelines

### CRANE DEVICE NUMBER

- 1. A prototype can have one or many Crane Device (CD) Numbers associated to it (many devices can be bought based on the same prototype), but a CD Number only is associated to a single prototype.
- 2. A CD NUMBER is generated when the initial CD application is approved, which means the CD is registered but not approved for installation status.
- 3. The current Owner of the CD can be changed by doing an Amendment. The new Owner must be specified and the Bill of Sale must be uploaded to prove the ownership of the device.
- 4. Tower Cranes do not distinguish between Fixed and Interchangeable components; rather, all components are categorized as "registered components" of the device.

### DOB NOW: Build - NUMBERING FORMAT

 Initial CD: The initial CD numbering will starts with "CD" + 8 digits (where the digits are the next sequentially available number).

Example: CD00006790

 Amendment: The CD amendment numbering will start with "-A"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Amendment on the given CD.

Example: CD00006789-A000001

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

Example: CD00006789-R000001



#### **ROLES & RESPONSIBILITIES**

- An initial CD NUMBER application has to be filed by the Device Owner who is the "Applicant of Record".
- 2. The Manufacturer and the Owner cannot be the same person.
- 3. When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

#### 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



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## Log into DOB NOW

Complete the following steps to log into DOB NOW:

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



Step	Action	
4.	Over and the support of the sup	311 Search all NYC-gar websites License filing for: Wedder Sar Work Qualification Only
	Address     Enter your       Building Identification Number (BIN)     Enter your       Borough, Block, Lot     Device Search       Lissnesses Search     Viscour Search	Esubmit Jobs, Filings and Applications:     eFiling or DOB NOW: Licensing account information     Cogin     NOWE During the second
5.	Click Login. Enter your eFiling or DOB NOW: Licensing account information Email Email Password Password Login To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here. Need more help? Contact us.	



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



## **Tower Crane CD Number: Register a Crane Device**

Complete the following steps to register a Crane Device:

Step	Action				
1.	Hover the curs list.	sor over <b>+Crane Device</b>	and select <b>Register</b>	Crane Device from	n the drop-down
	DOB NOW BUILD	DOB NOW Submit Filings, Payments, and R	equests to the NYC Depar	tment of Buildings	
	Prototype     Crane	All Crane Types	Onsite Waiver + Master Rigger	Notification + AHV Permit Master Rigger Notification	AHV Work Permit S
	Prototype Clane	Register Crane Device Amendment Renewal	2 Onsite Waiver	Master Rigger Notification	
	Job Nur Filter		Filing Status	mob	ne Type VPro
	CP00001832 CP00001830	Tower Crane Interchangeable Components	Pre-filing Pending QA Assignment	Mobile Crane Mobile Crane	
	CP00001829 CP00001828	Mast Climber, Derrick Provide Updated Device Documents Self Erecting Tower Crane,	Pre-filing Pre-filing	Mobile Crane Mobile Crane	
	CP00001827 CP00001824	Submit Inspection Dates & Mag Reports	Pre-filing Objections	Mobile Crane Mobile Crane	
2.	A <b>Confirm</b> pop	p-up window displays wit	th the message:		
		vant to register a new Cr	_		
	Click <b>Yes</b> to pr	oceed.			
	Confirm you w	vant to register a new Crane	Device.		
		Yes No			
		You have begun the regi	-		
	(	Continue to the <b>Complet</b>	te General Informa	tion tab section.	



## **Complete General Information Tab**

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

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

Action			
The <b>General Informat</b> i	<b>on</b> section displays.		
DOB NOW Submit Filings, Payments, and Request	s to the NYC Department of Buildings		Welcome, JOE ADAM AJOFFESTBGMAL.coM Need Help? Sign Out
H Save	formation		Dashboard
Constal Information		◯ Crane Type	
Prototype Num	Q. Search & Add		
Select the applicable <b>S</b>	earch by (e.g. Prototype N	umber) radio button in Proto	otype Search.
	General Information		
General Information	Prototype Search Search by:"	Prototype Number	) Crane Type
	Prototype Number*	Q Search & Add	
	The General Information          DOB NOW         Submit Filings, Payments, and Request         B sace         General Information         General Information         Prototype Search         Search By:*         Prototype Number         Select the applicable Search	The General Information section displays.          DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filings, Payments, and Requests to the NYC Department of Buildings	The General Information section displays.  DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings  Sector Buildings  From From From From From From From Fro



Step	Action			
Note:	To search by Prototype Numbe Enter the <b>Prototype Number</b> ir			
	Prototype Search Search by:*	Prototype Number	◯ Crane Type	
	Prototype Number*	Q Search & Add		
	To search by Crane Type: Select the <b>Crane Type</b> from the	e <b>Crane Type</b> drop-down list.		
	Prototype Search			
	Search by:*	O Prototype Number	Crane Type	
	Crane Type*			
	Tower Crane Select Crane Type:	▼ Q Search & Add		
	Fi Tower Crane Self Erecting Tower Crane			
	Mobile Crane Dedicated Pile Driver	Crane Type*		
	Derrick	Tower Crane		
	Mast Climber Prototype Number*	Manufacturer*		
3.	Click Search & Add to proceed	l.		
	General Information			
	Prototype Search			
	Search by:*	Prototype Number	🔿 Crane Type	
	Prototype Number*			
	CP00001605	Q Search & Add		
			]	



Action			
The Search Results pop-u	p window displays.		
If applicable, select the applicable Prototype Number.			
Click <b>+Add</b> to proceed.			
Search Results			
Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019	
Prototype De	tails	Crane Devices	
Prototype Status Full Approval Applicant	Model (Month/Year) 11/2013 Model DEMO	Manufacturer DEMO	
Equipment Information			
Maximum Capacity 10000 Kips	Maximum Boom 5000 Feet	Maximum Jib 10000 Feet	
Maximum Freestanding Height Not Applicable	Total Combined Length 15000 Feet	Other Attachment Not Applicable	
Counterweight(Min) 5000 Lbs	Counterweight(Max) 10000 Lbs	Carrier Type All Terrain	
Mechanical	Power Gas	Climbing Type Not Applicable	
Boom Types Articulating,			
Cable Drum Information			
5000 Inches			
	+ Add Cancel		
			]
			-
	dei una crune Device Num	iber are greyea-out and canno	l De eulleu.
Filing Information			
		Model (Month/Year)*	
CP00001795	ОЕМО	05/2019	<b></b>
Model*			
Акрарак			
Crane Device Number	Device Serial Number*	Device Manufactured Date (M	
Not Yet Issued			
	The Search Results pop-u If applicable, select the ap Click +Add to proceed. Search Results Prototype Number CP00001605 Prototype Del Prototype Status Full Approval Applicant Equipment Information Maximum Freestanding Height Not Applicable Counterweight(Min) 5000 Lbs Transmission Type Mechanical Boom Types Articulating, Cable Drum Information 5000 Inches The Filing Information field Model (Month/Year), Model Filing Information Registration Type* New Prototype Number* CP0001795 Model* ARbdbdk Crane Device Number	The Search Results pop-up window displays. If applicable, select the applicable Prototype Number Click +Add to proceed. Search Results Prototype Number Prototype Status Prototype Status Prototype Status Prototype Status Applicant Prototype Status Prototype Status Applicant Prototype Status Prototype Status Status Prototype Status Prototype Status Status Prototype Status Prototype Status Status Prototype Status Status Prototype Number Prototype Number	The Search Results pop-up window displays. If applicable, select the applicable Prototype Number. Click +Add to proceed. Starch Results Prototype Number Crane Type Prototype Statis Prototype Number Prototype Number Prot



Step	Action		
5.	Enter the Filing Information: Device Serial Number Select the Device Manufactured E	Date (Date/year) from the cale	endar
	New   Prototype Number*  CP00001605  Model*  DEMO	Crane Type* Mobile Crane Manufacturer* DEMO Device Serial Number*	Model (Month/Year)*
	Not Yet Issued	987654231	08/2015
6.	Business Name* B	e Email Address from the blu he Business Name drop-down	list
Note:	Select + Add New if the Business I Business Name* Select: Select: JA LLC + Add New	Name is not listed.	
7.	If applicable, click <b>+Add Represen</b>	ntative. Last Name Email	



Step	Action				
8.	The Filing Representative Details pop-up window displays.				
	Type the <b>Email</b> and then select the Email Address from the blue drop-down.				
	Filing Representative Details				
	Email* APPLEROME16@GMAIL.COM	Last Name	F	irst Name	
	APPLEROME16@GMAIL.COM	Business Address		ity	
	State	Zip Code	C	ountry	
	Business Telephone	Mobile Telephone		Select:	•
		Save Save	Cancel		
		Save V			
9.	Click Save.				
	Business Telephone (458) 466-4485				
	Save Cancel				
Note:	The Filing Representative adde	ed displays within tl	ne Filing Repre	sentative informa	ition table.
	Click the edit ( 🕝 ) icon to upd	ate the information	l.		
	Click the trash can ( $^{ar{ extsf{m}}}$ ) icon to	o delete the Filing R	epresentative.		
	To add an additional Filing Re	presentative repeat	Steps 7 to 9 a	bove.	
	Filing Representative Information				
	First Name Last Name	Email	Business Name	Business Telephone	Action
	APPLE ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	<b>ð</b>
					]



Step	Action		
10.	At the top-left of the screen, click <b>Save</b> .		
	R Save		
	General Information		
	General Information Prototype Search Search by:*		
11.	A Notification pop-up window displays with the message:		
	The following information cannot be changed after saving:		
	Prototype Information		
	Click <b>Save</b> , to continue.		
	Notification		
	The following information cannot be changed after saving:  • Prototype Information		
	Save		
12.	A Notification pop-up window displays with the message:		
	Job filing has been saved.		
	Click <b>OK</b> to continue.		
	Notification		
	Job filing has been saved.		
	ОК		



Step	Action
Note:	The page refreshes and displays the additional items:
	1. Status Bar
	2. Review and File
	3. Crane Device Filing Number
	4. Additional Tabs: Equipment Information, Documents and Statements & Signatures
	5. <b>Application Information:</b> Application Highlights, View Filing, Trace & Payment History
	and Fee
	DOB NOW Welcome JOE ADAM Submit Filings, Payments, and Requests to the NYC Department of Buildings Need Help? Sign Out
	Pre-filing Pending QA Assignment Pending QA Admin Review Accepted Dashboard
	H Save Review and File 2 CD00001661 3 General Information
	General Information
	Equipment Information     Registration Type*     Crane Type*       Documents     New     Tower Grane
	Statements & Signatures Prototype Number* Manufacturer* Model (Month/Year)* History
	4         CP00001/95         DEMO         05/2019         Image: CP00001/95           Model*         ARbback         S3,000,00         Pay Now
	You have completed the <b>Complete General Information</b> tab.
	Continue to the next section.



## **Complete Equipment Information Tab**

Complete the following steps to complete the Equipment Information tab:

Step	Action						
1.	Click Equipment Information to display the Equipment Information section.						
	CD00001329	Equipment Information					
	General Information	Actual Rated Capacity*					
	Equipment Information						
	Documents	Actual Jib					
	Statements & Signatures	Feet					
		Actual Configuration* Min.(lbs) Max.(lbs)					
Note:	The Equipment Informati	on fields: Capacity Units, Total, Transmission Type, Power, Power and					
	Climbing Type are greyed-out and cannot be edited.						
	Equipment Information						
	Actual Rated Capacity*	Capacity Units* Actual Boom* Feet					
	Actual Jib	Other Attachments Total					
		Feet Feet Feet					
	Maximum Freestanding Height*	Actual Counterweight Configuration* Transmission Type*					
		Feet Min.(lbs) Max.(lbs) Mechanical T					
	Power* Gas	Climbing Type*					



Step	Action		
2.	Enter the <b>Equipment Informati</b>	on:	
	Actual Rated Capacity	Actual Boom	
	Actual Jib	Other Attachmen	ts
	Maximum Freestanding Height	Actual Counterwe	eight Configuration
	Equipment Information		
	Actual Rated Capacity* Actual Jib Feet	Capacity Units* Metric Tons  Other Attachments Feet	Actual Boom* Feet Total Feet
	Maximum Freestanding Height* Feet Power* Gas	Actual Counterweight Configuration*          Min.(lbs)       Max.(lbs)         Climbing Type*       Internal	Transmission Type* Mechanical •
Note:	The values entered cannot exceed display the maximum measured Actual Boom* Fe Maximum limit for Actual Boom is 10	eet	ved Prototype. The system will
3.	Select the applicable Boom <b>Typ</b>	e Information checkbox(s) (e.g	., Articulating).
	Boom Type Information*	Luffing	Telescoping Other
4.	Click + Add Cable Drum to displ		Total number of Cable Drums: 0
	Cable Size	Measuring Units Select Unit:	Action
		No Cable Drums added	



Step	Action
5.	To add the <b>Cable Drum</b> : Type the Cable Size Select the Measuring Unit from the Select Unit drop-down list (e.g., Inches).
	Cable Drum Information*         + Add Cable Drum         Cable Size       Measuring Units         Cable Size       Measuring Units         Select Unit:       •         Select Unit:       •         No Cable Drums added       •
6.	Under the Action column, click Save.          Total number of Cable Drums:         Action         E Save       X Cancel
7.	A Notification pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click OK to close the notification. Notification × Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.
	ОК



Step	Action
Note:	The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit ( ) icon to update the Cable Drum information. Click the trash can ( ) icon to delete the Cable Drum. Cable Drum Information Cable Drum Information
	5000 Inches Com
8.	Click +Add Component to display the Fixed Component pop-up window.
9.	To add each Fixed Component: Select the Component Information ( <i>e.g., A-frame Information</i> ) from the Component Information drop-down list Enter the Serial/Identification Number Select the Manufactured Date from the calendar Fixed Component Component Information* Serial/Identification Number* Manufactured Date* © Save © Cancet



Step	Action
10.	At the bottom of the pop-up window, click <b>Save</b> .
	Last Inspection Date
11.	A <b>Notification</b> pop-up windows displays with a message:
	Component has been added.
	Click <b>OK</b> to close the notification.
	Notification
	Fixed Component has been added.
	ΟΚ



Step	Action						
Note:	Repeat Steps 8 to 10 to add additional Fixed Components.						
	The Fixed Component ad	ded displa	ays within th	he Fixed Com	oonent tab	le.	
	Click the edit (🕝 ) icon to	o undato i	the Eived Ce	mpopont info	rmation		
		) upuute i	line Fixed Co	inponent injt	nnution.		
	Click the trash can ( $^{ar{ extsf{m}}}$ ) io	con to del	ete the Fixe	d Component			
	The Total number of Fixe	d Compor	nent update	s below the to	able.		
	+ Add Component						
	Component Type ~	Serial/Identif	ication Number 🗸 🗸	Manufactured Date ~	Last Inspection D	Date ~ Status	Action ~
		4400400400			00.444 (204.0	D	
	Turntable Information	1123198400		09/2019	09/11/2019	Pre-filing	
	Machine Deck Information	1113201300 1012198800		09/2019	09/11/2019	Pre-filing Pre-filing	
	Jib/Luffing Jib Information	01022013		09/2019	09/11/2019	Pre-filing	
	Jib Mast Information	10032019		09/2019	09/11/2019	Pre-filing	
	Image: Constraint of the second se	••	Total Number of co Jib Mas Total Number of co Live Mas	Deck Information components (Max 10) - 1 t: Information components (Max 3) - 1 st Information components (Max 1) - 1		Lattice Boom Inform al Number of components ( Hydraulic/solid main al Number of components (	Max 10) - 1
Note:	Click the Fixed Component Live Mast Information		V the Fixed C		Status	(e.g., <b>Status</b> ).	



