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CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE CN APPLICATIONS FOR MAST CLIMBERS

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

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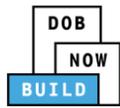
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Guidelines

Crane Notice Number (CN NUMBER)

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

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

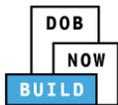
A CN number is unique to a location. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number (except for Dual Mast Climbers).

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

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

A CN fee must be paid annually (every 12 months) for as long as the CN is active.

- If 12 months elapses without the fee being paid, the status of the CN will change from ‘Active’ to ‘Inactive’. It will remain in this status of ‘Inactive’ for a period of 30 days during which time the fee can be paid to renew the CN.
- If the fee is not paid after the 30-day period, the status of the CN will change to expired.
- A CN can be renewed any time during the status of Active or Inactive. The updated expiration date will be based on the Anniversary Date.
- If the applicant pays by e-check, then a No-Good Check Verification is performed. If the e-check bounces, a bounced check fee is applied, and the full fee must be paid in order to move forward. The anniversary date is still the original file date.



After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be assigned to one CN at a time. However, for other crane types such as Mobile Cranes, Dedicated Pile Drivers and Self Erecting Tower cranes, a CD can be assigned to multiple CN's.

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

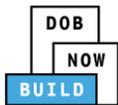
CN Amendment: The numbering format for CN Amendment will start with "-A"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Amendment on the given CN. **Example:** CN00103519-A000001

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

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

ROLES & RESPONSIBILITIES

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



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

For FILING REPRESENTATIVES only

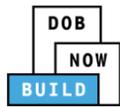
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot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

SYSTEM GUIDELINES

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

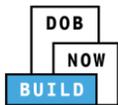
ADDITIONAL HELP & INFORMATION

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



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

Log into DOB NOW	6
Mast Climber Crane CN: Initiate a Crane Notice Application	9
Complete General Information	11
Complete Prototype & Phase Tab	16
Upload Documents	21
Complete Statements & Signatures	25
Complete Review and File	27
Job Filing Statuses	29
Mast Climber Crane CN: Amendment	32
Mast Climber Crane CN: Renewal	33
Mast Climber Crane CN: Tag Crane Device	34
Complete Assign Crane Device to Tag Crane Device Tab	36
Mast Climber Crane CD Number: Provide Updated Device Documents Tab	40
Complete General Information	42
Complete Equipment Information Tab	47
Upload Documents	51
Complete Statements & Signatures	55
Complete Review and File	57
Mast Climber Crane CN: Device Installer	59
Complete Device Installer Details	61
Complete Device Owner’s Statement & Signatures	63
Complete Device Installer’s Statement & Signatures	65
Mast Climber Crane CN: Notify DOB of Assembly of Device	69
Mast Climber Crane CN: Add Inspection Results	73
Mast Climber Crane CN: Provide Phase-Jump Details	79
Complete Phase-Jump Details	81
Complete Provide Phase-Jump Details: Device Installer Details	86

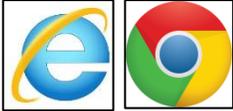
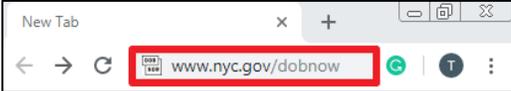


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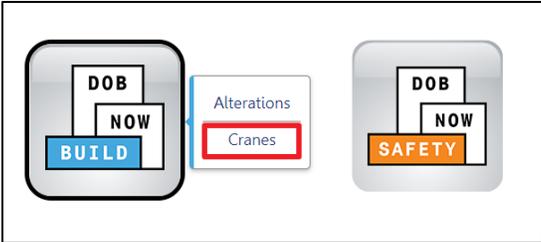
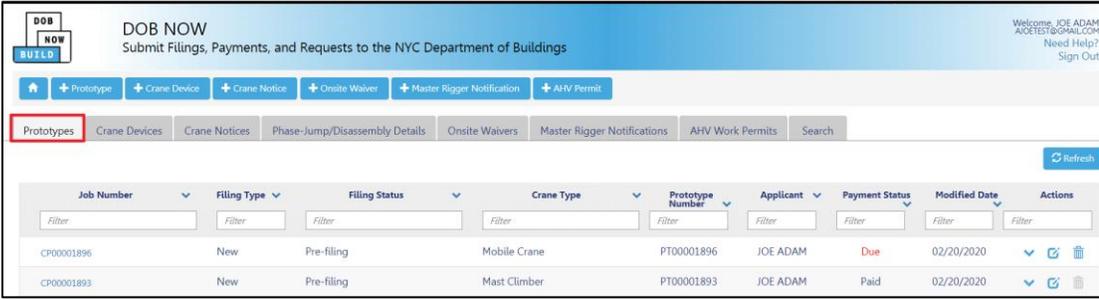
Complete Phase-Jump Details: Device Installer’s Statements & Signature _____	89
Complete Phase-Jump Details: Owner’s Statements & Signature _____	93
Complete Phase-Jump Details: Statements & Signatures _____	96
Mast Climber Crane CN: Notify Jump to DOB Details _____	100
Mast Climber Crane CN: Upload Inspection Results _____	104
Mast Climber Crane CN: Provide Disassembly Details (Device Owner) _____	110
Complete Disassembly Details _____	112
Complete Device Remover Details (Owner) _____	117
Complete Device Remover’s Statement & Signatures _____	120
Complete Statements & Signatures _____	124
Mast Climber Crane CN: Provide Disassembly of Device (Device Owner) _____	127
Print On-Site Certificate: From the Dashboard _____	131
Print On-Site Certificate: From within the Application _____	133
Mast Climber Crane CN: Removal of Device _____	136

Log into DOB NOW

Complete the following steps to log into DOB NOW:

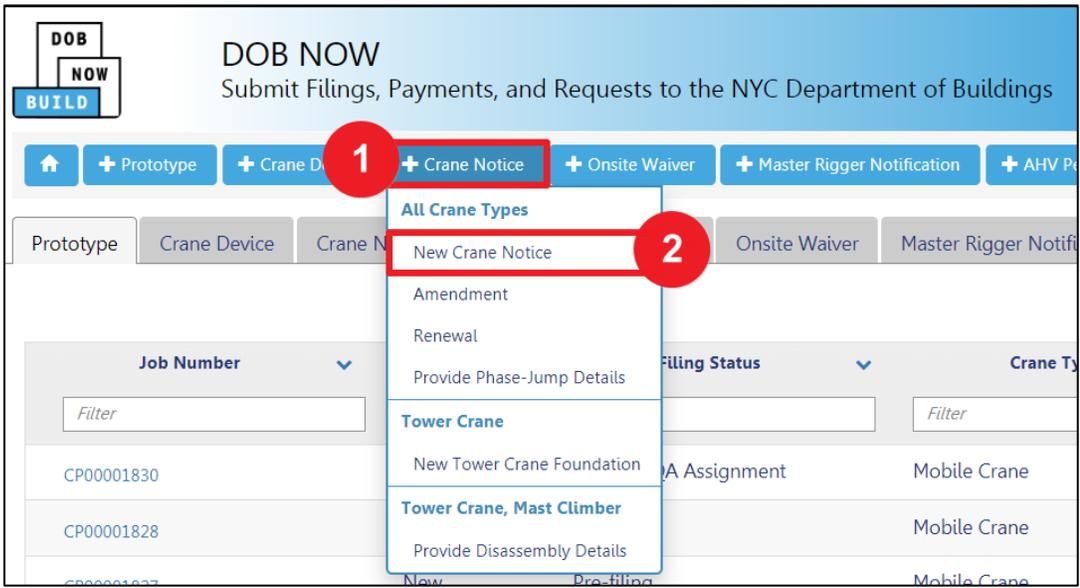
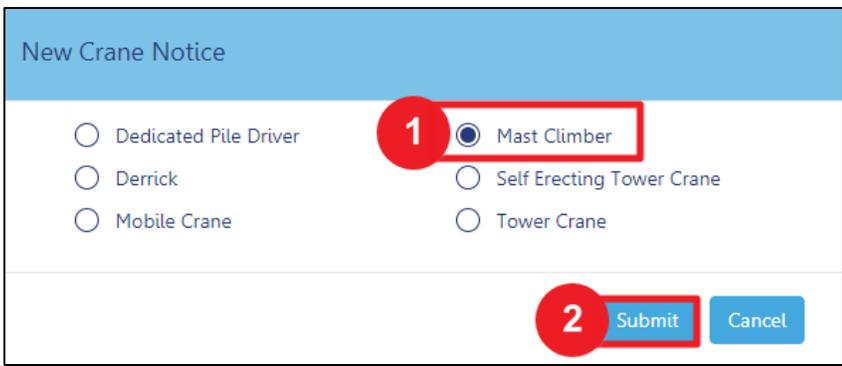
Step	Action
Note:	<p>In order to log into DOB NOW, the user must be registered for eFiling.</p> <p>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf <input type="checkbox"/> How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on the keyboard.</p>

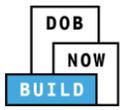
Step	Action
4.	<p>The DOB Login page displays.</p> <p>Enter Email and Password (as registered in eFiling).</p>
5.	<p>Click Login.</p>

Step	Action																											
6.	<p>The DOB NOW Welcome page displays.</p> <p>Hover the cursor over DOB NOW: Build.</p> 																											
7.	<p>Select Cranes from the drop-down list.</p> 																											
8.	<p>The DOB NOW Dashboard displays.</p> <p>The Prototypes tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.</p>  <table border="1" data-bbox="326 1472 1425 1591"> <thead> <tr> <th>Job Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Type</th> <th>Prototype Number</th> <th>Applicant</th> <th>Payment Status</th> <th>Modified Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CP00001896</td> <td>New</td> <td>Pre-filing</td> <td>Mobile Crane</td> <td>PT00001896</td> <td>JOE ADAM</td> <td>Due</td> <td>02/20/2020</td> <td>[Refresh] [Print] [Delete]</td> </tr> <tr> <td>CP00001893</td> <td>New</td> <td>Pre-filing</td> <td>Mast Climber</td> <td>PT00001893</td> <td>JOE ADAM</td> <td>Paid</td> <td>02/20/2020</td> <td>[Refresh] [Print] [Delete]</td> </tr> </tbody> </table>	Job Number	Filing Type	Filing Status	Crane Type	Prototype Number	Applicant	Payment Status	Modified Date	Actions	CP00001896	New	Pre-filing	Mobile Crane	PT00001896	JOE ADAM	Due	02/20/2020	[Refresh] [Print] [Delete]	CP00001893	New	Pre-filing	Mast Climber	PT00001893	JOE ADAM	Paid	02/20/2020	[Refresh] [Print] [Delete]
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CP00001893	New	Pre-filing	Mast Climber	PT00001893	JOE ADAM	Paid	02/20/2020	[Refresh] [Print] [Delete]																				
<p>You are now logged into DOB NOW: Build. Continue to the next section.</p>																												

Mast Climber Crane CN: Initiate a Crane Notice Application

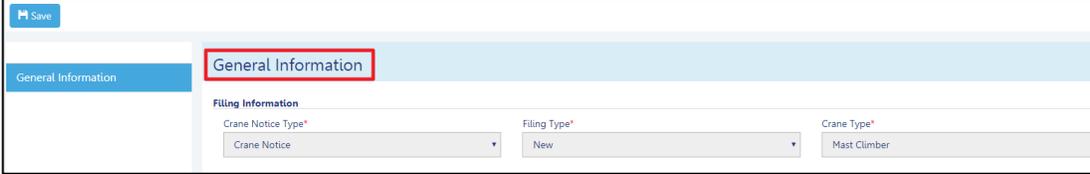
Complete the following steps to initiate Crane Notice Application:

