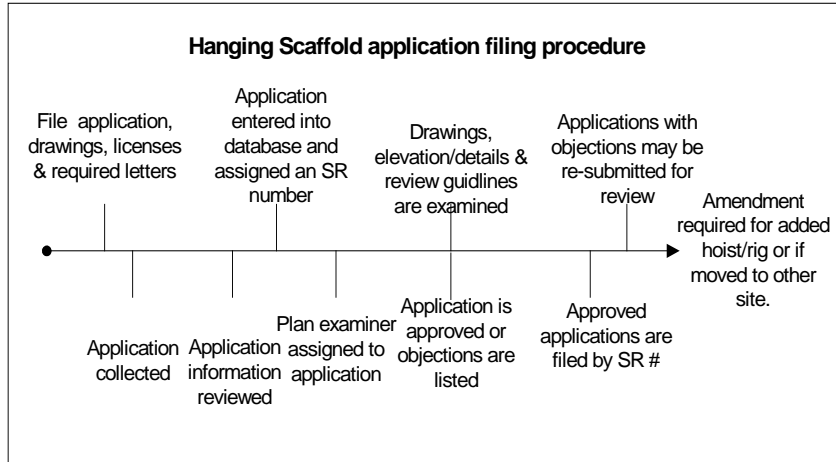


About Hanging Scaffolds

All hanging scaffolds must be in compliance with the **Building Code of the City of New York**. Only a licensed rigger (master or special) or expeditor may apply for a hanging scaffold permit. The applicant or designated supervisor (listed on the application) must be on the hanging scaffold during working hours. The designee must have the tear-off from the rigger's license and a Designated Rigging Foreman License. Only people with a Certificate of Fitness are allowed on the hanging scaffold and must be employed by the company listed on the application form. A copy of the approved drawings must be on-site during operation of a rig or hoist.



Hanging Scaffold Application Procedures

Note: The Building Code of the City of New York requires that a special rigger may only hoist or lower items less than 1200 lbs. (Section 26-174 (b)).

A. BEFORE FILING AN APPLICATION

- **Before you file a Hanging Scaffold application, follow these simple steps to save time and effort.**
- 1) Go to the Buildings Department website: www.NYC.gov/buildings. Under the left heading "Forms" – click on Cranes & Derricks and download the CD-5 application.
- 2) Complete the CD-5 application accurately. Errors can delay data entry and approval.
 - The application must be typewritten.
 - List the full name of the assigned supervisor in Section 6.
 - Attach a sketch of the equipment such as pipe staging and outrigger beams.
 - Owner or managing agent information must be current, accurate and complete.
 - Drawings written in pencil will not be accepted.
 - Licensed rigger's signature required.
- 3) Make Sure Licenses and insurance are current:
 - All licenses and insurance must be current with the Department's Licensing Unit.
 - General liability, Workers' Compensation, disability insurance and the rigger's license expiration date must expire after the expected start date.
 - If any of the above expires within four (4) weeks of the expected start date, the application will not be reviewed.
 - The permit will expire on the expiration date of the insurance or rigger's license, whichever comes first.

- For more information, contact the Licensing Unit at (212) 566-4100.
- 4) Filing Representative Information (Section 2) and the Filing Representative's Last Name in the upper right-hand corner **MUST** be filled out. Applications will only be returned to the Filing Representative of record.

Note: Falsification of any statement is a misdemeanor under Section 26-124 of the Administrative Code and is punishable by a fine, imprisonment or both.

B. HOW TO FILE A NEW APPLICATION

- **To file a new application, the Applicant or Expediter should:**
- 1) Stamp all pages with the "Date Received" stamp provided in the Cranes & Derricks Office at 280 Broadway, 5th Floor. The date should be stamped in the box provided in Section 5 of the CD-5 form.
- 2) File the application in the box marked "**Scaffold Permit Drop Off**" at the Cranes & Derricks Office.