Step	Action				
12.	At the top-left of the screen, click <b>Save</b> .				
	Save Review and File				
	CD00001657	Equipment Information			
	General Information	Actual Rated Capacity*			
	Equipment Information	10			
	Documents	Actual Jib			
	Statements & Signatures	49 Feet			
13.	A <b>Notification</b> pop-up window displays with the message:				
	Job filing has been saved.				
	Click <b>OK</b> to continue.				
	Notification	×			
	Job filing has been saved.				
		OK			
	You have completed the <b>Complete Equipment Information</b> 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 <b>Documents</b> to display the Documents section.
	CD00001657   General Information   Equipment Information   Documents   Statements & Signatures
2.	Click +Add Document.  Documents  Add Document  Document Name
3.	The Upload Document pop-up window displays. Type the Document Name. Select the Document Type ( <i>e.g., Bill of Sale</i> ) from the Document Type drop-down list. Upload Document Document Name* Select: Document Type* Select: Upload Cancel



Step	Action
4.	Click Choose File to upload the Document Type selected.
5.	The Document pop-up window displays. Select the Document and click Open. © Open © © © © © © © © © © © © © © © © © © ©
	Image Manage       Image ID       10/29/2018 11:13       Adobe Acrobat D       291 KB         Image Libraries       Image Namage       Image Namage       Image Namage       Image Namage       277 KB         Image Namage       Image Namage       Image Namage       Image Namage       277 KB         Image Namage       Image Namage       Image Namage       10/29/2018 11:11       Adobe Acrobat D       277 KB         Image Namage       Image Namage       Image Namage       Image Namage       10/29/2018 11:11       Adobe Acrobat D       79 KB         Image Namage       Image Namage       Image Namage       Image Namage       Image Namage       Image Namage         Image Namage       Image Namage       Image Namage       Image Namage       Image Namage       Image Namage         Image Namage       Image Namage       Image Namage       Image Namage       Image Namage       Image Namage         Image Namage       Image Namage       Image Namage       Image Namage       Image Namage       Image Namage         Image Namage       Image Namage       Image Namage       Image Namage       Image Namage       Image Namage         Image Namage       Image Namage       Image Namage       Image Namage       Image Namage       Image Namage
	File name: Manual Custom Files
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 <b>OK</b> to continue.			
	Notification			
	Document has been uploaded.			
	ОК			
Note:	The Document uploaded displays within the Document table.			
Note.	Click the edit ( 🕼 ) icon to update the Document information.			
	Click the trash can ( $$ ) icon to delete the Document.			
	Click the upload ( <sup>(</sup> ) icon to replace the Document previously uploaded.			
	Documents			
	+ Add Document			
	Document Name         Document Type         Document Status         Uploaded On         Actions			
	Mobile Crane Manual     Manual     Pending     09/19/2019			
8.	At the top-left of the screen, click <b>Save</b> .			
	Save Review and File			
	CD00001657 Required Documents			
	General Information + Add Document			



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



### **Complete Statements & Signatures**

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

Step	Action	
1.	Click Statements & Signatures to display the Statements & Signatures section.	
	Save Review and File	
	CD00001657	Statements & Signatures
	General Information Equipment Information	Applicant of Record - Owner's Statement*
	Documents	As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv
	Statements & Signatures	I have reviewed the information provided in this application and, t made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special
Note:	The statement applicable t	to the stakeholder that's logged in highlights in blue.
	Statements & Signatures	
	Applicant's Statement*	/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, I have reviewed the information provided in made to the Department is a misdemeanor a gratuity for properly performing the job o qualification.	regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. In this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or
	requires that I cooperate with any investigat	my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code tion and that failure to do so may result in immediate suspension, revocation or other disciplinary action. clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand same validity and effect as a signature affixed by hand.
	Name	Date
APPLI	CANT OF RECORD	
2.	Click the Applicant's State	ment checkbox to electronically attest.
	The Name and Date field's	auto-populate by the system.
		licking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand name validity and effect as a signature affixed by hand.
	Name JOE ADAM (Electronically Signed)	Date 09/19/2019

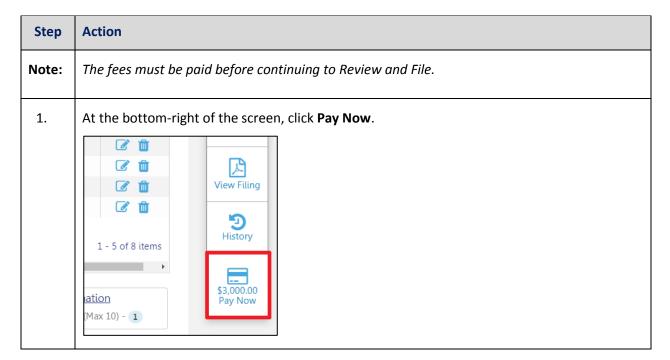


Step	Action	
3.	At the top-left of the scre	en, click <b>Save</b> .
	Save Review and File	
	CD00001657	Statements & Signatures
	General Information Equipment Information	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or qu
	Documents Statements & Signatures	Administrative Code and Department rules, regulations, and directiv I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special
4.	A Notification pop-up wit	ndow displays with the message:
	Job filing has been saved.	
	Click <b>OK</b> to continue.	
	Notification	×
	Job filing has been saved.	
		ОК
	You have co	ompleted 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	
2.	The <b>Payment Confirmation</b> pop-up window displays with the message (sample):	
	Please note that the following data cannot be changed after the payment has been made on this filing:	
	Owner Type: Individual	
	Are you sure you want to make a payment now for \$3,000.00?	
	Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.	
	Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click <b>Yes</b> , to proceed.	
	Payment Confirmation	
	Please note that the following data cannot be changed after the payment has been made on this filing:	
	Owner Type: Individual	
	Are you sure you want to make a payment now for <b>\$3,000.00</b> ?	
	Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.	
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.	
	Yes No	



Step	Action
3.	The page is redirected to <b>NYC City Pay</b> . Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.
	NVC Resources   311   Office of the Mayor
	Enter Payment Details       1. Select Items       2. Enter Payment       3. Review and Pay         Payment Amount:       \$4,000.00       Credit Card
	C & D: PROTOTYPE DOB NOW Build Prototype : CP00001605 : New Crane Prototype \$4,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee.
	Billing Information First Name * Last Name *
4.	The <b>Notification</b> pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information.
	Click <b>OK</b> to proceed.
	Notification       ×         Payment has been processed. A receipt will be sent by email. Select History for more information.         OK
	You have completed the <b>Pay Fees</b> section. Continue to the next section.



## **Complete Review and File**

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

Step	Action
APPLI	CANT OF RECORD
1.	At the top-left of the screen, click <b>Review and File</b> .
	DOB NOW Submit Filings, Payments, and Requests t
	Save Review and File
2.	The <b>Application Preview</b> displays.
	Click <b>Next</b> to read and progress through the Application Preview to the final page.
	Application Preview « Previous Next » Q Zoom Q Zoom 100% • Page: 1 / 6
	DOB NOW BUILD Application Highlights
	Job Number CP00001605 Filing Type New
	Crane Type     Mobile Crane       Prototype Number     PT00001605       Current Filing Status     Pre-filing
Note:	If errors are discovered when Review and File is selected, click <b>Return to Filing View</b> , correct the errors, re-attest, and Review and File again.



Step	Action
3.	On the final page, click the checkbox to attest reviewing the application.
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.           Name         Date           Image: Image
4.	The <b>Name</b> and the <b>Date</b> field's auto-populate after the check-box is clicked.
	Click File, to proceed.
5.	A <b>Notification</b> pop-up windows displays with the message:
	Job filing has been submitted. An email notification will be sent with the status of the review. Click <b>OK</b> to close the Confirm pop-up window.
	Notification ×
	Job filing has been submitted. An email notification will be sent with the status of the review.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending QA Assignment</b> ).
	Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA)
You	have completed the Tower Crane CD Number: Register a Crane Device Step-by-Step Guide.



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

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

Step	Action
1.	From the Dashboard, select the Crane Devices tab.
2.	Job Number V       Registration Type       Crane Type         Locate the Crane Device application.         Under the Actions column, click the Print ( ) icon on the application.
	Derrick       Dedicated Pile Driver       Change View         Filling Status          Prototype       Device Number        Owner        Created Date →       Actions         Filter       Filter       Filter       Filter       Filter       Filter       Filter       Filter         Accepted       CP00001605       CD00001329       JOE ADAM       09/30/2019       ✓ C
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.
	CRANES & DERRICKS



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



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

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

Step	Action
1.	From the Dashboard, select the <b>Crane Devices</b> tab.
2.	Locate the Crane Device application.
	Double-click the application.
	All         Tower Crane         Self Erecting Tower Crane         Mobile Crane         Mast Climber         Derrick         Dedicated Pile Driver
	Job Number     Registration Type     Crane Type     Filing Status     Prototype       1470     new     Tower Crane     Filter     Filter
	CD00001470     New     Tower Crane     Accepted     CP00001727
3.	The <b>Device Information</b> pop-up window displays with the message:
	Job Number: CD00001329
	Filing Type: New
	Crane Type: Tower Crane
	Click <b>OK</b> to proceed.
	Device Information
	Job Number: CD00001629 Filing Type: New
	Crane Type: Tower Crane
	OK Cancel



Step	Action	
4.	The Crane Device application displays.	
	On the bottom-right, click <b>Print Certificate</b> .	
	Pending Inspection Supervisor	
	ew Accepted (QA) Review Accepted	Dashboard
		Application Highlights
	Cons Turst	View Filing
	Crane Type* Mobile Crane	History
	Manufacturer*     Model (Month/Year)*       DEMO     11/2013	
		\$0.00 Pay Now
		Print
	Device Serial Number*     Device Manufactured Date (Month/Year)*       987654231     11/2013	Certificate
5.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.	
	DOB NOW × Smstwva-dobcrm03.buildings.nycr × +	
	← → C ① Not secure   mstwva-dobcrm03.buildings.nycnet:8085/Cranes/app/PrintPermi	ts/CDPrintPermit.html?permit
	CRANES & DERRIC	KS

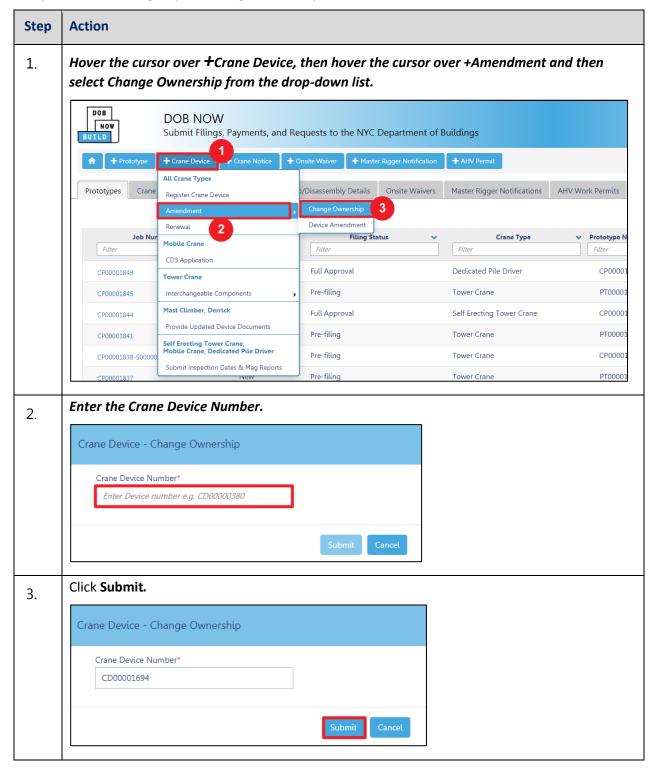


Step	Action	
6.	From the bottom of the page click <b>Print to PDF</b> .	is a crime that is
7.	The internet browser downloads the certificate. Click the file arrow and select <b>Open</b> . Emergency 1 Open Assistant Co Always open with system viewer Open with system viewer Open with system viewer Show in folder Commission Cancel CertificateOfOperapdf	
8.	CRANES & DERRICKS Certificate of Operation CONNECCENTRICS INSECTION CONNECCENTRICS INSECTION	nation 🖶 22R-SFLR-CONSULTAN 🕶 s All 👻 es 1
You hav	ve completed the Print a Certificate: From within the Application Step-by	-Step Guide.