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

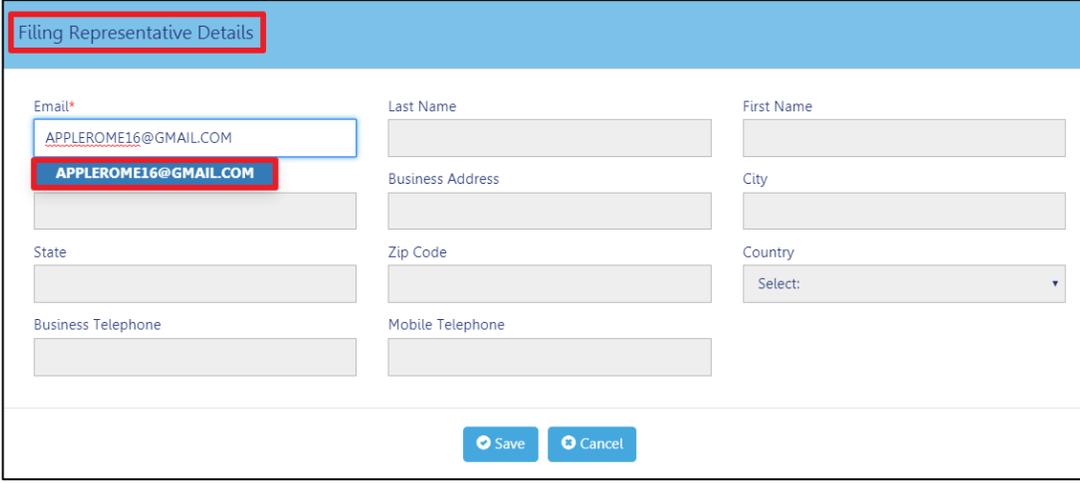
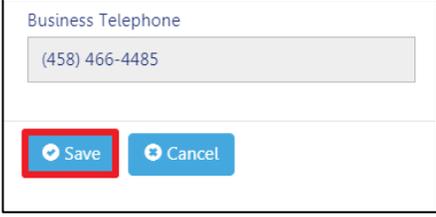


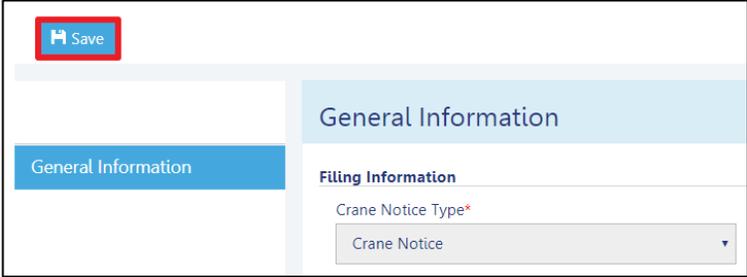
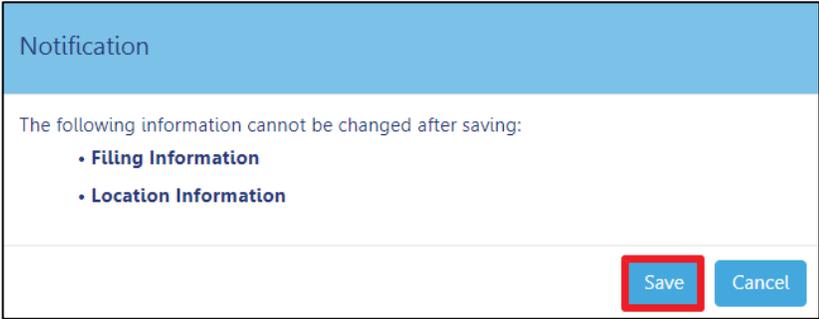
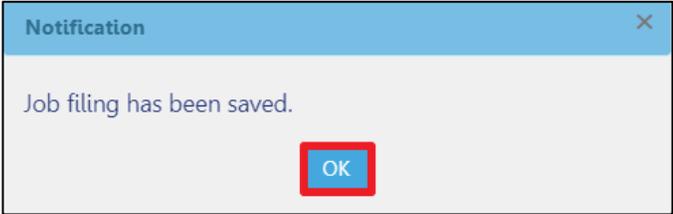
Complete General Information

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.	<p>The General Information section displays.</p> 
2.	<p>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</p> 
3.	<p>Enter the Location Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> House Number <input type="checkbox"/> Street Name <input type="checkbox"/> Select the Borough from the Borough drop-down list (e.g., Staten Island) <input type="checkbox"/> Block <input type="checkbox"/> Lot <input type="checkbox"/> Select the Owner Type (e.g., Individual) from the Owner Type drop-down list. <input type="checkbox"/> Associated BIS/DOB NOW Job Number (Max 5) <p>The BIN field is greyed-out and Read-Only.</p> 

Step	Action																								
4.	<p>Enter the Applicant Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list <div data-bbox="337 457 1427 766" style="border: 1px solid black; padding: 5px;"> <p>Applicant Information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5.	<p>Enter the Equipment User's Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list (click + Add New if the Business Name is not listed) <div data-bbox="337 1018 1427 1344" style="border: 1px solid black; padding: 5px;"> <p>Equipment User's Information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Zip Code	Business Telephone	Mobile Telephone																							
<input type="text"/>	<input type="text"/>	<input type="text"/>																							
6.	<p>If applicable, click + Add Representative to add Filing Representative.</p> <div data-bbox="337 1428 1198 1617" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p><input type="button" value="+ Add Representative"/></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email																					
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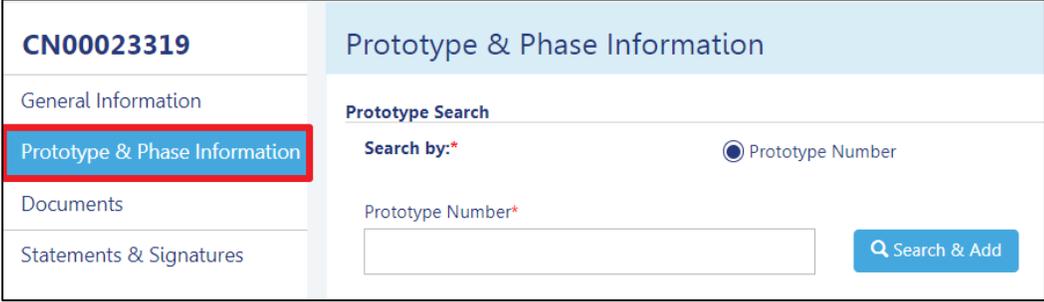
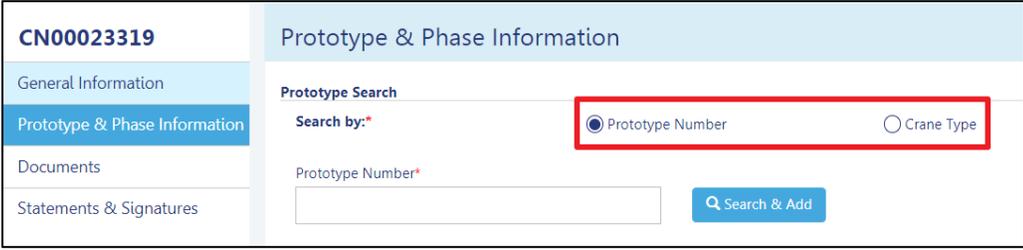
Step	Action
7.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p> 
8.	<p>Click Save.</p> 
Note:	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <hr/> 

Step	Action
9.	<p>At the top-left of the screen, click Save.</p> 
10.	<p>A Notification pop-up window displays with the message:</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> • Filing Information • Location Information. <p>Click Save to continue.</p> 
11.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 

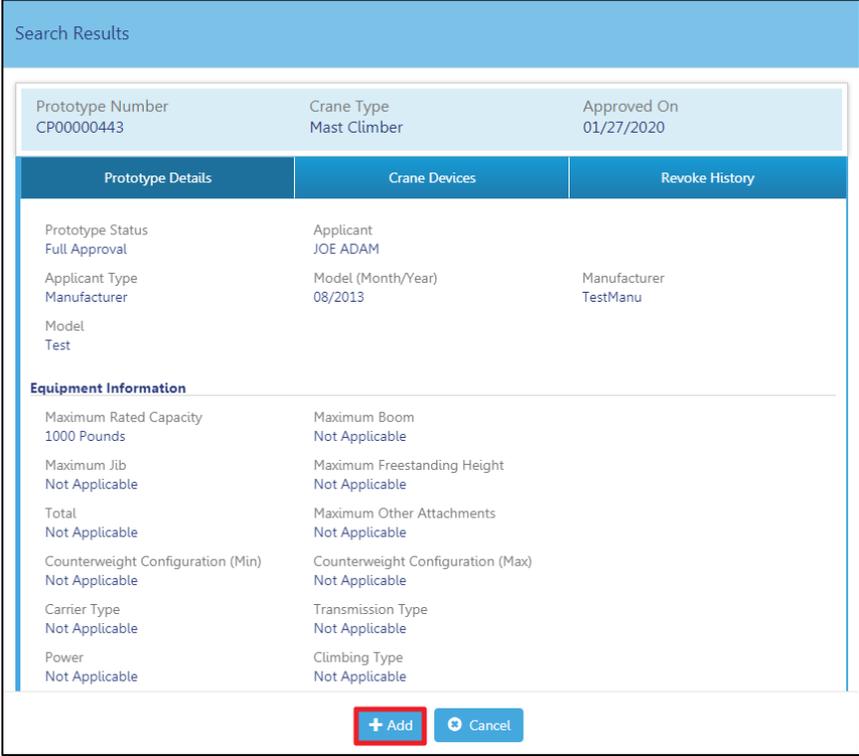
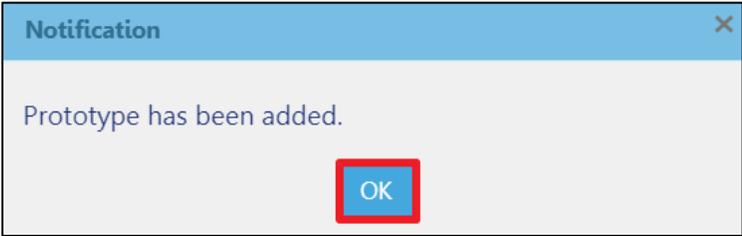
Step	Action														
<p>Note:</p>	<p>The General Information section displays an additional field; Additional Contact Information when the page refreshes.</p> <p>If applicable, click the +Add Additional Contact to add an additional contact.</p> <div data-bbox="337 510 1427 667" style="border: 1px solid black; padding: 5px;"> <p>Additional Contact Information</p> <p>+ Add Additional Contact</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Type</th> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> </div>	Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete							
Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete									
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee <div data-bbox="337 1245 1427 1728" style="border: 1px solid black; padding: 5px;"> <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>Welcome, ADAM JO AJOETEST1@GMAIL.COM Need Help? Sign Out</p> <p>Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved 1</p> <p>Save Review and File 2</p> <p>CN00031019 3 General Information</p> <p>4 General Information Prototype & Phase Information Documents Statements & Signatures</p> <p>5 Application Highlights View Filing History \$250.00 Pay Now</p> <p>Filing Information</p> <p>Crane Notice Type* Crane Notice Filing Type* New Crane Type* Mast Climber</p> <p>Location Information</p> <p>House Number* 350 Street Name* 5 AVENUE Borough* MANHATTAN</p> <p>Block* 835 Lot* 41 BIN* 1015862</p> </div>														
	<p>You have completed the Complete General Information tab.</p> <p>Continue to the next section.</p>														

Complete Prototype & Phase Tab

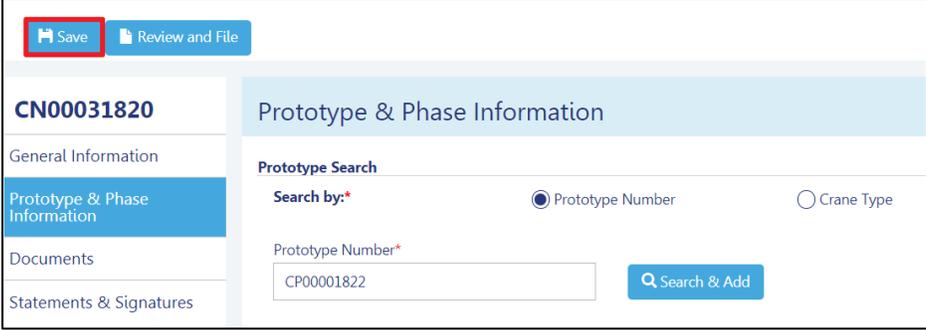
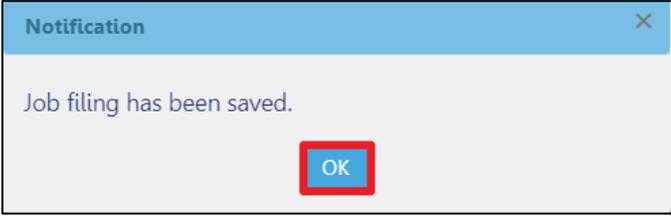
Complete the following steps to complete the **Prototype & Phase Information** tab for the application:

