

SERVICE NOTICE

Updated Submission Process for CD5: Suspended Scaffold Applications

Effective Tuesday, February 21, 2023, include only one paper set of documents with submission of CD5: Suspended Scaffold Applications. After plan review is complete, digital project drawings will be requested for stamping and will be returned by email.

When filing a new, renewal or amendment for a suspended scaffold, follow the instructions provided on the [Hanging Scaffold Application Procedures](#) web page. In each instance where three copies were required of the CD5 application, copies of the rigger's license, required letters, and project drawings, only one copy is now required. The method of payment remains the same.

Once plan review is completed, the applicant will receive a request by email for the final project drawings in digital format (PDF). The plan examiner will review and digitally stamp the final drawings and email them back to the applicant. Applicants will have to print the digital stamped drawings and keep paper copies on work sites as required by DOB inspection guidelines.

For questions, contact the Cranes & Derricks unit by phone at **(212) 393-2411** or email at candd@buildings.nyc.gov.