# **Tower Crane CD Number: Amendment: Change Ownership**

Complete the following steps to Change Ownership on a Crane Device:





Step	Action						
4.	The page refree	shes and displays th	e Genera	l Information tab.			
	H Save General Information	General Information					
		Filing Information Registration Type*		Amendment Type* Change Ownership		Crane Type <sup>®</sup> Mobile Crane	
		Prototype Number* CP00001855	0	Manufacturer*		Model (Month/Year)*	-
		Model*	U	manures		00/2013	
You ha	ave begun the Ch	ange Ownership Al	mendmei	nt process for a C	rane De	vice.	
Contin	ue to the Comple	ete General Inform	ation 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	n displays.	
	General Information		
	Filing Information Registration Type*	Amendment Type*	Crane Type*
	Amendment	Change Ownership	Tower Crane
2.	The Filing Information fields: Cr and cannot be edited.	ane Notice Type, Filing Type a	nd Crane Type are greyed-out
	Filing Information		
	Registration Type* Amendment	Amendment Type* Change Ownership	Crane Type* Tower Crane
	Prototype Number*	Manufacturer*	Model (Month/Year)*
	CP00001795	fdklfkdl	05/2019
	Model* ARbdbdk		
	Crane Device Number*	Device Serial Number*	Device Manufactured Date (Month/Year)*
	CD00001661	56477021	08/2019
3.		<b>n:</b> In select the Email Address from e ( <i>e.g., Individual</i> ) from the Lice	•
		me from the Business Name d	·
	The Last Name, First Name, Bu Mobile Telephone, and Countr		- · · ·
	Applicant of Record - Owner Information Email*	Last Name	First Name
	Enter email/username Business Name*	Business Address	City
	Select:	bisiness Address	
	State	Zip Code	Business Telephone
	Mobile Telephone	Country	Owner Type*
		Select:	Select Owner Type:
	L		



Step	Action		
Note:			
	The Existing Owner Informatio	n is displayed.	
	Existing Owner Information		
	Email AJOETESTI@GMAILCOM	Last Name JOE1	First Name ADAM
	Business Name AJ 1	Business Address 280 Broadway	City NYC
	State	Zip Code	Business Telephone
	NY Mobile Telephone	10000 Country	(201) 333-2222 Owner Type
	Not Available	United States	NYCHA
4.	If applicable, click + Add Repre	sentative to add Filing Represe	entative.
	Filing Representative Information		
	+ Add Representative		
	First Name	Last Name En	nail
5.	The Filing Representative Deta	ils pop-up window displays.	
5.	Type the Email and then select	the Email Address from the bl	ue drop-down.
	Filing Representative Details		
	Email*	Last Name	First Name
	APPLEROME16@GMAIL.COM		
	APPLEROME16@GMAIL.COM	Business Address	City
	State	Zip Code	Country Select:
	Business Telephone	Mobile Telephone	Steel
		Save Save	
6.	Click <b>Save.</b>		
	Business Telephone		
	(458) 466-4485		
	Save Cancel		



Step	Action
Note:	
	The Filing Representative added displays within the Filing Representative information table.
	Click the edit ( 🕼 ) icon to update the information.
	Click the trash can ( 👜 ) icon to delete the Filing Representative.
	Filing Representative Information  + Add Representative
	First Name         Last Name         Email         Business Name         Business Telephone         Action
	APPLE ROME APPLEROME16@GMAIL.COM ROME LLC (458) 466-4485
7.	At the top-left of the screen, click <b>Save</b> .
	► Save
	General Information
	General Information Filing Information
	Crane Notice
8.	Click <b>Save</b> .
	Notification
	Are you sure you want to continue with Change Ownership for the following crane device
	number. Please verify before saving:       • CD00001733
	Save Cancel
9.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click <b>OK</b> to continue.
	Notification ×
	Job filing has been saved.
	ΟΚ



Step	Action
Note:	The page refreshes and displays the additional items:
	1. Status Bar
	2. Review and File
	3. Crane Notice Filing Number
	<ol> <li>Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> </ol>
	5. Application Information: Application Highlights, View Filing, History and Fee
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings Need Help? Sign Out
	Pre-filing Pending QA Assignment Pending QA Admin Review Accepted Dashboard
	CD00001661- A000001 General Information
	General Information         Filing Information         King Information         View Filing           Equipment Information         Amendment         Change Ownership         Tower Crane         View Filing
	Documents         Prototype Number*         Manufacturer*         Model (Month/Vear)*         History           Statements & Stonatures         CP00001795         61 dkfhdl         05/2019         III
	Model* ARbdbdk
You hav	ve completed the Complete General Information tab. Continue to the next section.



## **Complete Equipment Information Tab**

Complete the following steps to complete the Equipment Information tab:

Step	Action							
1.	Click Equipment	t Information	to display tl	he Equipme	ent Inform	nation sec	tion.	
	CD00001661- A000001	Equipment Inform	nation					
	General Information	Actual Rated Capacity*		Capacity Units*		Actual Boom	14	5 × 1
	Equipment Information	12 Actual Jib		Metric Tons Other Attachments		<ul> <li>15</li> <li>Total</li> </ul>		Feet
	Documents Statements & Signatures	10	Feet	10		Feet 35		Feet
	Statements & Signatures	Maximum Freestanding Heig 6	ght* Feet	Actual Counterweight C 250 Min.(lb		Transmission x.(lbs) Mechanica		*
		Power* Gas		Climbing Type*				
		Boom Type Information*						
		Articulating	Lattice	Luffing	Telescoping	Other		
Note:	The Equipment edited. Equipment Inform Actual Rated Capacity* 12 Actual Jib 10 Maximum Freestanding H 6 Power* Gas Boom Type Information* Articulating	mation	Capacity Units* Metric Tons Other Attachmer 10 Actual Counterw	its eight Configuration* Min.(lbs) 275	Peet Feet Max.(lbs)	Actual Boom* 15 Total 35 Transmission Type Mechanical Other		d cannot be
Note:	The Cable D	rum Informat	tion field is a	greyed-out	and canr	not be edit	ted.	
	Cable Drum Information	Cable Size		Measuring Ur Inches	nits		Total numb Action	er of Cable Drums: 1
		<b>C</b> + 1						
2.	At the top-left o	f the screen, o	click <b>Save.</b>					
	💾 Save 🖺 R	leview and File						
	CD00001710 A000001	6-	Equipme	ent Inforn	nation			

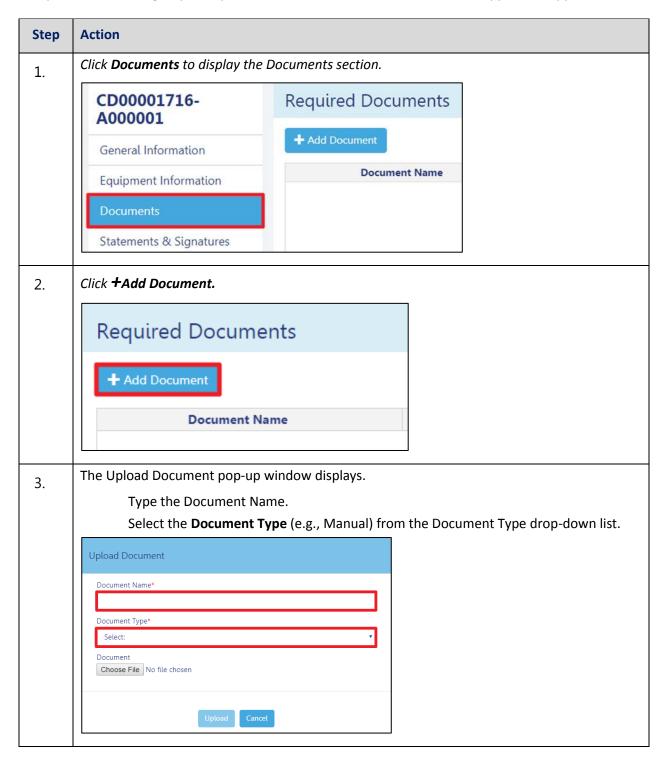


Step	Action	
3.	A Notification pop-up window dis	plays with the messag
	Job filing has been saved.	
	Click <b>OK</b> to continue.	
	Notification	×
	Job filing has been saved.	
You hav	ve completed the Complete Equip	nent Information tab



#### **Upload Documents**

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





Step	Action		
4.	Upload Document Document Name* bill of Sale Document Type* Bill of Sale Document Choose File No file chosen	Cancel	
5.	The Document pop-up wir Select the Document and a Corper Cor	Click Open.	
6.	The Document displays ner Click Upload. Document Type* Manual Document Choose File Manual.pdf		



Step	Action					
7.	A Notification pop-up w	indow displays with the ı	message:			
7.	Document has been uplo	oaded.				
	Click OK to continue.					
	Notification	×				
	Job filing has been saved.					
	C	ж				
			]			
Note:	The Document uploa	aded displays within the D	ocument ta	ble.		
	Click the edit ( ${ar C}$ ) ic	con to update the Docume	ent informat	tion.		
		<del>.</del>				
	Click the trash can (	🏛 ) icon to delete the Doc	cument.			
				ously upload	ed.	
	Click the upload (	<ul> <li>) icon to delete the Doc</li> <li>) icon to replace the Doc</li> </ul>		ously upload	ed.	
				ously uploade	ed.	
	Click the upload ( Required Documents + Add Document Document Name	) icon to replace the Docu	ument previ	Status Uploaded Or	n Actions	
	Click the upload ( Required Documents + Add Document	) icon to replace the Docu	ument previ			
	Click the upload ( Required Documents Add Document Document Name Test 2 Test	) icon to replace the Docu Document Type ACRIS Report Bill of Sale	Document previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents + Add Document Document Name Test 2	) icon to replace the Docu Document Type ACRIS Report Bill of Sale	Document previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents Add Document Document Name Test 2 Test	) icon to replace the Docu Document Type ACRIS Report Bill of Sale	Document previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents + Add Document Document Name Test 2 Test At the top-left of the screen	) icon to replace the Docu Document Type ACRIS Report Bill of Sale	Document previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents Add Document Document Name Test 2 Test At the top-left of the scrue CD00001716-	) icon to replace the Docu Document Type ACRIS Report Bill of Sale	Ument previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents Add Document Document Name Test At the top-left of the scr CD00001716- A000001	) icon to replace the Docu Document Type ACRIS Report Bull of Sale	Ument previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents Add Document Document Name Test 2 Test At the top-left of the scr CD00001716- A000001 General Information	) icon to replace the Docu Document Type ACRIS Report Bill of Sale reen, click Save. Required Document + Add Document	Document previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents Add Document Document Name Test At the top-left of the scr CD00001716- A000001	) icon to replace the Docu Document Type ACRIS Report Bill of Sale reen, click Save. Required Documer	Document previo	Status Uploaded Or 02/04/2020	Actions	
8.	Click the upload ( Required Documents Add Document Document Name Test 2 Test At the top-left of the scr CD00001716- A000001 General Information	) icon to replace the Docu Document Type ACRIS Report Bill of Sale reen, click Save. Required Document + Add Document	Document previo	Status Uploaded Or 02/04/2020	Actions	



Step	Action	
9.	A Notification pop-up window dis	plays with the m
	Job filing has been saved.	
	Click OK to continue.	
	Notification	×
	Job filing has been saved.	
	ОК	
You hav	ve completed the Upload Document	ts. Continue to th



## **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						
	CD00001716- A000001	Statements & Signatures					
	General Information	Owner's Statement*					
	Equipment Information	As a condition of being granted a licens Administrative Code and Department rule					
	Documents Statements & Signatures	I have reviewed the information provide statement made to the Department is a otherwise, either as a gratuity for proper license/registration and/or gualification.					
Note:		icense/redistration and/or dualitication.					
	The statement applicable to t	he stakeholder that's logged in highlights in blue.					
	Department rules, regulations, and directives governing I I have reviewed the information provided in this appli Department is a misdemeanor and that it is also unlawfu the job or in exchange for special consideration. Such act In the event of an accident that involves my actions und with any investigation and that failure to do so may resul	Ind/or qualification from the New York City Department of Buildings. I attest that I comply with all New York City Administrative Code and how licensees/ registrants/qualification holders conduct their specific trade. cation and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the lit o give to a city employee. or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing tions are purchable by imprisonment, fine and/or loss of license/registration and/or qualification. Metaken in connection with my license/registration and/or qualification. I understand that the Administrative Code requires that I cooperate It in immediate suspension, revocation or other disciplinary action. The box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic nature affixed by hand.					



Step	Action
OWNER	
2.	Click the Owner's Statement checkbox to electronically attest.
	The Name and Date field's auto-populate by the system.
	Statements & Signatures
	Owner's Statement*
	As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings. I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.
	I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.
	In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Name Date
	ADAM JOE1 02/04/2020 (Electronically Signed)
3.	At the top-left of the screen, click Save.
	H Save Review and File
	CD00001716- A000001 Statements & Signatures
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.
	ΟΚ
Vou hou	e completed the Statement & Signatures section.
	e 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
1.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
2.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview
	DB       Difference         Byplication Highlights       Dob Number         Abb Number       CD00001694-A000001         Registration Type       Amendment         Crane Type       Dedicated Pile Driver         Prototype Number       CP00001894         Crane Device Number       CP00001894         Device Status       Approved for Use Pending Inspection         Current Filing Status       Pre-filing
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct
	the errors, re-attest, and Review and File again.
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 Date File C Return to Filing View

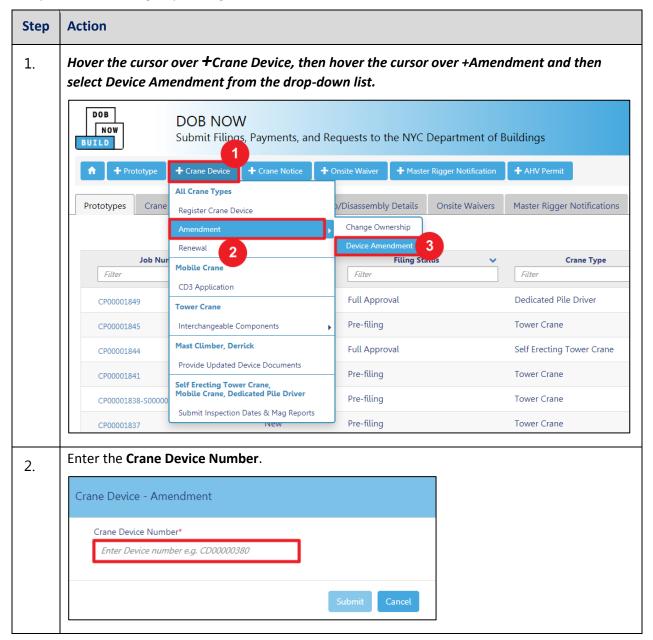


Step	Action						
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.						
	Name JOE ADAM Date 09/20/2019 (Electronically Signed)						
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification 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.						
Note:	OK       View Filing         The Status Bar updates to the next stage in the job filing process (e.g., Pending QA						
	Assignment).						
You hav	ve completed the Tower Crane CD Number: Amendment Step-by-Step Guide.						



## **Tower Cranes CD Number: Amendment: Device Amendment**

Complete the following steps to register a Crane Device:





Step	Action
3.	Click Submit.
	Crane Device - Amendment
	Crane Device Number* CD00001694
	Submit Cancel
	we begun the Device Amendment process for a Crane Device. ue to the Complete General Information tab section.