Step	Action
1.	<p>Click Prototype & Phase Information to display the Prototype & Phase Information section.</p> 
2.	<p>Select the applicable Search by (e.g. Prototype Number) radio-button in Prototype Search.</p> <p>A maximum of 2 Prototypes can be added per application.</p> 

Step	Action
<p>Note:</p>	<p>To search by Prototype Number: Enter the Prototype Number in the Prototype Number field.</p> <div data-bbox="326 373 1203 573" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <div style="border: 2px solid red; width: 200px; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: right;"><input type="button" value="Search & Add"/></p> </div> <p>To search by Crane Type: The Crane Type will be pre-selected and greyed-out.</p> <div data-bbox="326 699 1203 898" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div style="border: 2px solid red; width: 200px; height: 20px; background-color: #f0f0f0; margin-bottom: 5px;">Mast Climber</div> <p style="text-align: right;"><input type="button" value="Search & Add"/></p> </div>
<p>3.</p>	<p>Click Search & Add to proceed.</p> <div data-bbox="326 972 1187 1245" style="border: 1px solid black; padding: 5px;"> <p>General Information</p> <hr/> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 150px;" type="text" value="CP00001605"/> <input style="border: 2px solid red;" type="button" value="Search & Add"/> </div> </div>

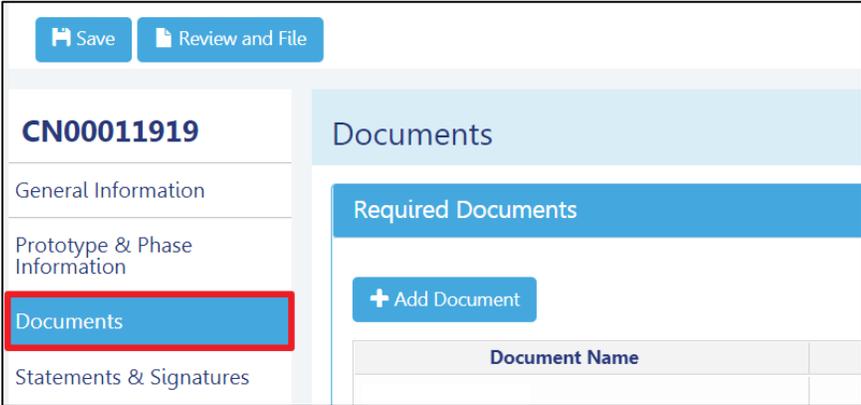
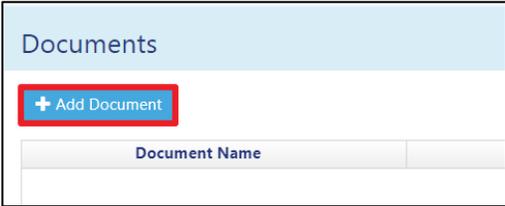
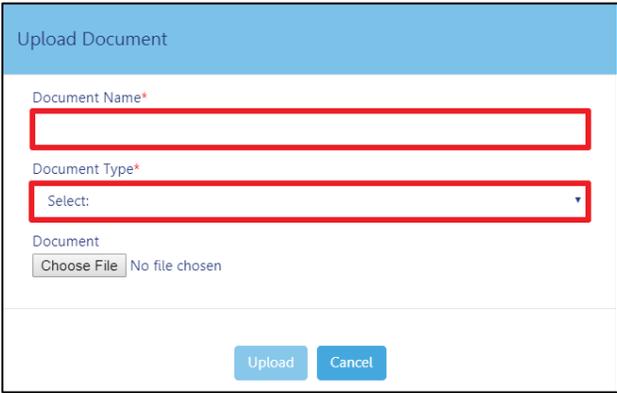
Step	Action
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> 
5.	<p>A Notification pop-up window displays with the message:</p> <p>Prototype has been added.</p> <p>Click OK to proceed.</p> 

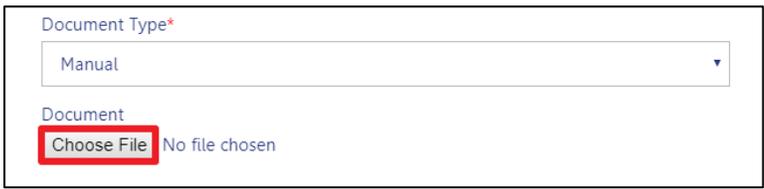
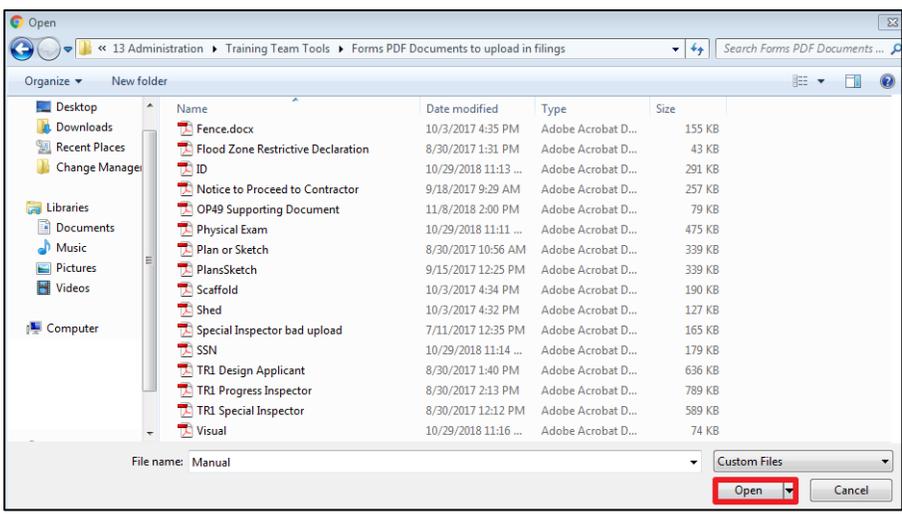
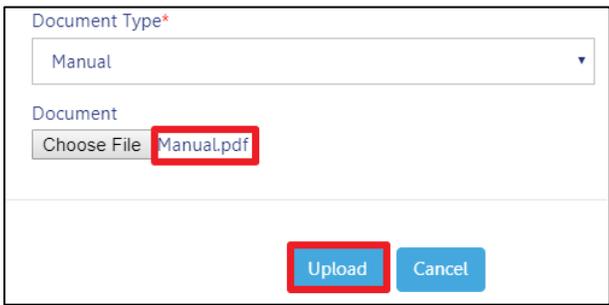
Step	Action												
Note:	<p>The Prototype added, displays within the Prototype Information.</p> <p>Click the details () icon to view the Prototype Information.</p> <p>Click the trash can () icon to delete the Prototype Number.</p> <div data-bbox="324 462 1421 577" style="border: 1px solid #ccc; padding: 5px;"> <p>Prototype Information (Max 1)</p> <table border="1"> <tr> <td>Prototype Number CP00000443</td> <td>Crane Type Mast Climber</td> <td>Review Status Pre-filing</td> <td>Maximum Boom Not Applicable</td> <td>Maximum Jib Not Applicable</td> <td>Total Not Applicable</td> <td></td> <td></td> </tr> </table> </div>	Prototype Number CP00000443	Crane Type Mast Climber	Review Status Pre-filing	Maximum Boom Not Applicable	Maximum Jib Not Applicable	Total Not Applicable						
Prototype Number CP00000443	Crane Type Mast Climber	Review Status Pre-filing	Maximum Boom Not Applicable	Maximum Jib Not Applicable	Total Not Applicable								
6.	<p>Select the number of phases from the drop-down list labeled “How many phases are you planning for this job?”</p> <div data-bbox="324 724 1006 882" style="border: 1px solid #ccc; padding: 5px;"> <p>Phases Information</p> <p>How many phases are you planning for this job?*</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div>												
7.	<p>Enter the number of Positions at the Site.</p> <div data-bbox="324 966 1006 1081" style="border: 1px solid #ccc; padding: 5px;"> <p>Number of Positions at the Site*</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> </div>												
8.	<p>Insert the Position Number of this CN.</p> <div data-bbox="324 1165 1006 1291" style="border: 1px solid #ccc; padding: 5px;"> <p>Position Number of this CN*</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>												
9.	<p>Select the applicable radio button for “Is this CN for a “Dual Mast” mast climber?”</p> <div data-bbox="324 1375 1339 1459" style="border: 1px solid #ccc; padding: 5px;"> <p>Is this CN for a "Dual Mast" mast climber?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> </div>												
10.	<p>Complete the Initial Phase and Initial Jump Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the Proposed Height <input type="checkbox"/> Select the Number of Sections from the drop-down menu. <input type="checkbox"/> Enter the Section Heights <input type="checkbox"/> Select the applicable radio-button for “<i>After Hours Variance Required?</i>” <div data-bbox="324 1711 1412 1848" style="border: 1px solid #ccc; padding: 5px;"> <p>Initial Phase and Initial Jump Information</p> <table border="1"> <tr> <td>Proposed Height*</td> <td>Number of Sections*</td> <td>Section Height*</td> </tr> <tr> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Feet</td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Feet</td> </tr> <tr> <td colspan="3">After Hours Variance Required?*</td> </tr> <tr> <td colspan="3" style="text-align: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</td> </tr> </table> </div>	Proposed Height*	Number of Sections*	Section Height*	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Feet	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Feet	After Hours Variance Required?*			<input type="radio"/> Yes <input checked="" type="radio"/> No		
Proposed Height*	Number of Sections*	Section Height*											
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Feet	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Feet											
After Hours Variance Required?*													
<input type="radio"/> Yes <input checked="" type="radio"/> No													

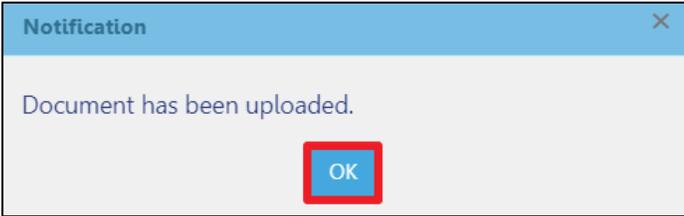
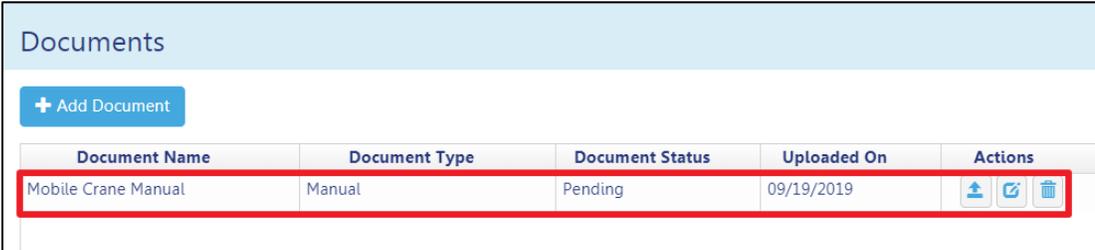
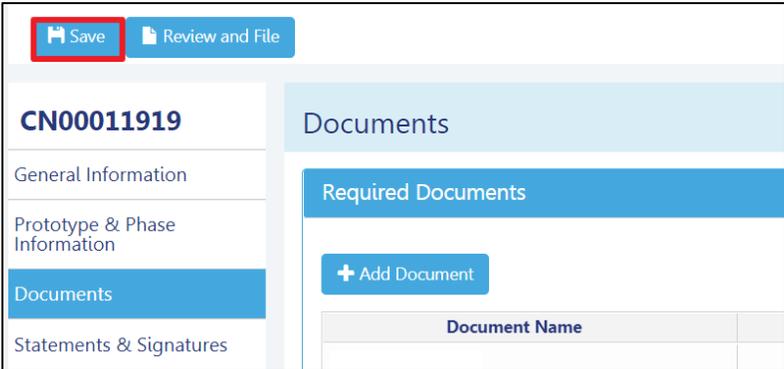
Step	Action
11.	<p>At the top-left of the screen, click Save.</p> 
12.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 
<p>You have completed the Prototype & Phase Tab.</p> <p>Continue to the next section.</p>	

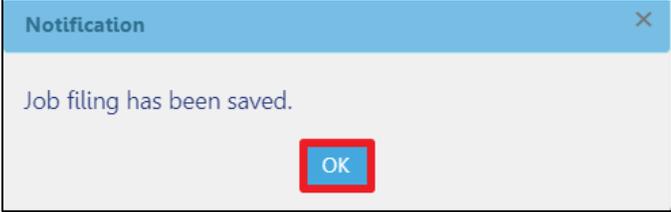
Upload Documents

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

Step	Action
1.	<p>Click Documents to display the Documents section.</p> 
2.	<p>Click +Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list. 

