

SERVICE NOTICE

BIS Crane Notice Document Submission and Payments in DOB NOW: *Build*

Beginning May 3, 2021, applicants must submit in **DOB NOW: *Build*** all documents and payments for Cranes Notices (CN) still active in BIS (CNs initially filed prior to July 7, 2020).

Cut-off for In-person Submission

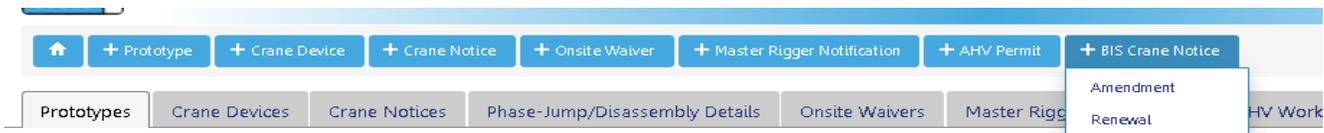
Beginning May 3, 2021, the Cranes & Derricks Unit will no longer allow in-person drop off of any payments, plans, drawings, forms or supporting documentation for BIS CN renewals and amendments. All submissions must be made in DOB NOW: *Build*.

BIS Will Continue to Serve as the System of Record for these Filings

These changes will only impact the documents and payments related to the BIS CN filings. While documents will now be processed in DOB NOW (including objections and approval stamps), information pertaining to the CN itself will still only show in BIS. These CNs will **not** be migrated to DOB NOW. Any information amended through the documents submitted in DOB NOW will be amended in BIS to reflect the changes.

New DOB NOW Functionality

A new **+BIS Crane Notice** button has been added to the Cranes dashboard and provides two options: Amendment or Renewal (see below)



Upon selecting an option, the system will prompt users to enter the BIS CN number in a six-digit format (e.g. BIS CN# 1/20 must be entered as '000120'). From there, functionality including payment, document submission, answering objections, attestations, etc. will be the same as they are currently in DOB NOW: *Build*.

Document Submission Guidelines

The Cranes & Derricks Unit mandates that all drawings and forms requiring a stamp be submitted together **in one file**. Use the Document Name function to specify all documents being submitted in the bundle. Failure to comply with these guidelines will result in objections and the documents being returned to the applicant in order to be re-submitted properly. All supporting documents not requiring a stamp should be submitted separately.

Exceptions

Responses to objections to a Crane Notice amendment or renewal that has already been started in BIS can continue to be dropped off to the Cranes & Derricks Unit at 2 Lafayette Street, 12th Floor. CD7s for Tower Cranes will also continue to be submitted in the drop box until further notice.

Accessing DOB NOW: *Build*

To log into DOB NOW, all users need an active eFiling account specific to their license type, if applicable. To create an eFiling account, visit the [DOB NOW Registration page](#).

Visit the [DOB NOW: *Build* Cranes Resources page](#) for additional guides and information. To submit an inquiry about DOB NOW, use the DOB NOW Help Form at www.nyc.gov/dobnowhelp.