## **Complete General Information**

Complete the following steps to complete the General Information tab to associate the Stakeholders

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

Step	Action								
1.	The General Information section displays.           General Information								
		Prototype Informatio	in						
		Current Prototype Number CP00001795				Manufacturer fdklfkdl			<b>i</b> Details
		Filing Information							
		Registration Type*			Amendment Type*		Crane Type*		
		Amendment		• 0	Device Amendment	*	Tower Crane		
		Manufacturer* fdklfkdl		Model (Month/Year)*		Crane Device Number*			
					05/2019		CD00001661		
							Device Serial Number*		
							56477021		
2.	At the top-left of	the screer	n <b>, click Save</b>	2.					
۷.									
	💾 Save								
		_	General	Info	rmation				
	General Informatio	n							
			Prototype In	formati	ion				
	L								



Step	Action							
3.	A Notification pop-up windows displays with the message:							
	The following information cannot be changed after saving:							
	Prototype Information							
	Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:							
	• CD00001716							
	<b>Click OK</b> to close the Notification pop-up window.							
	Notification							
	The following information cannot be changed after saving: • Prototype Information							
	Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving: • CD00001716							
	Save Cancel							
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.							
	ОК							



Action								
The page refreshe	es and displays the a	additio	nal items:					
1. Status Bar								
2. Review a	and File							
3. Crane No	otice Filing Number							
<ol> <li>Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> </ol>								
		plicatio	on Highlights.	View Filing	. History an	id Fee		
		1			,,,			
Pre-filing		Pending Insp	ection Supervisor Review			Accepted		
M Save 📓 Review and File								
CD00001661- A000002	General Information							
General Information	Prototype Information							
Equipment Information	Current Prototype Number CP00001795			Manufacturer fdklfkdl		1 3 Remove Details		
	Filing Information							
	Registration Type*		Amendment Type*		Crane Type*			
	Manufacturer*							
	fdklfkdl		05/2019	<b></b>	CD00001661			
					Device Serial Number*			
					56477021			
	The page refreshe 1. Status Ba 2. Review a 3. Crane No 4. Addition Signatur 5. Applicat Pre-Sing H See Revew and File CD00001661- A000002	The page refreshes and displays the a 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype of Signatures 5. Application Information: App Fisce Review and file General Information Equipment Information CD00001661- Documents Statements & Signatures Carrent Prototype Information Registration Type* Amendment Manufacture*	The page refreshes and displays the addition  1. Status Bar  2. Review and File  3. Crane Notice Filing Number  4. Additional Tabs: Prototype & Phase Signatures  5. Application Information: Application  5. Application Information  6. C000001661- 6. C00001661- 6. C00001795 6. C0000179 6	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 Signatures 5. Application Information: Application Highlights, 5. Application Information: Application Highlights,  1. Statements & Signatures  2. Review and File 3. Crane Notice Filing Number  3. Crane Notice Filing Number  4. Additional Tabs: Prototype & Phase Information Signatures  5. Application Information: Application Highlights,  5. Application Information  5. Review and File  5. Review and File  6. Review and File  7. Review	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, Documen Signatures 5. Application Information: Application Highlights, View Filing 5. Application Information: Application Highlights, View Filing 5. Commits General Information Free File Media (Month/Yaa) File File File Media (Month/Yaa) File File File File File File File File	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 State Signatures         5. Application Information: Application Highlights, View Filing, History and File         Image: State		



Step	Action							
5.	The Search Resul	lts pop-up wind	ow displays.					
5.	If applicable, select the applicable Prototype Number.							
	Click +Add to proceed.							
	Prototype Information							
	Prototype Number CP00001795	Crane Type Tower Crane	Approved On 12/17/2019					
	Prototype Details	Crane Devices	Revoke History					
l	Prototype Status Full Approval	Applicant ADAM JOE1	Applicant Type Owner					
	Model (Month/Year) 05/2019	Manufacturer fdklfkdl						
	Model ARbdbdk							
	Equipment Information							
	Maximum Rated Capacity 100 Metric Tons	Maximum Boom 140 Feet	Maximum Jib 450 Feet					
	Maximum Freestanding Height 459 Feet	Total 1090 Feet	Maximum Other Attachments 500 Feet					
	Counterweight Configuration (Min) 250 Lbs	Counterweight Configuration (Max) 500 Lbs	Carrier Type Not Applicable					
	Transmission Type Mechanical	Power Gas	Climbing Type Internal					
	Width with Outtriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable					
	Overall Carrier Tailswing Not Applicable							
	Boom Types							
6.				h the Current Protot	type Number.			
	Click Details to v	iew the Current	Prototype Numb	er.				
	Prototype Information							
	Current Prototype Number CP00001849	Model (M 06/2010	lonth/Year)	Manufacturer ManuTest	terre and terre			
6.	Boom Types The Prototype In Click Details to V Prototype Information Current Prototype Number	iew the Current	Prototype Numb	<b>er.</b> Manufacturer	•			



Click <b>Close.</b>			
Prototype Details	Crane Devices	Revoke History	
Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	
Model (Month/Year) 06/2010 Model Test	Manufacturer ManuTest		
Equipment Information			
Maximum Rated Capacity 1000 Metric Tons	Maximum Boom 1000 Feet	Maximum Jib Not Applicable	
Maximum Freestanding Height Not Applicable	Total 2000 Feet	Maximum Other Attachments 1000 Feet	
Counterweight Configuration (Mir 1000 Lbs	) Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck	
	Close		
Enter the Applicant Inj Type the Devic	ormation: e Serial Number.		
Type the Devic Select the Devi The Filing Information	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i>	onth/Year) <b>Amendment Type, Crane Type, Crane Device Number are grey</b>	
Type the Devic Select the Devi The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and	Amendment Type, Crane Type, Crane Device Number are grey	
Type the Devic Select the Devi The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i>	Amendment Type, Crane Type,	
Type the Devic Select the Devi The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and	Amendment Type, Crane Type, Crane Device Number are grey	
Type the Devic Select the Devi The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and Amendment Type*	Amendment Type, Crane Type, Crane Device Number are grey Crane Type* Tower Crane	
Type the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and Amendment Type* • Device Amendment Model (Month/Year)*	Amendment Type, Crane Type, Crane Device Number are grey	
Type the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and Amendment Type* • Device Amendment Model (Month/Year)*	Amendment Type, Crane Type, Crane Device Number are grey	
Type the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and Amendment Type* • Device Amendment Model (Month/Year)*	Amendment Type, Crane Type, Crane Device Number are grey	
Type the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and Amendment Type* • • • • • • • • • • • • •	Amendment Type, Crane Type, Crane Device Number are grey	ved-o
Type the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M <i>fields: Registration Type,</i> (Month/Year), Model and Amendment Type* • • • • • • • • • • • • •	Amendment Type, Crane Type, Crane Device Number are grey	ved-o
Type the Devic Select the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited. Filing Information Registration Type* Amendment Manufacturer* fdkfkdt Device Manufactured Date (Month/Year)* 08/2019 The Applicant of Record	e Serial Number. ce Manufactured Date (M fields: Registration Type, (Month/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 05/2019	Amendment Type, Crane Type, Crane Device Number are grey	ved-o
Type the Devic Select the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited. Filing Information Registration Type* Amendment Manufacturer* fdkfkdl Device Manufactured Date (Month/Vear)* 08/2019 The Applicant of Record Applicant of Record Email* APPLEROME18@GMAIL.COM	e Serial Number. ce Manufactured Date (M fields: Registration Type, (Month/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 05/2019	Amendment Type, Crane Type, Crane Device Number are grey	ved-o
Type the Devic Select the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited. Filing Information Registration Type* Amendment Manufacturer* fdkfkdt Device Manufactured Date (Month/Year)* 08/2019 The Applicant of Record	e Serial Number. ce Manufactured Date (M fields: Registration Type, (Month/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 05/2019 d - Owner Information is Last Name ROME18 Business Address	Amendment Type, Crane Type, Crane Device Number are grey	ved-o
Type the Devic Select the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited. Filing Information Registration Type* Amendment Manufacturer* fdklfkdl Device Manufactured Date (Month/Year)* 08/2019 The Applicant of Record Applicant of Record Email* APPLEROME18@GMAIL.COM Business Name*	e Serial Number. ce Manufactured Date (M fields: Registration Type, (Month/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 05/2019 d - Owner Information is Last Name ROME18 Business Address	Amendment Type, Crane Type, Crane Device Number are grey	ved-o
Type the Devic Select the Devic Select the Devic The Filing Information Manufacturer, Model cannot be edited.	e Serial Number. ce Manufactured Date (M fields: Registration Type, (Month/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 05/2019 d - Owner Information is Last Name ROME18 Business Address AR18	Amendment Type, Crane Type, Crane Device Number are grey	ved-o



Step	Action							
10.	If applicable, click + Add Representative to add Filing Representative.							
	Filing Representative Information  Add Representative							
	First Name	Last Name	Email					
11.	The Filing Representative D	etails pop-up window	displays.					
	Type the Email and then sel	ect the Email Address	from the blue drop-down.					
	Filing Representative Details							
	Email*	Last Name	First Name					
	APPLEROME16@GMAIL.COM							
	APPLEROME16@GMAIL.COM	Business Address	City					
	State	Zip Code	Country					
			Select:	•				
	Business Telephone	Mobile Telephone						
		Save Co	ancel					
12.	Click Save.							
	Business Telephone							
	(458) 466-4485							
	Save Cancel							



Step	Action						
Note:							
	The Filing Represe	entative add	ed displays within th	ne Filing Respr	entative informat	ion table.	
	Click the edit (	) icon to upo	date the informatior	۱.			
	Click the trash car	n ( ៉ ) icon t	o delete the Filing R	epresentative.			
	Filing Representative Information  Add Representative						
	First Name	Last Name	Email	Business Name	Business Telephone	Action	
	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	<b>e</b>	
10							
13.	Click +Add Cable	Drum to dis	play the Cable Size	action field.			
	Cable Drum Information*				Total number of Cable Drums: (1)		
	Cable Size	;	Measuring Units		Action		
	1000		Inches		6		



## **Complete Equipment Information Tab**

Complete the following steps to complete the Equipment Information tab:

Step	Action					
1.	Click Equipment Information to display the Equipment Information and Boom Type Information sections.					
	Equipment Informa	ation				
	Actual Rated Capacity*		Capacity Units*		Actual Boom*	
	12		Metric Tons	•	15	Feet
	Actual Jib	Feet	Other Attachments	Feet	Total 35	Feet
	Maximum Freestanding Heigl		Actual Counterweight Configurati		Transmission Type*	reet
	6	Feet	250 Min.(lbs) 275	Max.(lbs)	Mechanical	•
	Power*		Climbing Type*			
	Gas	Ŧ	Internal	•		
	Boom Type Information*					
	Articulating	Lattice	Luffing	Telescoping	Other	
		A	Rated Capacity	Oth	Actual Boom er Attachments	
		Maximum Fi	eestanding Height		al Counterweight onfiguration	
	The Boom Type         Equipment Inform         Actual Rated Capacity*         12         Actual Jib         10         Maximum Freestanding He         6         Power*         Gas         Boom Type Information*	mation	Actual Counterweight Config	Fe	Transmission Type*	Feet



Step	Action						
Note:	The Equipment Information fields: Capacity Units, Other Attachments, Total, Transmissio Type, Power, and Climbing Type, are greyed-out and cannot be edited.						
	Equipment Information						
	Actual Rated Capacity*     Capacity Units*     Actual Boom*       12     Metric Tons     15     Feet						
	Actual Jib     Other Attachments     Total       10     Feet     10     Feet						
	Maximum Freestanding Height*     Actual Counterweight Configuration*     Transmission Type*       6     Feet     250     Min.(lbs)     275     Max.(lbs)       Power*     Climbing Type*						
	Gas						
3.	Click +Add Cable Drum to display the Cable Size action field.						
	Cable Drum Information*						
	Total number of Cable Drums:  Cable Size Measuring Units Action						
	1000 Inches Cit						
Note:	A Notification pop-up windows displays with the message:						
	A maximum of 1 Cable Drums can be added to this Crane Device Based on the Prototype						
	Equipment Information). Another Cable Drum cannot be added.						
	Click OK to close the Notification pop-up window.						
	Notification ×						
	A maximum of 1 Cable Drums can be added to this Crane Device (based on the Prototype Equipment Information).						
	Another Cable Drum cannot be added.						



Step	Action						
4.	To add the Cable Size:						
	Type the Cable Siz	ze					
	Cable Drum Information*						
	+ Add Cable Drum						
	Cable Size		Measuring Units		Total number of Cable Dru Action	ms: 🕕	
		Inches		T	🖺 Save 🗶 Cancel		
			No Cable Drums added				
	Under the Action column	, click Save.					
5.							
	Total	number of Cable [	Drums: 🚺				
	Acti	on					
	🖺 Save	K Cancel					
	E Save	Cancer					
6.	The Total number of (						
	The Cable Drum adde						
	Click the edit ( 📝 ) icc	on to update th	e Cable Drum ir	nformation.			
	Click the trash can ( 🛄	) icon to delet	e the Cable Dru	ım.			
	Cable Drum Information*	,					
	+ Add Cable Drum						
	Cable Size		Measuring Units		Total number of Cable Drum Action	IS: 1	
	5000		Inches				
-	The Component Last	nenaction Date	can be undate	d			
7.	Components			u.			
	+ Add Component						
	Component Type	<ul> <li>Serial/Identificati</li> </ul>	on Number 🛛 🗸 Manufactu	ured Date \vee 🛛 Last Inspe	ection Date 🗸		
	67879900	11/2019	02/14/2020	Accepted			
	78900 987665	12/2019 12/2019	02/07/2020 02/07/2020	Accepted Accepted	<b>ぼ</b> %		
	56678	11/2019	02/07/2020	Accepted	C SS		
	965433	11/2019	02/07/2020	Accepted			



tep	Action							
	Componen	Components can be deleted and new Component can be added.						
	Click the ice	on for ( 🔝 ) Dele	to					
	Components		ite.					
	+ Add Componer	nt						
	Compo	onent Type 🛛 Y Serial,	Identification Number 🛛 🗡	Manufactured Date Y	ast Inspection Date 💙	Status ~		
	Information	11111444	06/2008	02/01/2020	Accepted	<b>a S</b>		
	in boom	148776	06/2009	02/09/2020	Accepted			
	)n	87677858	09/2010	02/04/2020	Accepted	<b>a</b> \$5		
	rmation	5438753	09/2006	02/04/2020	Accepted	<b>A</b> \$\$		
	mation	999635445	09/2013	02/08/2020	Accepted	<b>E</b> \$		
	A Confirma	ition pop-up wind	ows displays w	vith the messa	ge:			
•	-	re you want to de						
	-			:				
	Click Yes							
	Confirm							
	Are you sure	you want to delete this	record?					
	Are you sure	you want to detete this	s record:					
		Yes No						
0.	A Confirma	tion pop-up windo	ows displays wi	th the messag	e:			
0.	Component	t has been remove	ed.					
	-							
	Click OK							
	Notification			×				
	Component	has been removed.						
		OK						
						AK		
1		elete icon again to	put the Compo	onent back. Cli	ick the <b>Delete</b> i	icon ( 🔊 ) for		
1.	Click the de					ζ γ		
1.		rian at the came (	umpunent.					
1.	Re-submiss	ion of the same C	•					
1.	Re-submiss	_						
1.	Re-submiss	_						
1.	Re-submiss	nt	/Identification Number Y	Manufactured Date Y	Last Inspection Date 👻	Status ~		
1.	Re-submiss	nt onent Type ~ Serial						
1.	Re-submiss	nt onent Type ~ Serial 11111444	06/2008	02/01/2020	Accepted			
1.	Re-submiss	nt onent Type	06/2008 06/2009	02/01/2020 02/09/2020	Accepted Accepted	C 🐹 C %		
1.	Re-submiss	nt onent Type ~ Serial 11111444	06/2008	02/01/2020	Accepted			