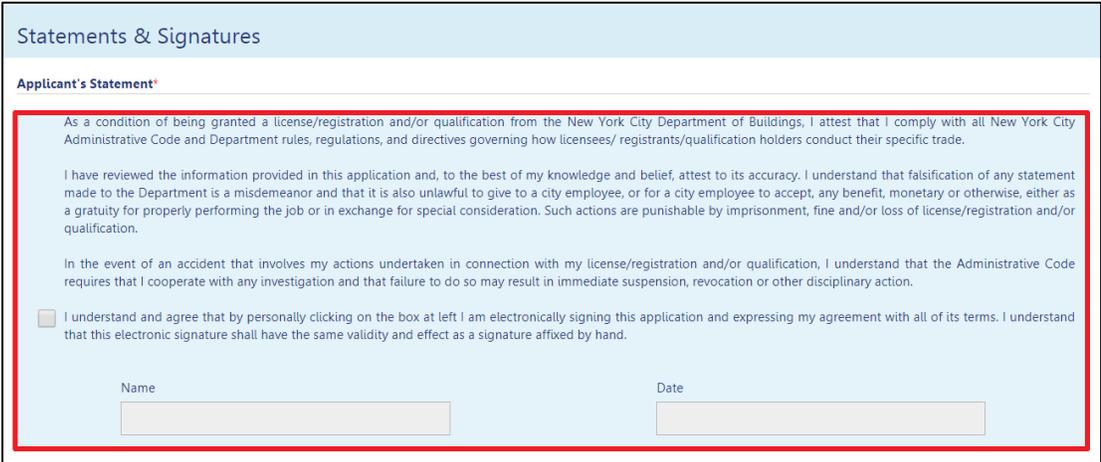
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File.</p> <p>Click Upload.</p> 

Step	Action
7.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 
Note:	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p> <hr/> 
8.	<p>At the top-left of the screen, click Save.</p> 

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

Complete Statements & Signatures

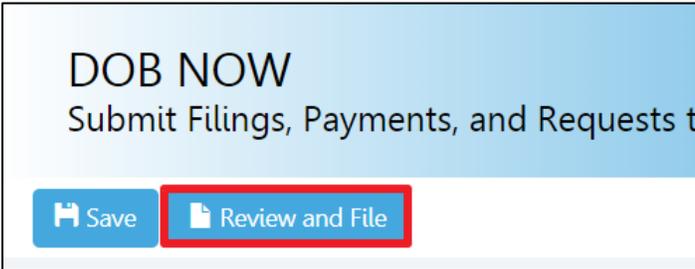
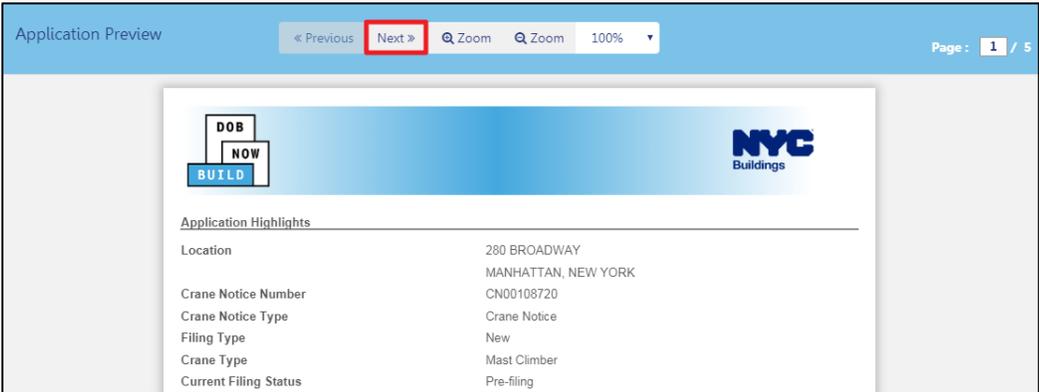
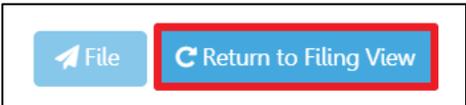
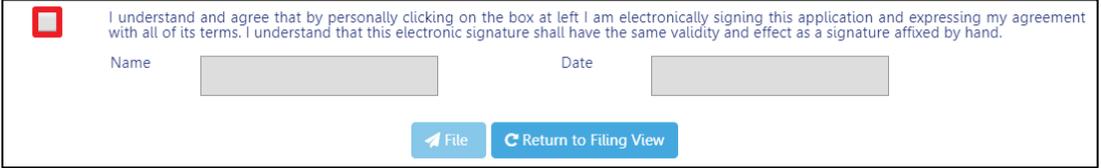
Complete the following steps to complete the attestations in the Statement & Signatures Tab:

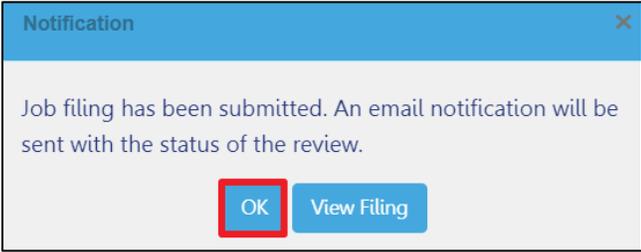
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the Stakeholder that's logged in highlights in blue.</p> 

Step	Action
APPLICANT OF RECORD	
2.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> <div data-bbox="326 464 1425 632" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> 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.</p> <p>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed) Date: <input type="text" value="09/19/2019"/></p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="326 716 1211 1104" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Save Review and File </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>CN00011919</p> <p>General Information</p> <p>Prototype & Phase Information</p> <p>Documents</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Statements & Signatures</p> </div> <div style="width: 75%; padding-left: 5px;"> <p style="background-color: #0070C0; color: white; padding: 5px;">Statements & Signatures</p> <p>Applicant’s Statement*</p> <p>As a condition of being granted a license/registration and/or qualification under the New York City Administrative Code and Department rules, regulations and rules of their specific trade.</p> <p>I have reviewed the information provided in this application and certify that the falsification of any statement made to the Department is a misdemeanor, and I accept, any benefit, monetary or otherwise, either as a gratuity for public service or otherwise.</p> </div> </div> </div>
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div data-bbox="326 1293 997 1507" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center; margin-top: 10px;">OK</p> </div>
<p>You have completed the Statement & Signatures section.</p> <p>Continue to the next section.</p>	

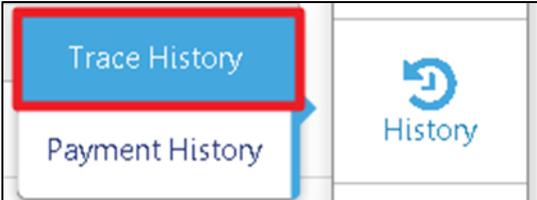
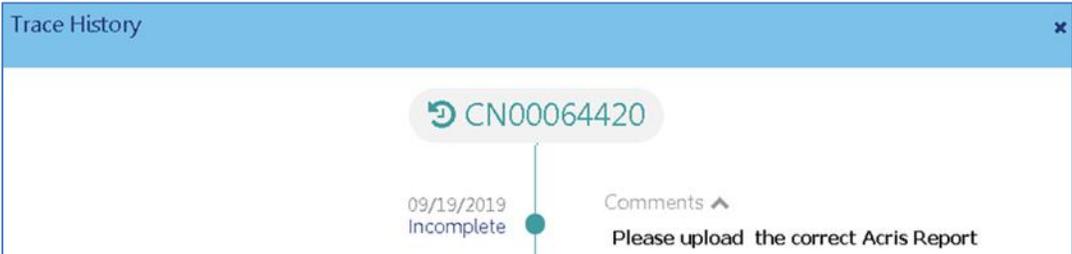
Complete Review and File

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

Step	Action														
APPLICANT OF RECORD															
1.	<p>At the top-left of the screen, click Review and File.</p> 														
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1" data-bbox="488 1073 1198 1381"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>280 BROADWAY MANHATTAN, NEW YORK</td> </tr> <tr> <td>Crane Notice Number</td> <td>CN00108720</td> </tr> <tr> <td>Crane Notice Type</td> <td>Crane Notice</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Mast Climber</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Location	280 BROADWAY MANHATTAN, NEW YORK	Crane Notice Number	CN00108720	Crane Notice Type	Crane Notice	Filing Type	New	Crane Type	Mast Climber	Current Filing Status	Pre-filing
Application Highlights															
Location	280 BROADWAY MANHATTAN, NEW YORK														
Crane Notice Number	CN00108720														
Crane Notice Type	Crane Notice														
Filing Type	New														
Crane Type	Mast Climber														
Current Filing Status	Pre-filing														
Note:	<p>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.</p> 														
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p>  <p><input type="checkbox"/> 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.</p> <p>Name <input type="text"/> Date <input type="text"/></p> <p>File Return to Filing View</p>														

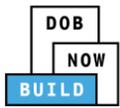
Step	Action
4.	<p>The Name and the Date field’s auto-populate after the check-box is clicked.</p> <p>Click File, to proceed.</p> 
5.	<p>A Notification pop-up windows displays with the message:</p> <p>Job filing has been submitted. An email notification will be sent with the status of the review.</p> <p>Click OK to close the Confirm pop-up window.</p> 
Note:	<p>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</p> 
<p>You have completed the Initiate a Crane Notice Application Step-by-Step Guide.</p>	

Job Filing Statuses

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

Step	Action
4.	<p><i>Click Save then Resubmit.</i></p> <p><i>The applicant can resolve the issues and resubmit the application, which is returned to the same QA Admin who issued the incomplete disposition.</i></p> 
5.	<p>Issue Objections</p> <ul style="list-style-type: none"> ▪ <i>The Plan Examiner selects an objection from a dropdown list of objections.</i> ▪ <i>The PE also specifies whether a meeting with the applicant to discuss the objections is allowed: if a meeting is allowed, the applicant can schedule a meeting through the system.</i> ▪ <i>if a meeting is not allowed, the applicant will not have the opportunity to schedule a meeting.</i> ▪ <i>The application is returned to the applicant for resolution. When the applicant resolves the objections and resubmits their application, it's returned to the same PE who issued the objections.</i> <p><i>(Please refer to the Objections and Appointment Step by Step)</i></p> 
6.	<p>Full Approval</p> <p><i>Full Approvals have no expiration date. A formal full approval letter is in the document section of the Job Filing.</i></p> 