Note: The application will be assigned a filing number (SRXX-XXXX) and must be reviewed by a plan examiner.

The following is a list of items to be included in the application:

- Three (3) copies of the completed CD-5 application.
- Three (3) copies (front & back) of the current rigger's license who is assigned to the job.
- Three copies of any required letters (if applicable).
 - a. *Three Persons on a Scaffold:* The letter from the rigger must state that there will be no more than three persons on the scaffold. When a third person is using the scaffold, the device cannot be used to assist in construction or alteration work. When using the scaffold for an inspection, one

person must be an engineer or architect. A scaffold must always be kept free of excess materials, equipment or debris while the third person is on the scaffold.

- b. *School Construction Authority Jobs:* A letter printed on official stationary from the Authority allowing the applicant to commence work. If the rigger is a subcontractor, an additional letter is required authorizing the subcontractor to work.
- c. *New York City Housing Authority Jobs:* A letter printed on official stationary from the Authority granting the contractor or subcontractor permission to begin work on an approved job.

- Project drawings (3 copies) - Submitted drawings must have the rigging company name and address as well as the address of the job site.
- Applications must be assembled and stapled as (3) individual sets.

Note: Applicants with approved applications will receive one (1) complete copy of their application, including drawings stamped APPROVED. If the plan examiner has any objections to an application, all three (3) copies will be returned to the applicant. The Filing Representative will be asked to show identification (Expediter's ID, Driver's License or State ID) before the application is returned.

C. HOW TO FILE ANSWERS TO APPLICATION OBJECTIONS

- **To file a new application, the Applicant or Expediter should:**
 - 1) Stamp the objection sheet and revised or new drawings with the "Date Received" stamp provided in the Cranes & Derricks office.
 - 2) File the application in the "**Answered Objections for Scaffold**" box at the Cranes & Derricks office.

The following is a list of items to be included in the application:

- Items outlined for new submittal in Section B of this Fact Sheet.
- Answers to all of the objections listed.

Note: A plan examiner will review the revised application.

D. HOW TO FILE A RENEWAL FOR AN APPROVED APPLICATION

- **To file for a renewal for an approved scaffold application, the Applicant or Expediter should:**
 - 1) Write "Renewal" in **red ink** and the filing number (SRXX-XXXX) in the box at the lower right-hand corner of the CD-5 form.
 - 2) Stamp "Date Received" on all pages of the application with the stamp provided in the Cranes

& Derricks office. The date should be stamped in the box provided in Section 5 on the CD-5 form.

- 3) File the application in the "**Scaffold Permit Drop Off**" box at the Cranes & Derricks office.

The following is a list of items to be included in the application:

- One (1) copy of the entire original approved application including all drawings and letters.
- Three (3) copies of the new CD-5 application (see Section A in this fact sheet for more details on how to correctly complete the application).

Note: Renewals must be applied for no later than 30 days after the expiration date. Otherwise a new application must be filed.

E. HOW TO FILE AN AMENDMENT FOR A CURRENT PERMIT ONLY

Note: An amendment should only be filed for a permit that is current (not expired) and that is to be revised. For example, if a hoist or rig is to be added to a current permit or the location of a hoist or rig is to be moved, an amendment should be filed.

- **To file for an amendment, the Applicant or Expediter should:**

- 1) Write the filing number in **red ink** (SRXX-XXXX) followed by "Amend" in the box at the lower right-hand corner of the CD-5 form.
- 2) Stamp all pages of the application with the "Date Received" stamp provided in the Cranes & Derricks office. The date should be stamped in the box provided in Section 5 on the CD-5 form. File the application in the "**Scaffold Permit Drop Off**" box at the Cranes & Derricks office.

The following is a list of items to be included in the application:

- One (1) copy of the entire original approved application including all drawings and letters.
- Three (3) copies of the new CD-5 application (see Section A in this fact sheet for more details on how to correctly complete the application).

Note: Amendments will not be reviewed when applications contain unanswered objections.