ер	Action								
2.	A Confirmation p	A Confirmation pop-up windows displays with the message:							
	Are you sure you	Are you sure you want to add this component?							
	Click Yes								
	Confirm								
	Are you sure you	want to add t	this components	?					
	, ac you sure you		and components						
		Yes	No						
	The Component of	display Pend	ing Re-submissio	n					
3.		uispidy r enu		лт. 					
	Components								
	+ Add Component								
	Component Type	e × Seria	l/Identification Number 🛛 👋	Manufactured Date Y	ast Inspection Date 🛛 👋	Status ~			
	Information 1	1111444	06/2008	02/01/2020	Panding Re-submission				
		48776	06/2008 06/2009	02/01/2020	Pending Re-submission Removed by user	C %			
	in boom 1								
	in boom 1 on 8 rmation 5	.48776 i7677858 i438753	06/2009 09/2010 09/2006	02/09/2020 02/04/2020 02/04/2020	Removed by user	C % C %			
	in boom 1 on 8 rmation 5	48776 17677858	06/2009 09/2010	02/09/2020 02/04/2020	Removed by user Accepted	8 8 3			
	in boom 1 on 8 rmation 5 mation 9	48776 77677858 438753 999635445	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
ote:	in boom 1 on 8 rmation 5	48776 77677858 438753 999635445	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
ote:	in boom 1 on 8 rmation 5 mation 9	48776 77677858 438753 999635445	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
ote:	in boom 1 n 8 rmation 5 mation 9 To add a new Cor	48776 77677858 438753 999635445	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
ote:	in boom 1 n 8 rmation 5 mation 9 To add a new Cor Fixed Components	48776 77677858 438753 999635445	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
	in boom 1 n 8 rmation 5 mation 9 To add a new Cor Fixed Components + Add Component	48776 17677858 438753 1999635445 mponent clic	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
o <i>te:</i> 4.	in boom 1 n 8 rmation 5 mation 9 To add a new Cor Fixed Components	48776 17677858 438753 1999635445 mponent clic	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
	in boom 1 n 8 rmation 5 mation 9 To add a new Cor Fixed Components + Add Component	48776 17677858 438753 999635445 mponent clic the screen, o	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
	in boom 1 n 8 rmation 9 To add a new Corr Fixed Components + Add Component At the top-left of	48776 17677858 438753 999635445 mponent clic the screen, o	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
	in boom 1 n 8 rmation 9 To add a new Corr Fixed Components + Add Component At the top-left of	48776 17677858 438753 999635445 mponent clic the screen, o	06/2009 09/2010 09/2006 09/2013	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
	To add a new Corr Fixed Components At the top-left of Save Review and	48776 17677858 438753 199635445 mponent clic the screen, of 1 File 00002 Equi	ipment Informatio	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			
	in boom 1 n 8 rmation 9 To add a new Corr Fixed Components + Add Component At the top-left of Save Review and CD00001694-A000	48776 17677858 438753 199635445 mponent clic the screen, of 1 File 00002 Equi	ipment Informatio	02/09/2020 02/04/2020 02/04/2020 02/08/2020	Removed by user Accepted Accepted	C % C %			

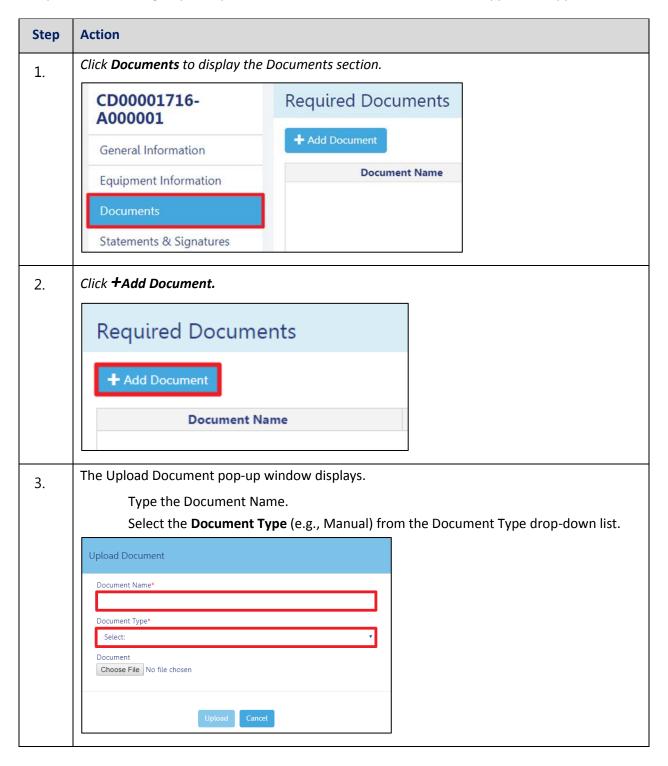


Step	Action					
15.	A Notification pop-up window displays with the message:					
	Job filing has been saved.					
	Click OK to continue.					
	Notification ×					
	Job filing has been saved.					
	ОК					
You hav	ve completed the Complete Equipment Information tab. Continue to the next section.					



#### **Upload Documents**

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





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



Step	Action				
7.	A Notification pop-up w	vindow displays with the me	ssage:		
7.	Document has been up	loaded.			
	Click OK to continue.				
	Notification	×			
	Job filing has been saved.				
		ок			
Note:	The Document uplo	aded displays within the Doc	ument tabl	e.	
	Click the edit (📝 ) i	con to update the Document	informatio	n.	
	Click the trash can (	💼 ) icon to delete the Docun	nent.		
	Click the upload (	) icon to replace the Docum	ent previou	sly uploaded	l.
	Required Documents	,		-,	
	+ Add Document				
	Document Name	Document Type	Document Statu		Actions
	Document Name Test 2 Test	Document Type ACRIS Report Bill of Sale	Document Statu Pending Pending	Uploaded On           02/04/2020           02/04/2020	Actions
	Test 2	ACRIS Report	Pending	02/04/2020	10 m
8.	Test 2	ACRIS Report Bill of Sale	Pending	02/04/2020	10 m
8.	Test 2         Test         At the top-left of the sc.	ACRIS Report Bill of Sale	Pending	02/04/2020	10 m
8.	Test 2 Test At the top-left of the sc	ACRIS Report Bill of Sale	Pending	02/04/2020	10 m
8.	Test 2         Test         At the top-left of the sc         Image: Save in the solution of the sc         Image: Save in the sc         Image: Save	ACRIS Report Bill of Sale reen, click Save.	Pending Pending	02/04/2020	10 m
8.	Test 2         At the top-left of the sc         Image: Save mark and File	ACRIS Report Bill of Sale	Pending Pending	02/04/2020	10 m
8.	Test 2         Test         At the top-left of the sc         Image: Save in the science of	ACRIS Report Bill of Sale reen, click Save.	Pending Pending	02/04/2020	10 m
8.	Test 2         Test         At the top-left of the sc.         Save         Save         Review and File         CD00001716-         A000001	ACRIS Report Bill of Sale	Pending Pending	02/04/2020	10 m
8.	Test 2         Test         At the top-left of the sc.         Image: Save in the science of	ACRIS Report Bill of Sale	Pending Pending	02/04/2020	10 m
8.	Test 2         Test         At the top-left of the sc.         Save         Save         Review and File         CD00001716-         A000001         General Information         Equipment Information	ACRIS Report Bill of Sale	Pending Pending	02/04/2020	10 m



Step	Action	
9.	A Notification pop-up window	displays with the m
	Job filing has been saved.	
	Click OK to continue.	
	Notification	×
	Job filing has been saved.	
	ОК	
You hav	ve completed the Upload Docum	ents. Continue to th



## **Complete Statements & Signatures**

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

Step	Action	
1.	Click Statements & Signature	s to display the Statements & Signatures section.
	💾 Save 📑 Review and File	
	CD00001716- A000001	Statements & Signatures
	General Information	Owner's Statement*
	Equipment Information	As a condition of being granted a licens Administrative Code and Department rule
	Documents	I have reviewed the information provide
	Statements & Signatures	statement made to the Department is a otherwise, either as a gratuity for proper license/registration and/or gualification.
Note:		
	The statement applicable to t	he stakeholder that's logged in highlights in blue.
	Chatana anta 21 Cinnatana a	
	Statements & Signatures	
	Department rules, regulations, and directives governing h	nd/or qualification from the New York City Department of Buildings. I attest that I comply with all New York City Administrative Code and now licensees/ registrants/qualification holders conduct their specific trade.
	Department is a misdemeanor and that it is also unlawful the job or in exchange for special consideration. Such act	cation and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the l 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 ions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.
	with any investigation and that failure to do so may result I understand and agree that by personally clicking on the	ertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code requires that I cooperate t in immediate suspension, revocation or other disciplinary action. e 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 sign Name	Date



Step	Action
OWNER	
2.	Click the Owner's Statement checkbox to electronically attest.
	The Name and Date field's auto-populate by the system.
	Statements & Signatures
	Owner's Statement'
	As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.
	I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.
	In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Name Date
	ADAM JOE1 02/04/2020 (Electronically Signed)
3.	At the top-left of the screen, click Save.
	H Save Review and File
	CD00001716- A000001 Statements & Signatures
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.
	ОК
Vou hou	e completed the Statement & Signatures section.
	e to the next section.



## **Complete Review and File**

Step	Action
5.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
6.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview
	Impose         BUILD         Distribution         Distribution         Application Highlights         Job Number       CD00001694-A000001         Registration Type       Amendment         Crane Type       Dedicated Pile Driver         Prototype Number       CD00001639         Crane Device Number       CD00001639         Device Status       Approved for Use Pending Inspection         Current Filling Status       Pre-filing
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.
	File C Return to Filing View
7.	On the final page, click the checkbox to attest reviewing the application.
	<ul> <li>I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</li> <li>Name</li> <li>Date</li> <li>I File</li> <li>C Return to Filing View</li> </ul>



Step	Action
8.	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)
9.	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         OK       View Filing
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).         Pre-fling         Pre-fling       Pending QA Assignment         Pre-fling       Pending QA Assignment
You hav	ve completed the Tower Cranes CD Number: Amendment Step-by-Step Guide.



## **Tower Cranes CD Number: Renewal**

Step	Action
1.	Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.
	DOB       DOB NOW         NOW       Submit Filings, Payments, and Requests to the NYC Department of Buildings
	+ Prototype     + Crane Device     + Crane Notice     + Onsite Waiver     + Master Rigger Notification     + AHV Permits      All Crane Types     Register Crane Device     All Phase-Jump/Disassembly     My Onsite Waivers     My Rigger Notification
	All     Tower Crai     Amendment     pile Crane     Mast Climber     Derrick     Dedicated Pile Driver       Job Number     Mobile Crane     Crane Type     Filling Status       Filter     CD3 Application     Filter
2.	Enter the <b>Crane Device Number</b> .
	Crane Device - Renewal
	Crane Device Number* <i>Enter Device number e.g. CD00000380</i>
	Submit Cancel
3.	Click Submit.
	Crane Device - Renewal
	Crane Device Number* CD00000916
	Submit Cancel



CD00001103- R000002	General Information				
General Information Equipment Information	Filing Information Registration Type* Renewal		Crane Type* Tower Crane		
Documents	Prototype Number*		Manufacturer*	Model (Month/Year)*	
Statements & Signatures	CP00001581	0	TestTest	10/2016	
	Model* BMWBMWBMWBMWBMW				
	Crane Device Number*		Device Serial Number*	Device Manufactured Date (Month	/Year)*
	CD00001103		1234hjchchchx	11/2018	<b></b>
OUT. Applicant of Record - Ov Email*	vner Information	Last Name	mation section i	is displayed. All sectio	n are grey
<b>Out.</b> Applicant of Record - Ov Email* AJOETEST@GMAILCO	vner Information	Last Name ADAM		First Name JOE	n are grey
OUT. Applicant of Record - Ov Email*	vner Information	Last Name		First Name	on are grey
Out. Applicant of Record - Or Email* AJOETEST@GMAILCO Business Name*	wher Information	Last Name ADAM Business Add JA LLC		First Name JOE City JERSEY CITY	n are grey
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCO Business Name* JA LLC	wher Information	Last Name ADAM Business Add		First Name JOE City	n are grey
Out. Applicant of Record - Ov Email* AJOETEST@GMAILCCC Business Name* JA LLC State	wher Information	Last Name ADAM Business Add JA LLC Zip Code		First Name JOE City JERSEY CITY Business Telephone	n are grey
OUT. Applicant of Record - Or Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ	wher Information	Last Name ADAM Business Add JA LLC Zip Code 07302	ress	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622	n are grey
OUT. Applicant of Record - Or Email* AJOETEST@GMAILCC Business Name* JA LLC State NJ	wher Information	Last Name ADAM Business Add JA LLC Zip Code 07302 Country	ress	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type*	n are grey
OUT. Applicant of Record - Ot Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone	wher Information	Last Name ADAM Business Add JA LLC Zip Code 07302 Country United Star	ress	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual	n are grey
OUT. Applicant of Record - Ot Email* AJOETEST@GMAILCO Business Name* JA LLC State NJ Mobile Telephone	wher Information	Last Name ADAM Business Add JA LLC Zip Code 07302 Country United Star	ress	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type* Individual	n are grey
OUT. Applicant of Record - Or Email* AJOETEST@GMAILCC Business Name* JA LLC State NJ	wher Information	Last Name ADAM Business Add JA LLC Zip Code 07302 Country	ress	First Name JOE City JERSEY CITY Business Telephone (545) 556-8622 Owner Type*	on are <u>c</u>



Step	Action				
7.		sentative Details pop-u k the user can type the			ess from the
	Filing Representative De	tails			
	Email* APPLEROME16@GMAIL.CO		F	irst Name	
	APPLEROME16@GMAIL.	COM Business Address		iity iountry	
	Business Telephone	Mobile Telephone		Select:	•
		€ Sa	ve O Cancel		
0	Click Save.				
8.	H Save				
	General Information	248 characters remaining Crane Device Number* CD00001652	Device Serial Number* 3060-5151	Device Manufactured 08/2014	Date (Month/Year)*
9.		op-up window display.	_		
	verify before sav	-	h renewal of follov	ving crane device nu	mber. Please
	• CD00001 Click Save	1652			
	Notification				
	Are you sure you war verify before saving: • CD0000165	nt to continue with renewal of <b>1</b> <b>2</b>	following crane device nu	mber. Please	
			Save	eCancel	



Step	Action
10.	A Notification pop-up window displays with the message: Job filing has been saved.
	Click OK
	Notification
	Job filing has been saved.
Note:	The page refreshes and displays the additional items:
	<ol> <li>Status Bar</li> <li>Review and File</li> <li>Crane Notice Filing Number</li> <li>Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>Application Information: Application Highlights, View Filing, History and Fee</li> </ol>
	Image: Source Nation Registration       Ceneral Information         Equipment Information       Filing Information         Equipment Information       Resistration Type*         Concurrents       Tower Crane         Statements & Signatures       Vex Filing         2       Z4 characters remaining         Cane Device Number*       Device Serial Number*       Device Manufactured Date (Month/Vear)*         Doc0001652       06/2014       Image: Concernent Statements & Signatures
You have	e completed the Complete General Information tab. Continue to the next section.