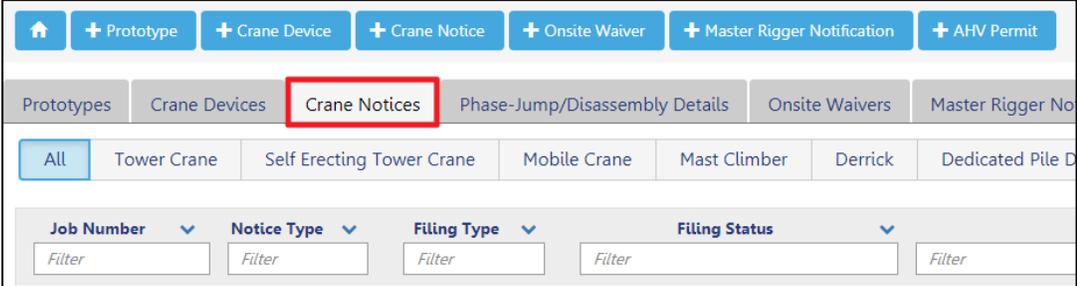
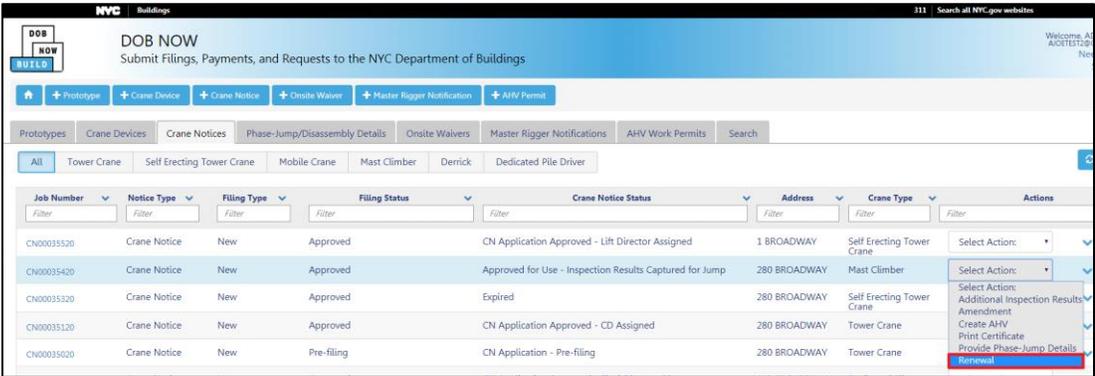
Step	Action
	<p>Disapproved</p> <p><i>The applicant is notified request is denied.</i></p> 
	<p><i>In the Job Filing hoover over the History square then click on Trace History.</i></p>  <p><i>The History displays with the status of Disapproved.</i></p> 



Mast Climber Crane CN: Amendment

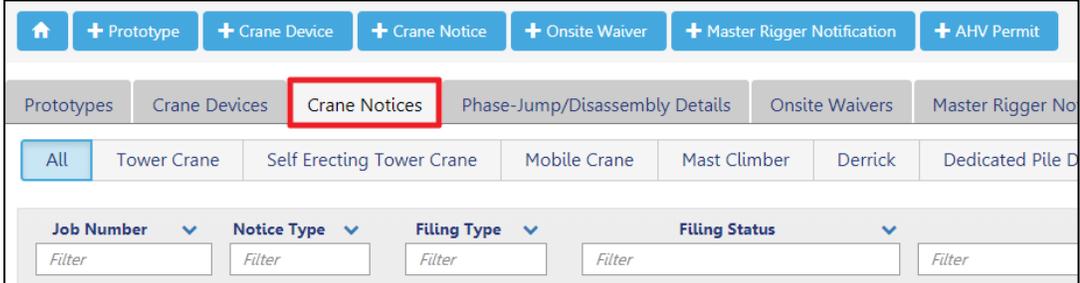
Mast Climber Crane CN: Renewal

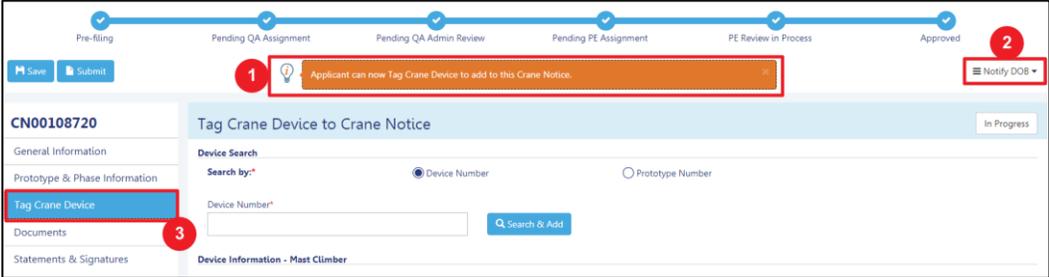
Complete the following steps to complete a renewal within the application:

Step	Action
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Renewal.</p> 
Note:	
3.	
Note:	
<p>You have begun the process for the Renewal of a Crane Notice.</p> <p>Continue to the next section.</p>	

Mast Climber Crane CN: Tag Crane Device

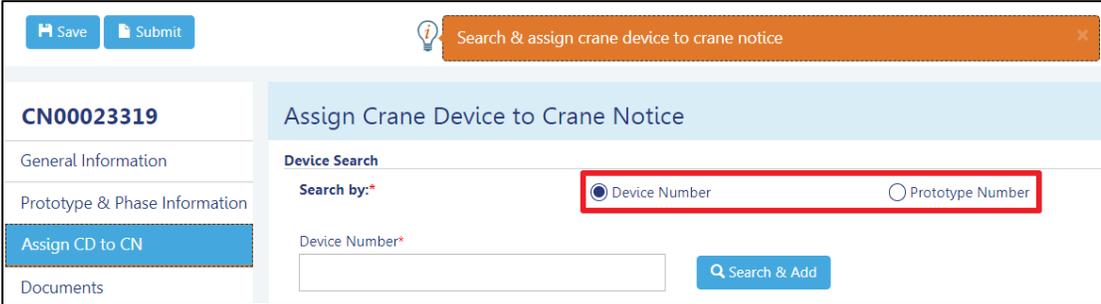
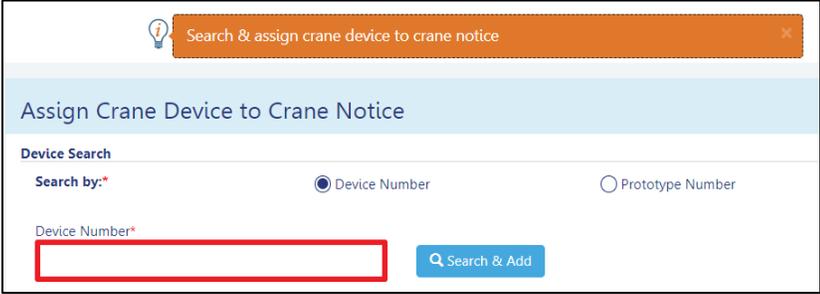
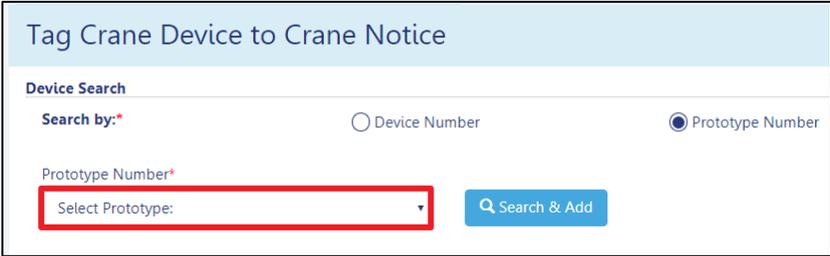
Complete the following steps to assign the CD to CN within the application:

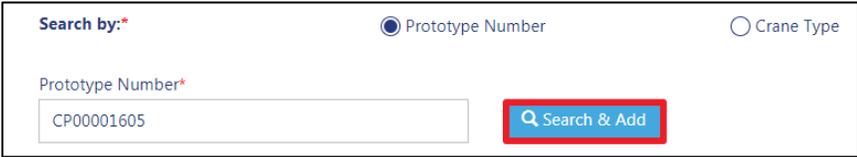
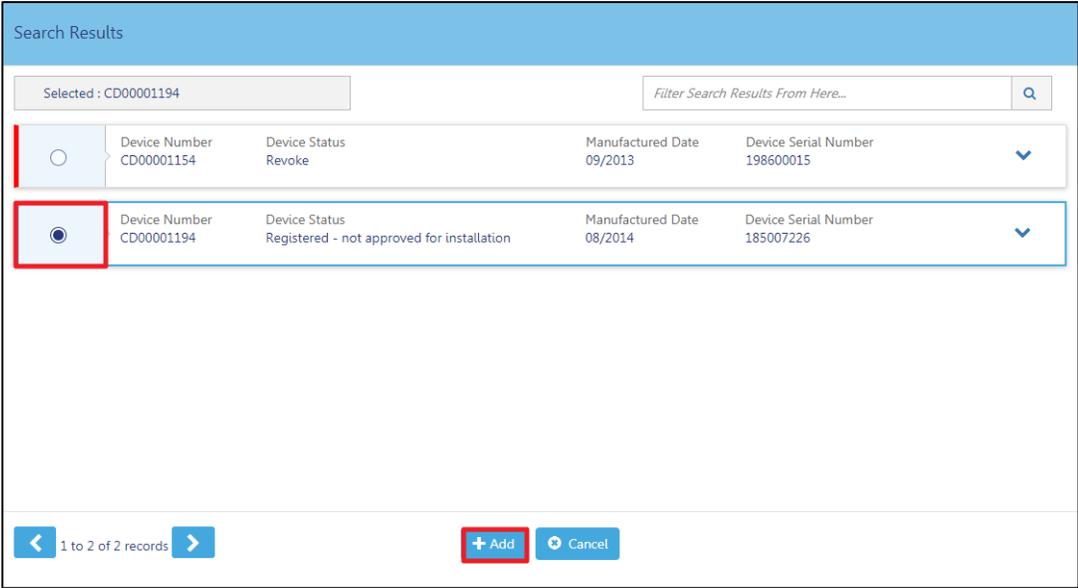
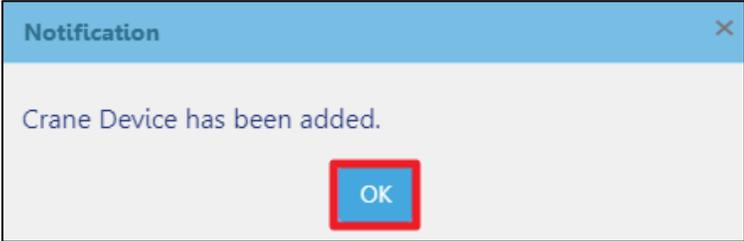
Step	Action
APPLICANT OF RECORD	
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Assign Crane Device.</p> 
Note:	<p>To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).</p> 

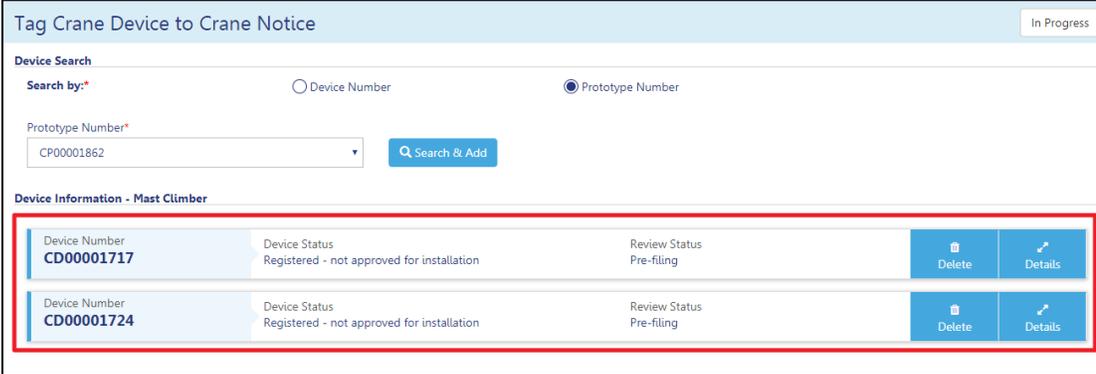
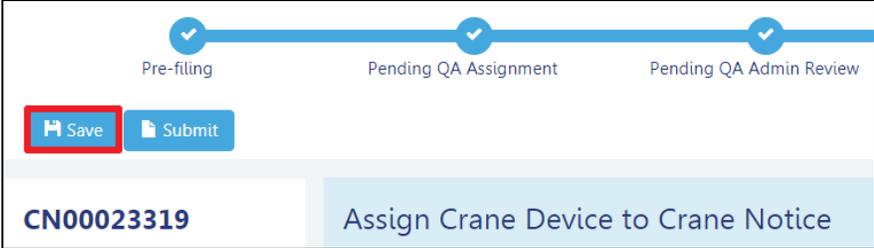
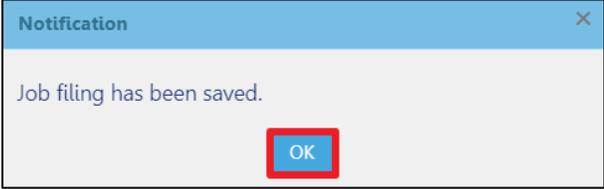
Step	Action
3.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to tag a Crane Device to CN00011919.</p> <p>Click Yes to proceed.</p> 
Note:	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Notification to Search & assign Crane Device to Notice 2. Notify DOB drop-down list 3. Additional Tab: Tag Crane Device 
	<p>You have begun the process for Tag Crane Device.</p> <p>Continue to the Complete Assign Crane Device to Crane Notice section.</p>