## **Complete Equipment Information Tab**

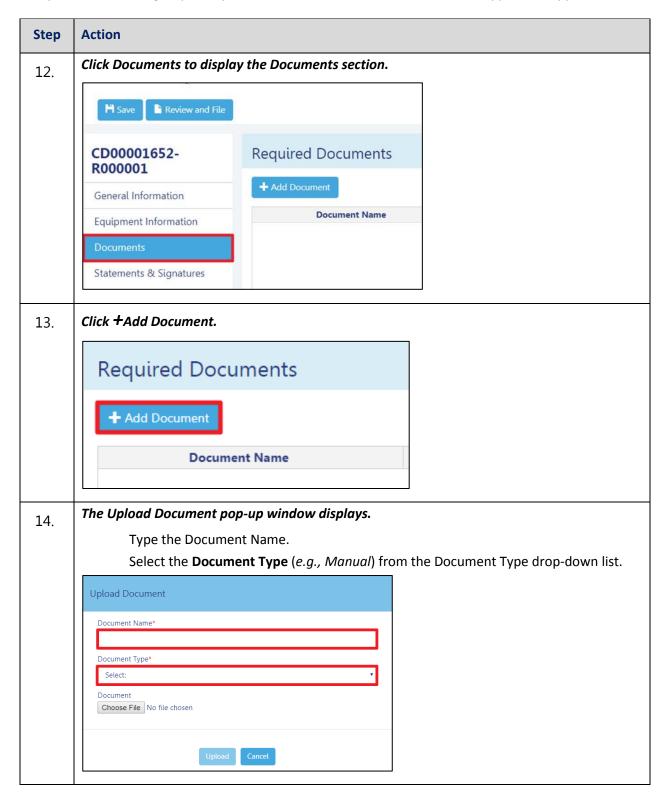
Complete the following steps to complete the Equipment Information tab:

Step	Action								
11.	Click Equipmen	t Information	to display tl	ne Equip	ment	Info	ormati	on section.	
	CD00001103- R000002	Equipment Inform	nation						
	Consultations	Actual Rated Capacity*		Capacity Units*				Actual Boom*	
	General Information	834		Kips			*	234	Feet
	Equipment Information	Actual Jib		Other Attachmen	its			Total	
	Documents	122	Feet	22			Feet	378	Feet
	Statements & Signatures	Maximum Freestanding Hei	ght*	Actual Counterwe	eight Configura	ation*		Transmission Type*	
		12.45	Feet	24	Min.(lbs) 34		Max.(lbs)	Hydraulic/Pneumatic	•
		Power*		Climbing Type*					
		Diesel	*	Internal & Exte	ernal		•		
ote:	The Cable D Cable Drum Information + Add Cable Drum	Drum Informati	on field is g	reyed-ou	ut and	can	inot be		er of Cable Drums: 🚺
		Cable Size		Measuring	Units			Action	Ū
		1000		Inches	5				
′ou hav	ve completed the	Complete Equ	ipment Info	ormation	n tab.	Con	tinue	to the next secti	on.



#### **Upload Documents**

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





p	Action		
	Click Choose File to upload	the Document Ty	pe selected.
	Upload Document		•
	Document Name*		
	ACRIS		
	Document Type*		
	ACRIS Report		•
	Document		
	Choose File No file chosen		
	Up	load Cancel	
	The Document pop-up win	dow displays.	
	Select the Document and a	lick Open.	
	© Open GO ♥ → « 13 Administration ▶ Training Team Tools ▶ Forms	PDF Documents to upload in filings	✓ 4y Search Forms PDF Documents
	Organize  New folder		l≡ <b>+</b> □
	Desktop     Name     Downloads     Recent Places     Flood Zone Restrictive Declaration	Date modified         Type           10/3/2017 4:35 PM         Adobe Acrobat D           8/30/2017 1:31 PM         Adobe Acrobat D	Size 155 KB 43 KB
	Change Managei D Notice to Proceed to Contractor	10/29/2018 11:13 Adobe Acrobat D 9/18/2017 9:29 AM Adobe Acrobat D	291 KB 257 KB
	Ibraries         Ibraries           Documents         Document	11/8/2018 2:00 PM Adobe Acrobat D 10/29/2018 11:11 Adobe Acrobat D	79 KB 475 KB
	<ul> <li>Music</li> <li>■ Pictures</li> <li>■ Videos</li> <li>™ Sketch</li> <li>■ Plan or Sketch</li> <li>™ PlansSketch</li> <li>™ Scaffold</li> </ul>	8/30/2017 10:56 AM Adobe Acrobat D 9/15/2017 12:25 PM Adobe Acrobat D 10/3/2017 4:34 PM Adobe Acrobat D	
	Shed ™ Computer Special Inspector bad upload	10/3/2017 4:32 PM Adobe Acrobat D 7/11/2017 12:35 PM Adobe Acrobat D	127 KB
	호 SSN 코 TR1 Design Applicant	10/29/2018 11:14 Adobe Acrobat D 8/30/2017 1:40 PM Adobe Acrobat D	636 KB
	TRI Progress Inspector TRI Special Inspector	8/30/2017 2:13 PM Adobe Acrobat D 8/30/2017 12:12 PM Adobe Acrobat D 10/29/2018 11:16 Adobe Acrobat D	789 KB 589 KB 74 KB
	File name: Manual	10/23/2010 11:10 Autobe Actional D	✓ Custom Files
			Open V Cancel
	The Document displays ne	xt to Choose File.	
	Click Upload.		
	Upload Document		
	Document Name*		
	ACRIS		
	Document Type*		
	ACRIS Report		<b>T</b>
	Document Choose File ACRIS REPORT.pdf		
	Choose Hier Achis Report.pdf		
	Uploa	d Cancel	



Step	Action
10	A Notification pop-up window displays with the message:
18.	Document has been uploaded.
	Click OK to continue.
	Notification ×
	Job filing has been saved.
	ок
Note:	The Document uploaded displays within the Document table.
	Click the edit ( 🕝 ) icon to update the Document information.
	Click the trash can ( 🔟 ) icon to delete the Document.
	Click the upload (📤) icon to replace the Document previously uploaded.
	Required Documents
	+ Add Document
	Document Name         Document Type         Document Status         Uploaded On         Actions           Test 2         ACRIS Report         Pending         02/04/2020
	Test Bill of Sale Pending 02/04/2020 🖈 🖒 🗎
10	At the top-left of the screen, click Save.
19.	
	Save Review and File
	CD00001694-A000001 Required Documents
	General Information + Add Document
	Equipment Information         Document Name           Documents         Test 2         ACRIS Report
	Statements & Signatures Bill of Sale
	A Notification pop-up window displays with the message:
20.	Job filing has been saved.
	Click OK to continue.
	Notification
	Job filing has been saved.
	ОК
You hav	ve 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		
21.	Click Statements & Sign	atures to display the Stateme	nts & Signatures section.
	💾 Save 📑 Review and File		
	CD00001652- R000001	Statements & Signatures	
	Equipment Information	As a condition of being granted a licer Administrative Code and Department ru	
	Documents Statements & Signatures	I have reviewed the information provio statement made to the Department is otherwise, either as a gratuity for prop license/registration and/or qualification	- - -
Note:			
	The statement applicabl	e to the stakeholder that's log	ged in highlights in blue.
	Statements & Signatures		
	Administrative Code and Department i I have reviewed the information prov statement made to the Department is otherwise, either as a gratuity for proy license/registration and/or qualificatio In the event of an accident that involv	rules, regulations, and directives governing how licensees/ reg ided in this application and, to the best of my knowledge : a misdemeanor and that it is also unlawful to give to a city perly performing the job or in exchange for special considera n. es my actions undertaken in connection with my license/regi	and belief, attest to its accuracy. I understand that falsification of any v employee, or for a city employee to accept, any benefit, monetary or tition. Such actions are punishable by imprisonment, fine and/or loss of stration and/or qualification, I understand that the Administrative Code
	I understand and agree that by perso	stigation and that failure to do so may result in immediate su: onally clicking on the box at left I am electronically signing re shall have the same validity and effect as a signature affixe-	this application and expressing my agreement with all of its terms. I
	Name		Date
OWNER			



Step	Action	
22.		Record - Owner's Statement checkbox to electronically attest. eld's auto-populate by the system.
	Statements & Signatures	
	Applicant of Record - Owner's Statement*	
		ense/registration and/or qualification from the New York City Department of Buildings. I attest that I comply with all New York City rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.
	statement made to the Department i	Aded in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any s 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 perly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of in.
		ves my actions undertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code estigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.
		onally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I are shall have the same validity and effect as a signature affixed by hand.
	Name	Date
	JOE ADAM (Electronically Signed)	02/24/2020
23.	At the top-left of the so Save Review and File CD00001652- R000001 General Information Equipment Information Documents Statements & Signatures	Statements & Signatures Applicant of Record - Owner's Statement As a condition of being granted a l Administrative Code and Departmen I have reviewed the information pr statement made to the Departmen otherwise, either as a gratuity for p license/registration and/or qualifica
24.		window displays with the message:
	Job filing has been sav	ed.
	Click OK to continue.	
	Notification Job filing has been save	к. СК
You hav	ve completed the Statem	nent & 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.
25.	At the bottom-right of the screen, click <b>Pay Now</b> .



Step	Action
26.	The <b>Payment Confirmation</b> 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: Are you sure you want to make a payment now for <b>\$200.00</b> ? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click <b>Yes</b> , to proceed. Payment Confirmation
	Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for <b>\$200.00</b> ? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Yes No
27.	The page is redirected to NYC City Pay. Pay the application fees via eCheck or Credit Card by selecting the applicable tab.           Enter Payment Details       1. Select Items       2. Enter Payment       3. Review and Pay         Item Total:       \$200.00         Service Free:       \$200.00         C & D. CO RENEWAL       Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.         C & D. CO RENEWAL       Credit and debit card payment amount. This fee is nonrefundable.         Billing Information       H you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.         First Name *       Last Name *         Last Name *       Last Name *         Country *       Unted States



Step	Action
28.	The <b>Notification</b> pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information.
	Click OK to proceed.          Notification       ×         Payment has been processed. A receipt will be sent by email. Select History for more information.         OK
	You have completed the <b>Pay Fees</b> section. Continue to the next section.



## **Complete Review and File**

Step	Action
29.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
30.	The Application Preview displays.
50.	Click Next to read and progress through the Application Preview to the final page.
	Application Preview
	DOB NOW BUTLD
	Application Highlights Job Number CD00001652-R000001
	Registration Type     Renewal       Crane Type     Tower Crane
	Crane Device Number CD00001652 Device Status Approved for Use
	Current Filing Status Pre-filing
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct
	the errors, re-attest, and Review and File again.
31.	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



Step	Action
32.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.
	Name Date 09/20/2019 (Electronically Signed)
33.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification
Note:	Sent with the status of the review.         OK       View Filing         The Status Bar updates to the next stage in the job filing process.         Pre-filing       Pending QA Admin Review         Accepted
You hav	ve completed CD Number Renewal: Step-by-Step Guide.



# **Tower Crane CD: Add Interchangeable Components**

Complete the following steps to add Interchangeable Components to a CD within the application:

Step	Action
APPLI	CANT OF RECORD
1.	Hover the cursor over <b>+Crane Device,</b> then <b>Interchangeable Components</b> and select and Register New from the drop-down list.
	A + Prototype + Crane Device ← Crane Notice + Onsite Waiver + Master Rigger Notifi
	All Crane Types           Prototypes         Crane           Register Crane Device         /Disassembly Details
	All Tower Crar Amendment ile Crane Mast Climber De
	Job Number V R Mobile Crane V Filing Status
	Filter Fi CD3 Application Filter
	CD00001672 Net Tower Crane 2 er Crane 3
	CD00001672 Net Register New Register New
	CD00001671 Sub & N Mast Climber, Derrick Components Amendment
	CD00001668- Rec Provide Updated Device Documents Disengage Only
	X000001 Cor Self Erecting Tower Crane, Supervisor Review Mobile Crane, Dedicated Pile Driver
	CD00001669 Nev Pre-filing Submit Inspection Dates & Mag Reports
2.	A Register Interchangeable Components pop-up window displays.
	Enter the <b>Crane Device Number</b> .
	Register Interchangeable Components
	Crane Device Number*
	Enter Device number e.g. CD00000380
	Submit Cancel



Step	Action
3.	Click <b>Submit</b> to proceed.
	Register Interchangeable Components
	Crane Device Number* CD00001661
	Submit Cancel
Note:	The page refreshes and displays the General Information section.
	The Filing Information, Crane Notice Phase-Jump Information and Applicant of Record - Owner Information displayed is auto-populated and greyed-out or read only.
	DOB     Weldome_JDC & ADAM AICCETED Submit Filings, Payments, and Requests to the NYC Department of Buildings       Need Help? Sign Out
	General Information
	Filing Information     Crane Type*       Registration Type*     Crane Type*       Register Interchangeable Components     Tower Crane
	Prototype Number*     Manufacturer*     Model (Month/Year)*       CP00001795     fdkffkdl     05/2019
4.	If applicable, click + Add Representative to add Filing Representative.
	Filing Representative Information
	+ Add Representative
	First Name Last Name Email



Step	Action		
5.	The Filing Representative Details pop-up window displays.		
	Type the <b>Email</b> and then select the Email Address from the blue drop-down.		
	Filing Representative Details		
	Email* Last Name First Name		
	APPLEROME16@GMAIL.COM     Business Address     City		
	State Zip Code Country		
	Select: •		
	Business Telephone Mobile Telephone		
	Save Cancel		
6.	Click Save.		
	Business Telephone		
	(458) 466-4485		
	Save Save		
Note:	The Filing Representative added displays within the Filing Representative information table.		
	Click the edit ( ${old C}$ ) icon to update the information.		
	Click the trash can ( 👜 ) icon to delete the Filing Representative.		
	Filing Representative Information		
	+ Add Representative		
	First Name         Last Name         Email         Business Name         Business Telephone         Action           APPLE         ROME         APPLEROME16@GMAIL.COM         ROME LLC         (458) 466-4485         Image: Comparison of the comparison o		



Step	Action
7.	At the top-left of the screen, click <b>Save</b> .
	Reversion of the second
	General Information
	General Information     Filing Information       Crane Notice Type*     Crane Notice
	Crane Notice
8.	A Notification pop-up window displays with the message (sample):
	Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving:
	• CD00001661
	Click Save to continue.
	Notification
	Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving:  • CD00001661
	Save Cancel
9.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click <b>OK</b> to continue.
	Notification
	Job filing has been saved.
	ОК