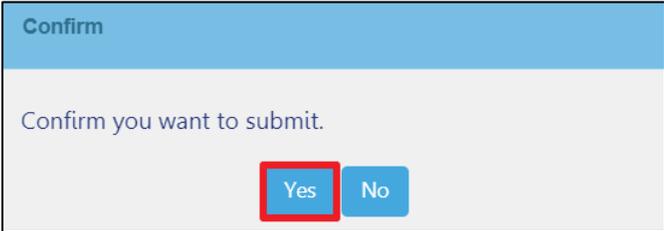
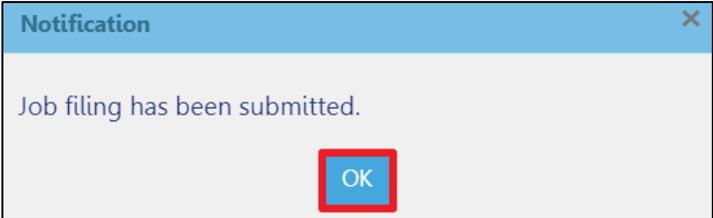
Complete Assign Crane Device to Tag Crane Device Tab

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

Step	Action
APPLICANT OF RECORD	
1.	<p>Within the Tag Crane Device tab, select the applicable Search by (e.g. Prototype Number) radio button in Device Search.</p> 
Note:	<p>To search by Device Number: Enter the Device Number in the Device Number field.</p>  <p>To search by Prototype Number: Select the Prototype Number from the Prototype Number drop-down list.</p> 

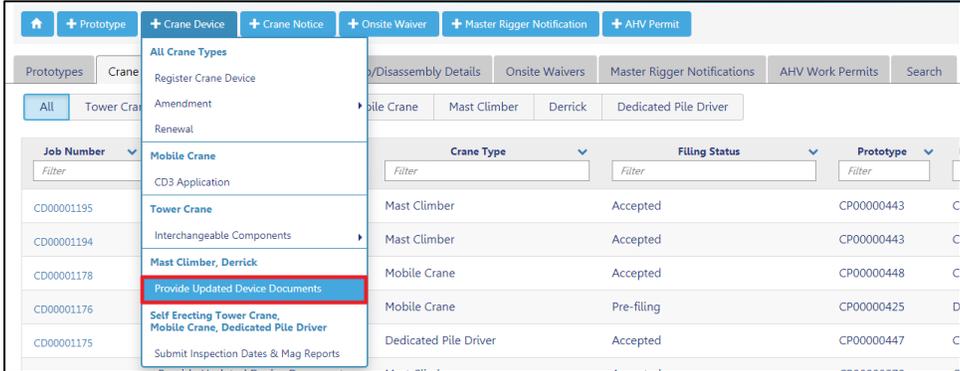
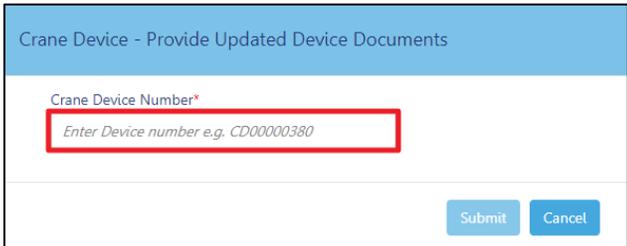
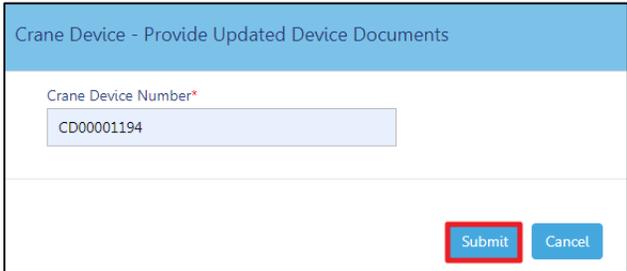
Step	Action																				
2.	<p>Click Search & Add to proceed.</p> 																				
3.	<p>The Search Results pop-up window displays. If applicable, select the applicable Prototype Number. Click +Add to proceed.</p>  <table border="1" data-bbox="326 678 1404 1266"> <thead> <tr> <th colspan="5">Search Results</th> </tr> <tr> <td colspan="2">Selected : CD00001194</td> <td colspan="3">Filter Search Results From Here...</td> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Device Number CD00001154</td> <td>Device Status Revoke</td> <td>Manufactured Date 09/2013</td> <td>Device Serial Number 198600015</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>Device Number CD00001194</td> <td>Device Status Registered - not approved for installation</td> <td>Manufactured Date 08/2014</td> <td>Device Serial Number 185007226</td> </tr> </tbody> </table>	Search Results					Selected : CD00001194		Filter Search Results From Here...			<input type="radio"/>	Device Number CD00001154	Device Status Revoke	Manufactured Date 09/2013	Device Serial Number 198600015	<input checked="" type="radio"/>	Device Number CD00001194	Device Status Registered - not approved for installation	Manufactured Date 08/2014	Device Serial Number 185007226
Search Results																					
Selected : CD00001194		Filter Search Results From Here...																			
<input type="radio"/>	Device Number CD00001154	Device Status Revoke	Manufactured Date 09/2013	Device Serial Number 198600015																	
<input checked="" type="radio"/>	Device Number CD00001194	Device Status Registered - not approved for installation	Manufactured Date 08/2014	Device Serial Number 185007226																	
4.	<p>A Notification pop-up window displays with the message: Prototype has been added. Click OK to proceed.</p> 																				

Step	Action
<p>Note:</p>	<p>The Device Number added, displays within the Device Information – Mast Climber Crane.</p> <p>Click the details () icon to view the Device Number information.</p> <p>Click the trash can () icon to delete the Device Number.</p> <hr/> 
<p>5.</p>	<p>At the top-left of the screen, click Save.</p> 
<p>6.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to proceed.</p> 

Step	Action
7.	<p>At the top-left of the screen, click Submit.</p> 
8.	<p>A Confirm pop-up window displays with the message: Confirm you want to submit. Click Yes to proceed.</p> 
9.	<p>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to proceed.</p> 
<p>You have completed the Complete Assign Crane Device to Crane Notice Step-by-Step Guide.</p>	

Mast Climber Crane CD Number: Provide Updated Device Documents Tab

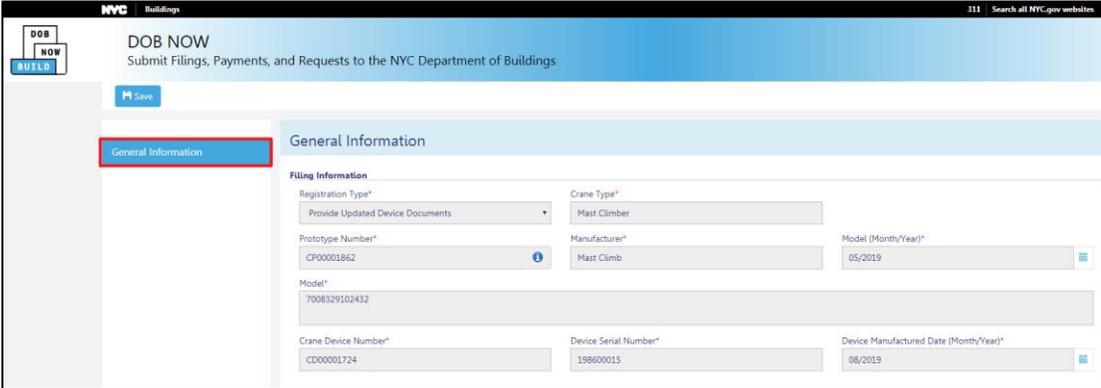
Complete the following steps to complete the Provide Updated Device Documents tab for the application: Complete the following steps to initiate Crane Notice Application:

Step	Action
APPLICANT OF RECORD: OWNER	
1.	<p>Within the +Crane Device tab, select the applicable Provide Updated Device Documents.</p> 
2.	<p>Enter the Crane Device Number.</p> 
3.	<p>Click Submit.</p> 

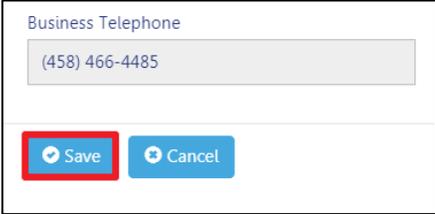
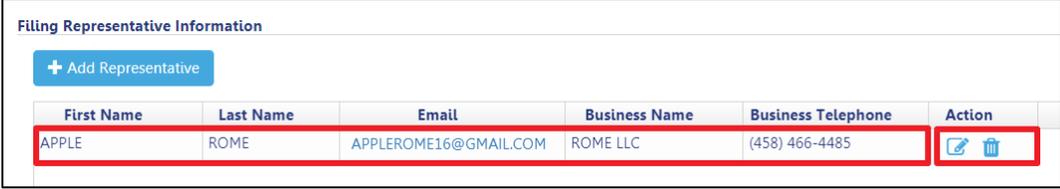
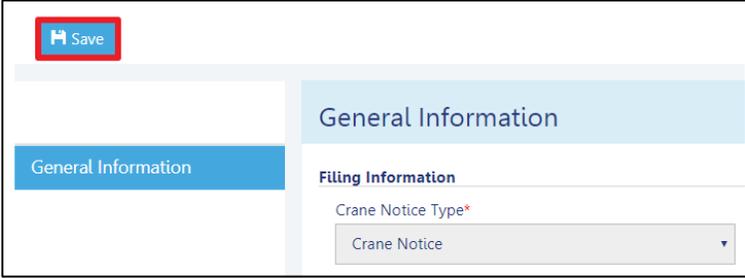
Step	Action
4.	<p>The Page refreshes and displays the General Information tab.</p>
<p>You have begun the process for Provide Updated Device Documents. Continue to the Complete General Information tab section.</p>	

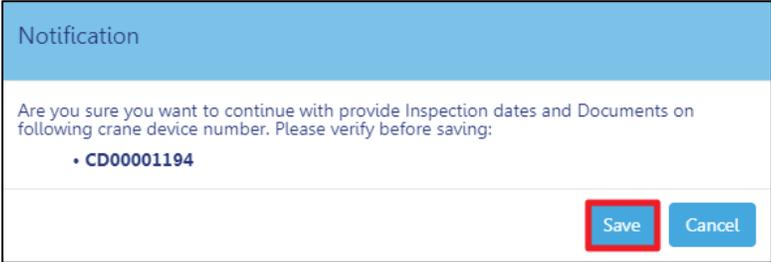
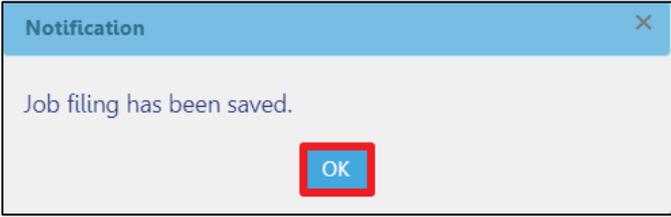
Complete General Information

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
APPLICANT OF RECORD	
1.	<p>Click the General Information tab.</p> 
Note:	<p>The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model, Crane Device Number, Device Serial Number, and Device Manufactured Date (Month/Year) Filing Type are greyed-out and cannot be edited.</p> 

Step	Action																								
<p>Note:</p>	<p>The Applicant of Record – Owner Information fields: Email, Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, Country, and Owner Type are greyed-out and cannot be edited.</p> <div data-bbox="326 478 1398 743" style="border: 1px solid black; padding: 5px;"> <p>Applicant of Record - Owner Information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>AJOETEST1@GMAIL.COM</td> <td>JOE1</td> <td>ADAM</td> </tr> <tr> <td>Business Name*</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td>AJ 1</td> <td>AJ 1</td> <td>NYC</td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td>NY</td> <td>10000</td> <td>(201) 333-2222</td> </tr> <tr> <td>Mobile Telephone</td> <td>Country</td> <td>Owner Type*</td> </tr> <tr> <td></td> <td>United States</td> <td>NYCHA</td> </tr> </table> </div>	Email*	Last Name	First Name	AJOETEST1@GMAIL.COM	JOE1	ADAM	Business Name*	Business Address	City	AJ 1	AJ 1	NYC	State	Zip Code	Business Telephone	NY	10000	(201) 333-2222	Mobile Telephone	Country	Owner Type*		United States	NYCHA
Email*	Last Name	First Name																							
AJOETEST1@GMAIL.COM	JOE1	ADAM																							
Business Name*	Business Address	City																							
AJ 1	AJ 1	NYC																							
State	Zip Code	Business Telephone																							
NY	10000	(201) 333-2222																							
Mobile Telephone	Country	Owner Type*																							
	United States	NYCHA																							
<p>1.</p>	<p>If applicable, click + Add Representative to add Filing Representative.</p> <div data-bbox="326 827 1187 1016" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email																					
First Name	Last Name	Email																							
<p>2.</p>	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p> <div data-bbox="326 1163 1406 1646" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Details</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>APPLEROME16@GMAIL.COM</td> <td></td> <td></td> </tr> <tr> <td>APPLEROME16@GMAIL.COM</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Country</td> </tr> <tr> <td></td> <td></td> <td>Select:</td> </tr> <tr> <td>Business Telephone</td> <td>Mobile Telephone</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"> Save Cancel </p> </div>	Email*	Last Name	First Name	APPLEROME16@GMAIL.COM			APPLEROME16@GMAIL.COM	Business Address	City				State	Zip Code	Country			Select:	Business Telephone	Mobile Telephone				
Email*	Last Name	First Name																							
APPLEROME16@GMAIL.COM																									
APPLEROME16@GMAIL.COM	Business Address	City																							
State	Zip Code	Country																							
		Select:																							
Business Telephone	Mobile Telephone																								

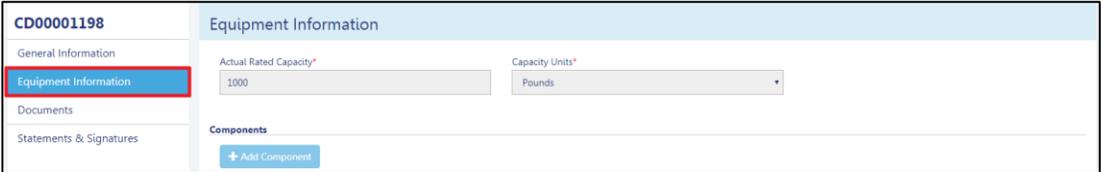
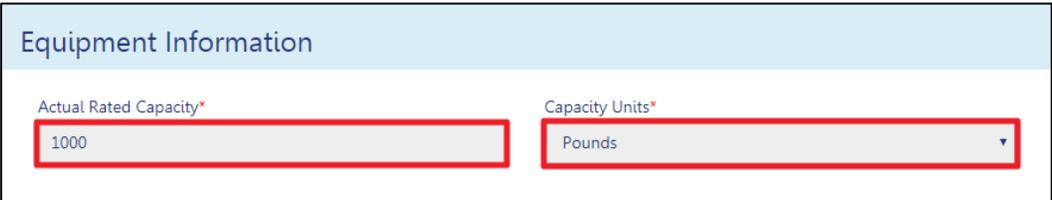
Step	Action
3.	<p>Click Save.</p> 
Note:	<p>The Filing Representative added displays within the Filing Representative Information table.</p> <p>Click the Edit () icon to update the information.</p> <p>Click the Trash Can () icon to delete the Filing Representative.</p> 
4.	<p>At the top-left of the screen, click Save.</p> 

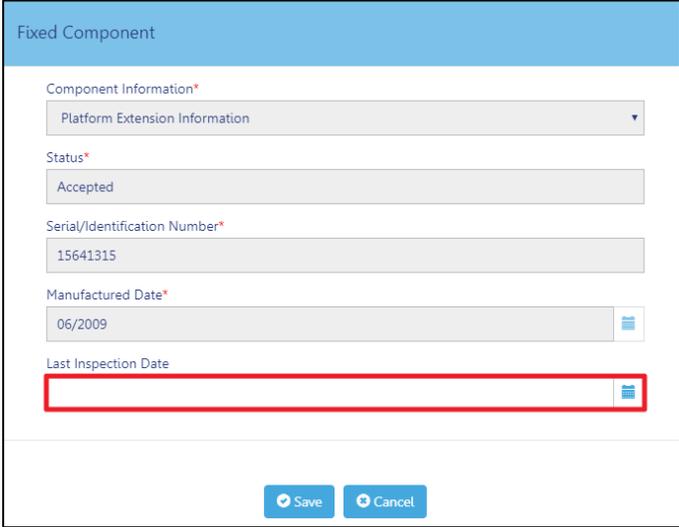
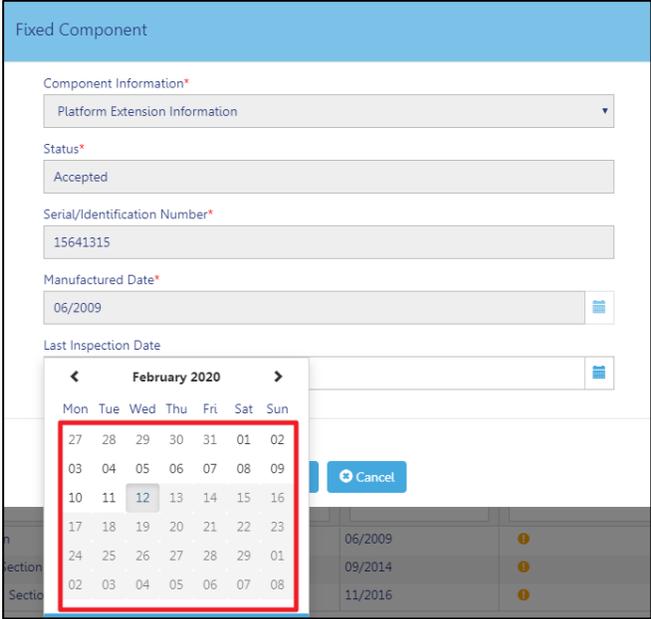
Step	Action
5.	<p>A Notification pop-up window displays with the message:</p> <p>Are you sure you want to continue with provide Inspection dates and Documents on following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> • CD000001194 <p>Click Save to continue.</p> 
6.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 

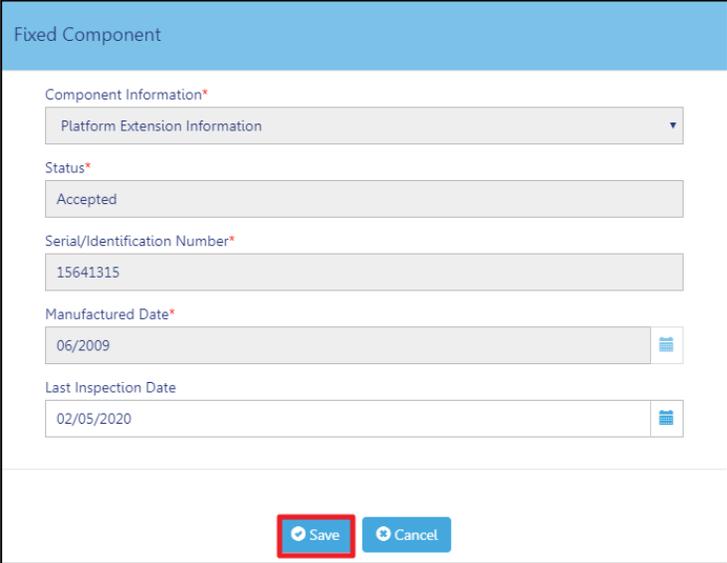
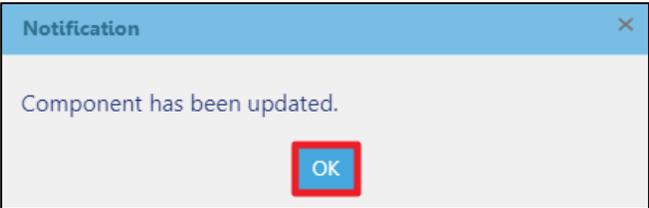
Step	Action
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Device Number 4. Additional Tabs: Equipment Information, Documents and Statements & Signatures 5. Application Information: Application Highlights, View Filing, Trace & Payment History and Fees
	<p>You have completed the Complete Assign Crane Device to Crane Notice Step-by-Step Guide.</p>

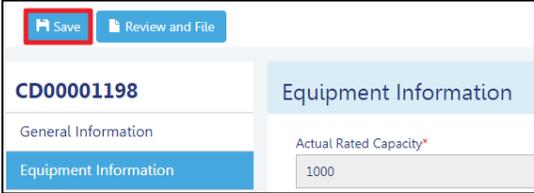
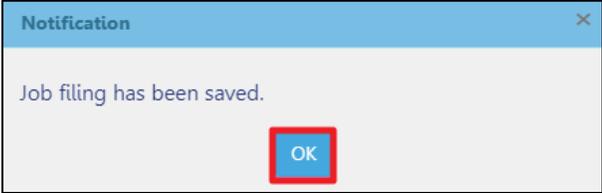
Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p>The Equipment Information field: Actual Rated Capacity and Capacity Units are greyed-out and cannot be edited.</p> 
2.	<p>In the Components section, locate and the edit () icon.</p> 

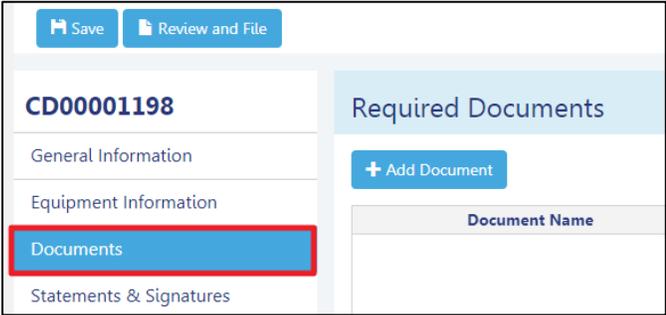
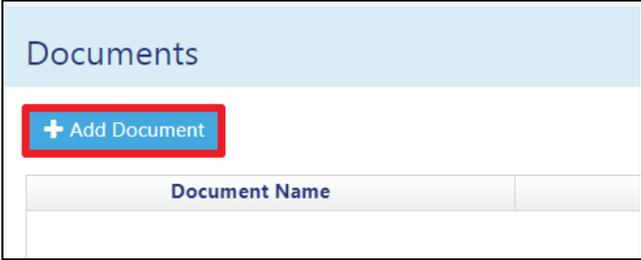
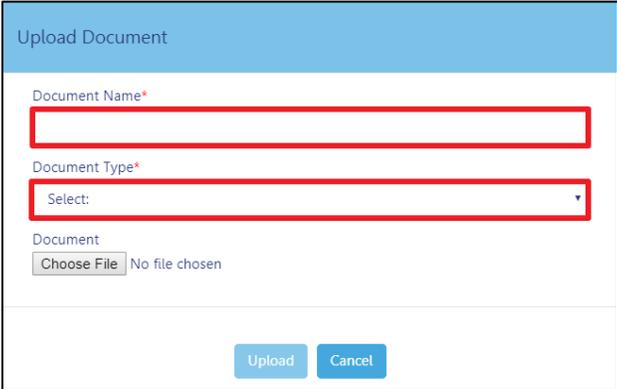
Step	Action
3.	<p>Locate the Last Inspection Date field and click the drop-down Calendar.</p> 
4.	<p>Select the Last Inspection Date from the drop-down calendar.</p> 