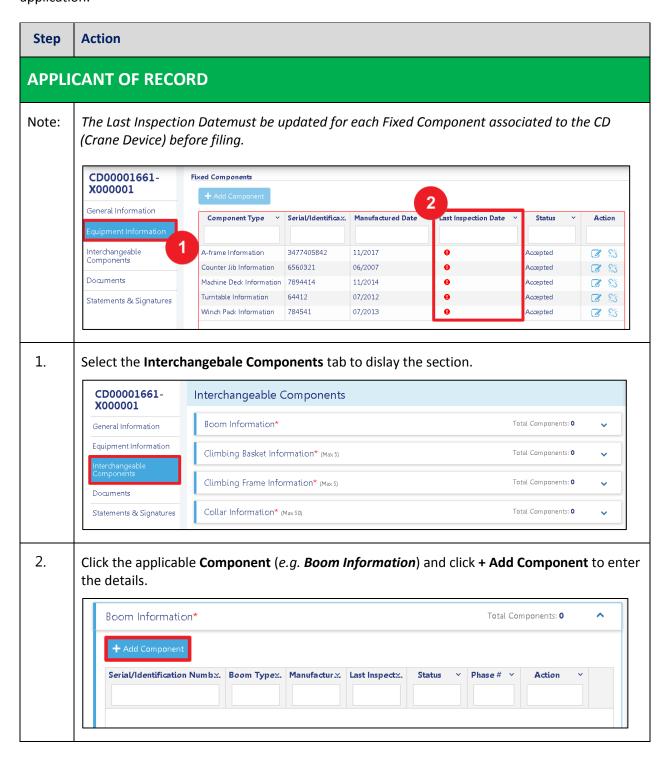


Step	Action				
Note:	The page refreshes and displays the additional items:				
	1. Status Bar				
	2. Review and File				
	3. CD Filing Number – with Interchangeable Components Application Number				
1	4. Additional Tabs: Equipment Information, Interchangeable Components, Do	ocuments			
	and Statements & Signatures				
	5. <b>Application Information</b> : Application Highlights, View Filing, History and Fe	?e			
	DOB NOW         Welcome_JOE ADAM ADDETESTIGEMENLOW           Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help? Sign Out				
	Pre-filing Pending Inspection Supervisor Review Accepted	Cashboard			
	2 CD00001661- General Information	Application Highlights			
	X000001 3 General Information				
	Equipment Information         Register Interchangeable Components ▼         Crane Type*	View Filing			
	Interchangeable A Prototype Number* Manufacturer* Model (Month/Year)*	<b>D</b> History			
	CP00001795 🚯 fdkiřkdi 05/2019 🗃				
	Statements & Signatures         ARbdbdk	\$0.00 Pay Now			
	You have begun the process for <b>Adding Interchangeable Components</b> .				
	Continue to the next section.				



#### **Complete Interchangeable Components Tab**

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





Step	Action				
3.	An Interhcangeable Comonents – Boom Information pop-upwindow displays. Add the Components by eithe r: 1. Add New Component: Manually entering the details				
	2. Inventory of Components: Select from the avaibable disengaged Components Interchangeable Components - Boom Information				
	Add New Component Inventory of Components				
	Component Information*       Boom Information     1       Serial/Identification Number*     3477403774       Manufactured Date*     Last Inspection Date*				
	What type of Boom Section is * Boom Section Length* Select Boom Type:  Add Cancel				
4.	Click +Add to save the Component details.				
5.	A Notification pop-up window displays with the message: Component has been added. Click <b>OK</b> to close the notification. Notification × Component has been added.				



Step	Action			
Note:	The <b>Component</b> added displays in the Boom Information table.			
	Click the <b>edit</b> ( 🕝 ) icon to edit the details.			
	Click the <b>trash</b> ( $^{ar{ extsf{m}}}$ ) icon to delete the information added.			
	Boom Information* Total Components: 1 🕝			
	Type:ArticulatingTotal/Max:1/30			
	+ Add Component			
	Serial/Identification Numbx. Boom Typex. Manufactur.x. Last Inspectx. Status v Phase # v Action v			
	3477403774 Articulating 07/2019 01/14/2020 Pre-filing P1-J1			
Note:	Repeat Steps 1 to 5 of the Complete Ineterchangebale Components tab section to add additional components.			
6.	At the top-left of the screen, click <b>Save</b> .			
	<b>O O</b>			
	Pre-filing Pending QA Assignment Pending QA Admin Review			
	CN00022210			
	<b>CN00023319</b> Assign Crane Device to Crane Notice			
7.	A Notification pop-up window displays with the message:			
	Job filing has been saved. Click <b>OK</b> to proceed.			
	Notification ×			
	Job filing has been saved.			
	OK			
Y	ou have completed the <b>Complete Interchangeable Components tab</b> Step-by-Step Guide.			



## **Upload Documents**

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

Step	Action			
1.	Click <b>Documents</b> to display the Documents section.			
	CD00001661- X000001	Required Documents		
	General Information	+ Add Document		
	Equipment Information	Document Name		
	Interchangeable Components			
	Documents			
	Statements & Signatures			
2.	Click <b>+Add Document</b> .			
	Documents			
	+ Add Document Document Name			
3.	The Upload Document	pop-up window displays.		
	Type the Document Na			
	Select the <b>Document T</b> y list.	<b>ype</b> ( <i>e.g., 5 Year History Report</i> ) from the Document Type drop-down		
	Upload Document			
	Document Name*			
	Document Type*			
	Select: Document			
	Choose File No file chosen			
	Upic	ad Cancel		



4.       Click Choose File to upload the Document Type selected.         Document Type*       S. Year History Report         S.       The Document pop-up window displays.         Select the Document and click Open.         With the top of the to	Step	Action					
S-ver History Report         Comment         Comment         Comment         Solution         Set the Document pop-up window displays.         Set the Document and click Open.         Image: Set the Document displays next to Choose File.         Click Upload.         Image: Set the	4.	Click <b>Choose File</b> to upload the D	ocument Type	e selecte	ed.		
5. The Document pop-up window displays. Sector the Document and click Open. <b>Window displays is a sector form PDP to meet the form PDP to meet the plane of first provide the f</b>					•		
Choose File to file chose         5.       The Document pop-up window displays.         Select the Document and click Open.         Image: I							
Select the Document and click Open.         Image: Select the Document displays next to Choose File.         Comment Click Upload.         Image: Select the Select th							
Select the Document and click Open.         Image: Select the Document displays next to Choose File.         Comment Click Upload.         Image: Select the Select th	5	The Document pop-up window d	lisplays				
6.       The Document displays next to Choose File.         Click Upload.         Document         Document         Status	5.						
6. The Document displays next to Choose File. Click Upload. Click Upload. Click Upload.						X	
6.       The Document displays next to Choose File.         Click Upload.         Document       0/0/2012 319 ML Adde Archat D		• •	PDF Documents to upload in filir	ngs	✓ <sup>4</sup> → Search Form		
6.       The Document displays next to Choose File.         Click Upload.       5% or History Report, pdf		Desktop Name				8== 🕶 🛄 🕑	
6.       The Document displays next to Choose File.         Click Upload.       5 Year History Report.pdf		Recent Places					
6.       The Document displays next to Choose File.         Click Upload.         Decument         File name         Maria         Physical Exam         10/29/083 1114         Adobe Acrobat D         39 18         Staffid         10/2007 43 PM         Adobe Acrobat D         10/2007 13 PM         Adobe Acrobat D         10/2007 13 PM         Adobe Acrobat D         10/2007 13 PM         Adobe Acrobat D         10/2008 1116         Adobe Acrobat D         10/2008 1116         Adobe Acrobat D         10/2008 1116         Adobe Acrobat D         1							
6.       The Document displays next to Choose File.         Click Upload.         Document         Computer							
6.       The Document displays next to Choose File.         Click Upload.         Document         Choose File							
6.       The Document displays next to Choose File.         Click Upload.         Document         Choose File							
6.       The Document displays next to Choose File.         Click Upload.         Document         Conser File							
6.       The Document displays next to Choose File.         Click Upload.       Conser File							
6.       The Document displays next to Choose File.         Click Upload.       Click Upload							
6. The Document displays next to Choose File. Click Upload.							
6. The Document displays next to Choose File. Click Upload.							
6. The Document displays next to Choose File. Click Upload. Document Choose File S Year History Report.pdf							
6. The Document displays next to Choose File. Click Upload. Document							
6.       The Document displays next to Choose File.         Click Upload.         Document         Choose File         5 Year History Report.pdf							
6. The Document displays next to Choose File. Click Upload.							
6. The Document displays next to Choose File. Click Upload.							
Click Upload.		Manual					
Click Upload.							
Document Choose File 5 Year History Report.pdf	6.		hoose File.				
Choose File 5 Year History Report.pdf		Click Upload.					
			1				
Upload Cancel		choose his a real history report put	1				
Upload Cancel							
		Upload	Cancel				



Step	Action					
7.	A <b>Notification</b> pop-up window displays with the message: Document has been uploaded.					
	Click <b>OK</b> to continue.					
	Notification		×			
	Document has been u	bobola				
	Document has been t	ipioaded.				
		ОК				
Note	The Desume ant unless	led diaster with in the	Decument table			
Note:	The Document upload	led displays within the	Document table.			
	Click the edit ( 🕜 ) ico	n to update the Docur	nent information			
	Click the trash can ( 💷	) icon to delete the Do	ocument.			
	Click the upload ( $\stackrel{(a)}{=}$ ) icon to replace the Document previously uploaded.					
	Required Documents					
	+ Add Document					
	Document Name	Document Type	Document Status	Uploaded On	Actions	
	Third - party Inspection Report Mag Report	Third-party Inspection Report Mag Report	Pending Pending	02/10/2020		
	5 year History Report	5-Year History Report	Pending	02/10/2020		
8.	At the top-left of the	screen, click <b>Save</b> .				
	DOB NOW					
	Submit Filings, Pa	yments, and Requests to	o the NYC Departi	nent of Buildir	igs	
	Pre-filing		Pending Inspection	Supervisor Review		
	🂾 Save 📑 Review and	l File				



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



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

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

Step	Action					
APPLI	APPLICANT OF RECORD					
1.	Click <b>Statements &amp; Signatures</b> to display the Statements & Signatures section.					
	CD00001657     Statements & Signatures					
	General Information     Applicant of Record - Owner's Statement*       Equipment Information     As a condition of being granted a license/registration and/or qu					
	Documents       Administrative Code and Department rules, regulations, and directiv         Statements & Signatures       I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special					
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					
2.	Click the <b>Applicant's Statement</b> checkbox to electronically attest.					
	The Name and Date field's auto-populate by the system.					
	Name     Date       JOE ADAM     09/19/2019       (Electronically Signed)     09/19/2019					



Step	Action		
3.	At the top-left of the screen, click <b>Save</b> .		
	Review and File		
	CD00001657	Statements & Signatures	
	General Information Equipment Information Documents Statements & Signatures	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw	
		gratuity for properly performing the job or in exchange for special	
4.		ndow displays with the message:	
	Job filing has been saved.		
	Click <b>OK</b> to continue.		
	Notification	×	
	Job filing has been saved.		
		ОК	
	You have co	ompleted the Statement & Signatures section.	
		Continue to the next section.	



## **Complete Review and File**

Step	Action
APPLI	CANT OF RECORD
1.	At the top-left of the screen, click <b>Review and File</b> .
	DOB NOW Submit Filings, Payments, and Requests t
	Save Review and File
2.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview « Previous Next » Q.Zoom Q.Zoom 100% • Page: 1 / 6
	DOB NOW BUILD
	Application Highlights Job Number CD00001713-X000001
	Registration Type         Register Interchangeable Components           Crane Type         Tower Crane
	Prototype Number CP00001880 Crane Device Number CD00001713
	Device Status Registered - not approved for installation
	Crane Notice Number         CN00034820           Phase-Jump Number         P1-J1
	Current Filing Status Pre-filing
Note:	If errors are discovered when Review and File is selected, click <b>Return to Filing View</b> , correct
	the errors, re-attest, and Review and File again.
	File C Return to Filing View

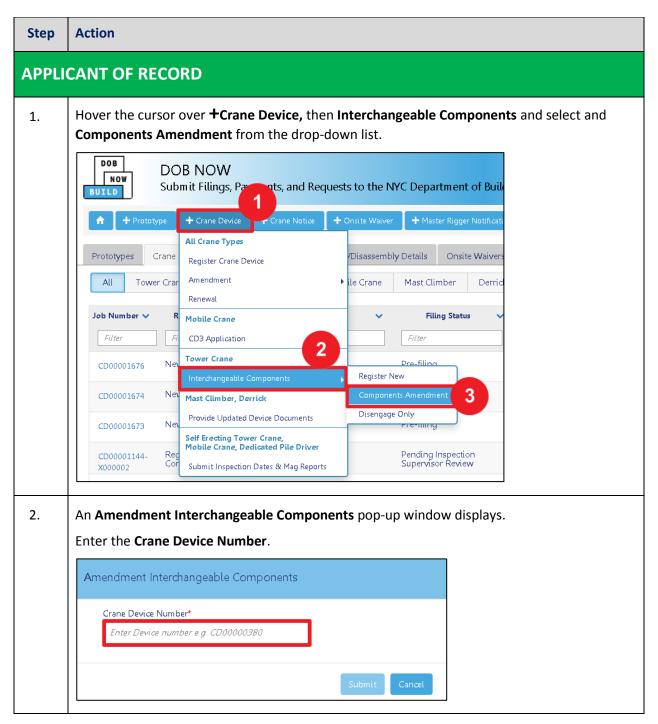


Step	Action
3.	On the final page, click the checkbox to attest reviewing the application.
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) C Return to Filing View
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification X Job filing has been submitted. An email notification will be sent with the status of the review.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending Inspections</b> Supervisor Review).
Υοι	have completed Tower Crane CD: Add Interchangeable Components Step-by-Step Guide. Continue to Tower Crane CN: Tag Crane Device section.



## **Tower Crane CD: Amend Interchangeable Components**

Complete the following steps to add Interchangeable Components to a CD within the application:





Step	Action
3.	Click <b>Submit</b> to proceed.
	Amendment Interchangeable Components
	Crane Device Number* CD00001661
	Submit
Note:	The page refreshes and displays the General Information section.
	The Filing Information, Crane Notice Phase-Jump Information and Applicant of Record - Owner Information displayed is auto-populated and greyed-out or read only.
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome, JOE ADAM AJOFEST@GMAL.COM Need Help? Sign Out
	General Information
	Filing Information       Registration Type*     Crane Type*       Amendment Interchangeable compon ▼     Tower Crane
	Prototype Number* Manufacturer* Model (Month/Vear)* CP00001795  Model*
4.	If applicable, click + Add Representative to add Filing Representative.
	Filing Representative Information         + Add Representative         First Name       Last Name         Email



Step	Action
5.	The Filing Representative Details pop-up window displays.
	Type the <b>Email</b> and then select the Email Address from the blue drop-down.
	Filing Representative Details
	Email* Last Name First Name
	APPLEROME16@GMAIL.COM Business Address City
	State     Zip Code     Country
	Select: •
	Business Telephone Mobile Telephone
	Save Cancel
6.	Click Save.
	Business Telephone
	(458) 466-4485
	Save Save
Note:	The Filing Representative added displays within the Filing Representative information table.
	Click the edit ( 🕼 ) icon to update the information.
	Click the trash can ( $^{ar{ extsf{u}}}$ ) icon to delete the Filing Representative.
	Filing Representative Information
	+ Add Representative
	First Name         Last Name         Email         Business Name         Business Telephone         Action
	APPLE ROME APPLEROME16@GMAIL.COM ROME LLC (458) 466-4485



Step	Action
7.	At the top-left of the screen, click <b>Save</b> .
	H Save
	General Information
	General Information Filing Information Crane Notice Type*
	Crane Notice
8.	A <b>Notification</b> pop-up window displays with the message (sample):
0.	Are you sure you want to continue with register Interchangeable components on following
	tower crane device number. Please verify before saving:
	CD00001661 Click Save to continue.
	Notification
	Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving: • CD00001661
	Save Cancel
9.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click <b>OK</b> to continue.
	Notification
	Job filing has been saved.
	ΟΚ



Step	Action	
Note:	The page refreshes and displays the additional items:	
	6. Status Bar	
	7. Review and File	
	8. CD Filing Number – with Interchangeable Components Application Numbe	er
	9. Additional Tabs: Equipment Information, Interchangeable Components, D	ocuments
	and Statements & Signatures	500
	10. <b>Application Information</b> : Application Highlights, View Filing, History and I	-ee
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings	Welcome, JOE ADAM AJOETEST@GMAIL.COM Need Help? Sign Out
	Pre-filing Pending Inspection Supervisor Review Accepted	
	Save Review and File	Dashboard
	CD00001661- X000001 3	5 Application Highlights
	General Information Registration Type* Crane Type*	View
	Equipment Information Register Interchangeable Components  Tower Crane	Filing
	Interchangeable 4 Prototype Number* Manufacturer* Model (Month/Year)*	History
	CP00001795         fdklfkdl         05/2019           Documents         Model*	
	Statements & Signatures ARbdbdk	\$0.00 Pay Now
	You have begun the process for <b>Adding Interchangeable Components</b> .	
	Continue to the next section.	



#### **Complete Interchangeable Components Tab**

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

Step	Action							
APPLI	CANT OF RECORD							
1.	Select the Interchang	ebale Compo	nents tab t	o dislay th	e section.			
	CD00001661- X000001	erchangeable C	omponents					
	General Information	oom Information*				Total Co	mponents: 0	~
		Climbing Basket Infor	mation* (Max 5)			Total Co	mponents: 0	~
	Interchangeable Components	Climbing Frame Inform	nation* (Max 5)			Total Co	mponents: 0	~
		Collar Information* (м	ax 50)			Total Co	mponents: <b>0</b>	~
2.	Click the applicable <b>C</b> the Last Inspection D	-	g. <b>Boom Ir</b>	formation	) and click	the <b>edit</b> (	🗷 ) icon	to enter
	Boom Information*					Total Cor	nponents: <b>1</b>	☑ ~
		Articulating L / 30						
	Serial/Identification Num	bx. Boom Typex.	Manufactur.x.	Last Inspect <sup>×</sup> .	Status Y	Phase # Y	Action	~
	3477403774	Articulating	07/2019	01/14/2020	Pre-filing	P1-J1	7	
								]



Step	Action
3.	A Notification pop-up window displays with the message: Component has been added. Click <b>OK</b> to close the notification.
	Notification     ×       Component has been added.     OK
Note:	The <b>Component</b> added displays in the Boom Information table. Click the <b>edit</b> ( ) icon to edit the details. Click the <b>trash</b> () icon to delete the information added. Boom Information*
	Type:       Articulating         Total/Max:       1 / 30         + Add Component       Serial/Identification Numb.x. Boom Typex. Manufactur.x. Last Inspectx. Status × Phase # × Action ×
	3477403774 Articulating 07/2019 01/14/2020 Pre-filing P1-J1
Note:	Repeat Steps 1 to 5 of the Complete Ineterchangebale Components tab section to add Inspction Date details.
4.	At the top-left of the screen, click Save.
	CN00023319 Assign Crane Device to Crane Notice



Step	Action
5.	A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to proceed.
	Notification × Job filing has been saved.
	OK
You ł	nave completed the <b>Complete Amend Interchangeable Components tab</b> Step-by-Step Guide.



### **Upload Documents**

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

Step	Action				
1.	Click <b>Documents</b> to display the Documents section.				
	CD00001661- X000001	Required Documents			
	General Information	+ Add Document			
	Equipment Information	Document Name			
	Interchangeable Components				
	Documents				
	Statements & Signatures				
2.	Click <b>+Add Document</b> .				
	Documents				
	+ Add Document				
3.	The Upload Document	pop-up window displays.			
	Type the Document Na				
	Select the <b>Document T</b> y list.	<b>ype</b> ( <i>e.g., 5 Year History Report)</i> from the Document Type drop-down			
	Upload Document				
	Document Name*				
	Document Type*				
	Select: Document				
	Choose File No file chosen				
	Upic	ad Cancet			



<ul> <li>4. Click Choose File to upload the Document Type selected.</li> <li>Document Type* <ul> <li>5-Year History Report</li> <li>Document</li> <li>Choose File No file chosen</li> </ul> </li> <li>5. The Document pop-up window displays.</li> </ul>	
5-Year History Report         Document         Choose File         No file chosen	
Document Choose File No file chosen	
Choose File No file chosen	
5. The Document pop-up window displays.	
5. The Document pop up white with a spiritys.	
Select the Document and click <b>Open</b> .	
	X
Compared and the second s	
Desktop Name Date modified Type Size	
Secent Places Flood Zone Restrictive Declaration 8/30/2017 1:31 PM Adobe Acrobat D 43 KB	
Change Manage D D 10/29/2018 11:13 Adobe Acrobat D 291 KB Notice to Proceed to Contractor 9/18/2017 9:29 AM Adobe Acrobat D 257 KB	
📜 Libraries De49 Supporting Document 11/8/2018 2:00 PM Adobe Acrobat D 79 KB	
Documents 🔁 Physical Exam 10/29/2018 11:11 Adobe Acrobat D 475 KB	
Music     Table 1	
Service Pictures Pictures Pictures 9/15/2017 12:25 PM Adobe Acrobat D 339 KB	
Videos Scaffold 10/3/2017 4:34 PM Adobe Acrobat D 190 KB	
2 Shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB	
Computer Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB	
TO SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB	
TRI Design Applicant 8/30/2017 1:40 PM Adobe Acrobat D 636 KB	
TRI Progress Inspector 8/30/2017 2:13 PM Adobe Acrobat D 789 KB	
TRI Special Inspector         8/30/2017 12:12 PM         Adobe Acrobat D         589 KB           TV Visual         10/29/2018 11:16         Adobe Acrobat D         74 KB	
- Visual 10/29/2018 11:16 Adobe Acrobat D 74 KB	
File name: Manual Custom Files	Cancel
C The Desument displays next to Chasse File	
6. The Document displays next to Choose File.	
Click Upload.	
Document Choose File 5 Year History Report.pdf	
Upload Cancel	



Step	Action	
7.	A Notification pop-up window displays with the message:	
	Document has been uploaded.	
	Click <b>OK</b> to continue.	
	Notification ×	
	Document has been uploaded.	
	ОК	
Note:	The Document uploaded displays within the Document table.	
	Click the edit ( $\square$ ) 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         1         C	
8.	At the top-left of the screen, click <b>Save</b> .	
0.		
	DOB NOW	
	Submit Filings, Payments, and Requests to the NYC Department of Buildings	
	Pre-filing Pending Inspection Supervisor Review	
	🍽 Save 🖺 Review and File	



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

Click Statements & Signatu	<b>ures</b> to display the Statements & Signatures section.	
Save Review and File		
CD00001657	Statements & Signatures	
	Applicant of Record - Owner's Statement*	
Documents	As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv	
Statements & Signatures	I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special	
The statement applicable to	o the stakeholder that's logged in highlights in blue.	
Statements & Signatures		
Applicant's Statement*		
Administrative Code and Department rules, r I have reviewed the information provided in made to the Department is a misdemeanor a a gratuity for properly performing the job or qualification.	registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement 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 r in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or vactions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code	
requires that I cooperate with any investigati	on and that failure to do so may result in immediate suspension, revocation or other disciplinary action. licking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand rame validity and effect as a signature affixed by hand.	
Name	Date	
CANT OF RECORD		
Click the Applicant's Stater	ment 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 un 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	
	Review and File      CD000001657      General Information      Equipment Information      Documents      Statements & Signatures      The statement applicable t      Statements & Signatures      The statement*      As a condition of being granted a license/     Administrative Code and Department rules,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      I have reviewed the information provided in     made to the Department vies,      Name      Distance      Xame     JOE ADAM	



Step	Action	
3.	At the top-left of the scre	en, click <b>Save</b> .
	Save Review and File	
	CD00001657	Statements & Signatures
	General Information Equipment Information Documents Statements & Signatures	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special
4.		ndow displays with the message:
	Job filing has been saved. Click <b>OK</b> to continue.	
	Notification Job filing has been saved.	OK
	You have co	ompleted 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 <b>Pay Now</b> .
2.	The <b>Payment Confirmation</b> pop-up window displays with the message: Are you sure you want to make a payment now for <b>\$100.00?</b> 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 <b>Yes</b> , to proceed. Payment Confirmation Are you sure you want to make a payment now for <b>\$100.00</b> ? 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. Light the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment.



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. I. Select Items 2. Enter Payment 3. Review and Pay Review 1. Select Items 2. Enter Payment 3. Review and Pay	
	Payment Amount:       \$2,000.00         C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype       To pay by electronic check, you will need your checking account and routing number. There is no additional fee.	
	Billing Information       First Name *       Last Name *       Country *       United States	
4.	The Notification pop-up window displays on the DOB NOW page with the message: Payment processed successfully. Click OK to proceed. Notification Payment processed successfully.	
You have completed the <b>Pay Fees</b> section. Continue to the next section.		



#### **Complete Review and File**

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

Step	Action		
APPLI	CANT OF RECORD		
1.	At the top-left of the screen, click <b>Review and File</b> .		
	DOB NOW Submit Filings, Payments, and Requests t		
	Save Review and File		
2.	The <b>Application Preview</b> displays.		
	Click <b>Next</b> to read and progress through the Application Preview to the final page.		
	Application Preview		
	DOB NOW BUILD		
	Application Highlights		
	Job Number CD00001713-X000002		
	Registration Type     Amendment Interchangeable Components       Crane Type     Tower Crane		
	Prototype Number CP00001860 Crane Device Number CD00001713		
	Device Status Approved for Use		
	Crane Notice Number         CN00034820           Phase-Jump Number         P2-J1		
	Current Filing Status Pre-filing		
Note:	If errors are discovered when Review and File is selected, click <b>Return to Filing View</b> , correct		
	the errors, re-attest, and Review and File again.		
	File C Return to Filing View		



Step	Action		
3.	On the final page, click the checkbox to attest reviewing the application.		
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) C Return to Filing View		
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification X Job filing has been submitted. An email notification will be sent with the status of the review.		
Note:	The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending Inspections</b> Supervisor Review).		
Υοι	You have completed Tower Crane CD: Add Interchangeable Components Step-by-Step Guide. Continue to Tower Crane CN: Tag Crane Device section.		



## **Print On-Site Certificate: From the Dashboard**

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

Step	Action			
1.	From the Dashboard, select the Crane Notices tab.			
	+ Prototype     + Crane Device     + Master Rigger Notification     + AHV Permits			
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work P			
	All         Tower Crane         Self Erecting Tower Crane         Mobile Crane         Mast Climber         Derrick			
2.	Locate the Crane Notice application. Under the <b>Actions</b> column drop-down list, click the <b>Print Certificate</b> on the application.			
	Crane Device + Crane Notice + Master Rigger Notification + AHV Permits     Erane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search			
	Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver			
	lotice Type     Filling Type     Filling Status     Crane Notice Status     Address     Crane Type     Actions       iter     Filter     Filter     Filter     Filter     Filter     Filter			
	Crane Notice     New     Approved     CN Application - Approved     280 BROADWAY     Mobile Crane     Select Action:       Crane Notice     New     Approved     CN Application Approved - Register Interchangeable     90 BROAD     Tower Crane     Select Action:			
	Date Holice         New         Approved         Chipping         Description         Accepted         Stream         Accepted         Accepted			
	Crane Notice New Approved Expired 280 BROADWAY Dedicated Pile Driver Select Action: •			
3.	Ensure that your pop-up blocker is turned-off.			
	The Cranes & Derricks Certificate of Operation opens in a second tab.			
	DOB NOW × S mstwva-dobcrm03.buildings.nyc × +			
	← → C ① Not secure   mstwva-dobcrm03.buildings.nycnet:8085/Cranes/app/PrintPermits/CDPrintPermit.html?permit			
	Buildings			
	CRANES & DERRICKS			



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 <b>Open</b> .		
6.	<text></text>		
	You have completed the <b>On-Site Certificate: From the Dashboard</b> Step-by-Step Guide.		



# **Print On-Site Certificate: From within the Application**

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

Step	Action		
1.	From the Dashboard, select the Crane Notices tab.		
	+ Prototype + Crane Device + Crane Notice + Master Rigger Notification + AHV Permits		
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work P		
	All         Tower Crane         Self Erecting Tower Crane         Mobile Crane         Mast Climber         Derrick		
2.	Locate the Crane Device application.		
	Double-click the application.		
	All         Tower Crane         Self Erecting Tower Crane         Mobile Crane         Mast Climber         Derrick		
	Job Number 🗸 Notice Type 🗸 Filing Type 🗸 Filing Status 🗸		
	Filter     Filter     Filter     Filter		
	CN00023319 Crane Notice New Approved CN Applica		
3.	The <b>Crane Notice Information</b> pop-up window displays with the message:		
5.	Job Number: CN00023319		
	Filing Type: Crane Notice		
	Crane Type: Tower Crane		
	Click <b>OK</b> to proceed.		
	Crane Notice Information		
	Job Number: CN00023319 Filing Type: Crane Notice		
	Crane Type: Mobile Crane		
	OK Cancel		



Step	Action
4.	The Crane Device application displays. On the bottom-right, click <b>Print Certificate</b> .
	PE Review in Process Approved The Notify DOB The Notify
	Crane Type* Crane Type* Mobile Crane Borough* Borough* MANHATTAN Crane Type* Manhattan Crane Type* New Filing New Filing New Pay Now Pay Now
	BIN* 1079215 Print Certificate
5.	Ensure that your pop-up blocker is turned-off. The <b>On-Site Certificate</b> opens in a second tab. Image: DOB NOW       X       Image: mstwva-dobcrm03.buildings.nyc       X       +         Image: How Structure And
	CRANES & DERRICKS
6.	From the bottom of the page click <b>Print to PDF</b> .
	Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.           Print To PDF



Step	Action		
7.	The internet browser downloads the certificate. Click the file arrow and select <b>Open</b> .		
8.			
You	You have completed the On-Site Certificate: From within the Application Step-by-Step Guide.		