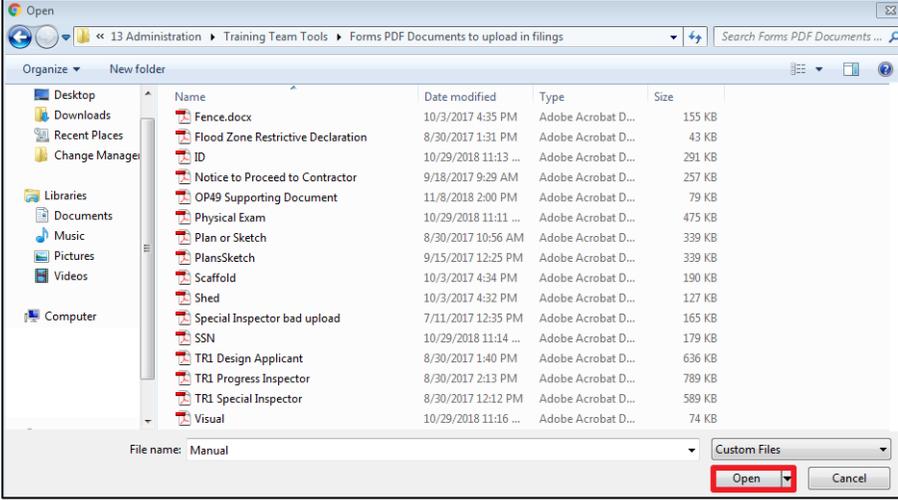
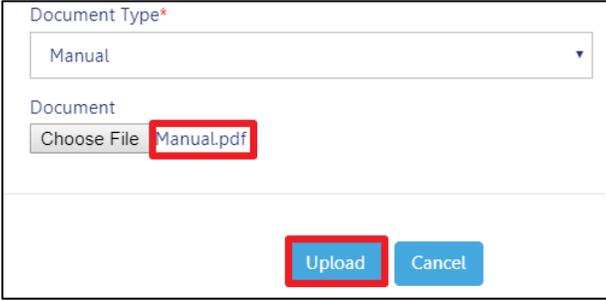
Step	Action
5.	<p>Click Save.</p> 
6.	<p>A Notification displays stating the Component has been updated. Click OK.</p> 
Note:	<p>The Component Type added displays within the Components information table.</p> <p>Click the remove () icon to remove the Component Type.</p> 

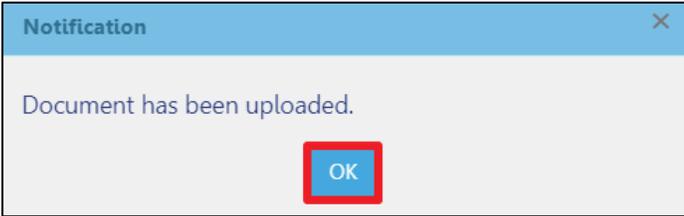
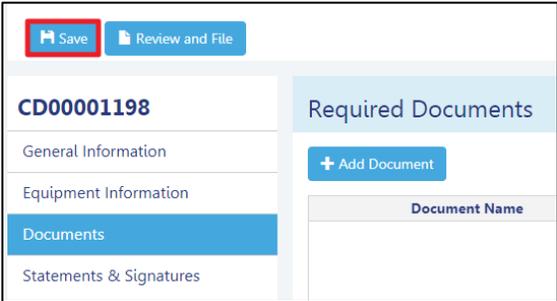
Step	Action
7.	<p>At the top-left of the screen, click Save.</p> 
8.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK.</p> 
<p>You have completed the Complete Equipment Information tab.</p> <p>Continue to the next section.</p>	

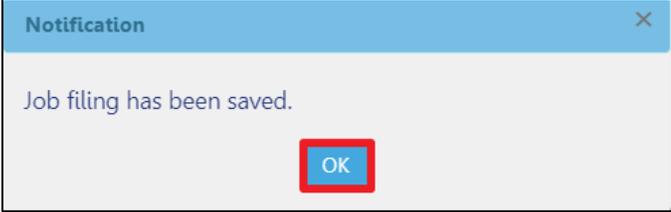
Upload Documents

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

Step	Action
1.	<p>Click Documents to display the Documents section.</p> 
2.	<p>Click +Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list. 

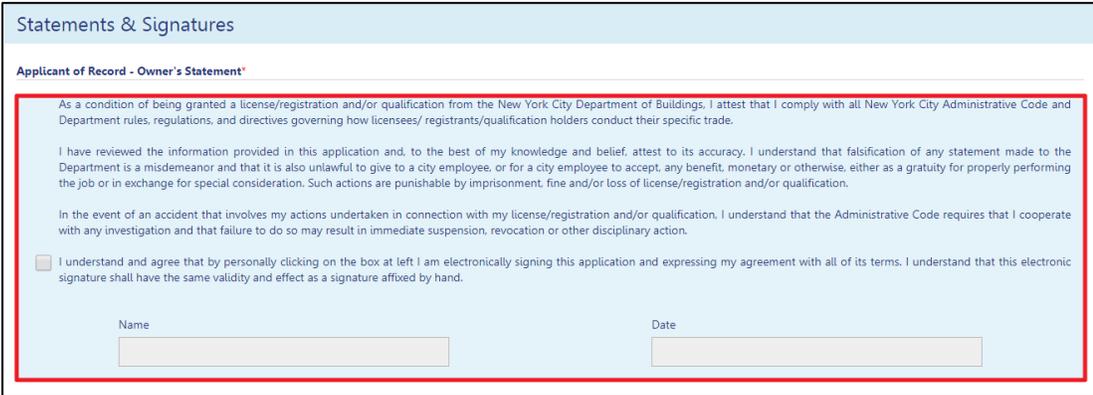
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File.</p> <p>Click Upload.</p> 

Step	Action
7.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 
Note:	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p> 
8.	<p>At the top-left of the screen, click Save.</p> 

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

Complete Statements & Signatures

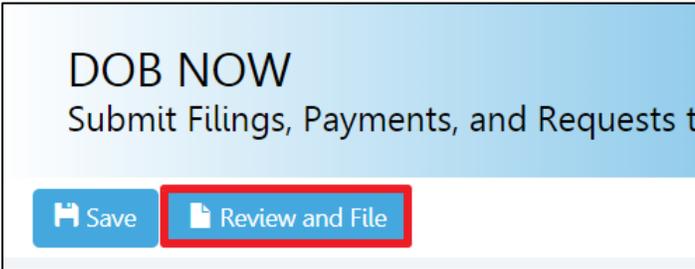
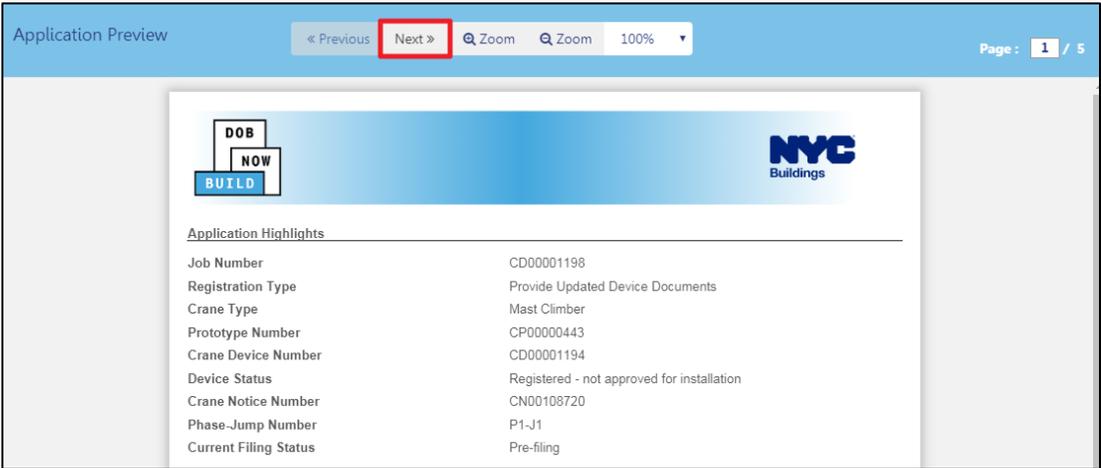
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

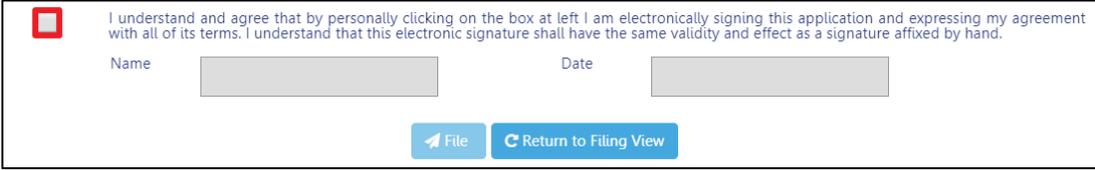
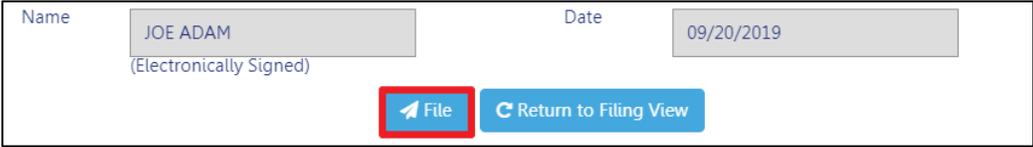
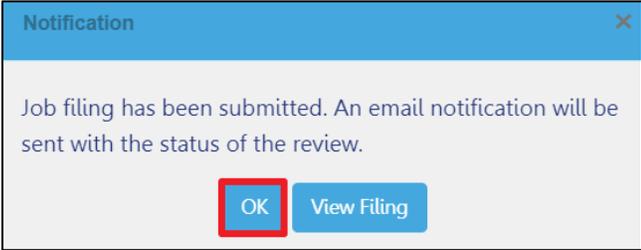
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
APPLICANT OF RECORD	
2.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> <div data-bbox="326 495 1425 663" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> 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.</p> <p>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed) Date: <input type="text" value="09/19/2019"/></p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="326 747 1195 1194" style="border: 1px solid black; padding: 5px;"> <p>Save Review and File</p> <p>CD00001198</p> <p>General Information</p> <p>Equipment Information</p> <p>Documents</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Statements & Signatures</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">Statements & Signatures</p> <p>Applicant of Record - Owner's Statement*</p> <p>As a condition of being granted a license Department rules, regulations, and directi</p> <p>I have reviewed the information provide Department is a misdemeanor and that it the job or in exchange for special consid</p> </div> </div>
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div data-bbox="326 1379 997 1596" style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Notification ×</p> <p>Job filing has been saved.</p> <p style="text-align: center;">OK</p> </div>
<p>You have completed the Statement & Signatures section.</p> <p>Continue to the next section.</p>	

Complete Review and File

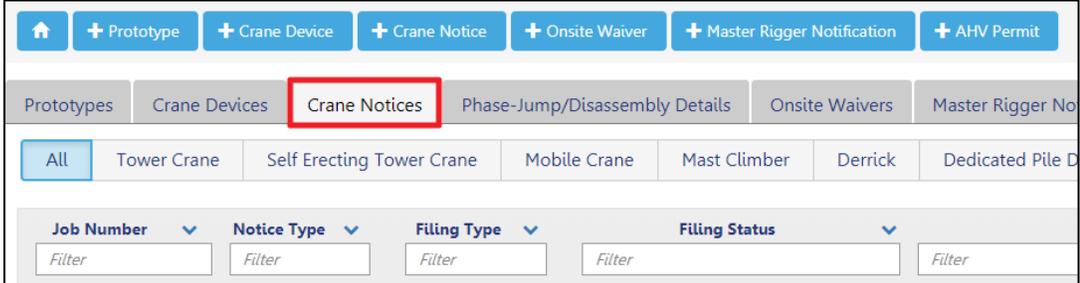
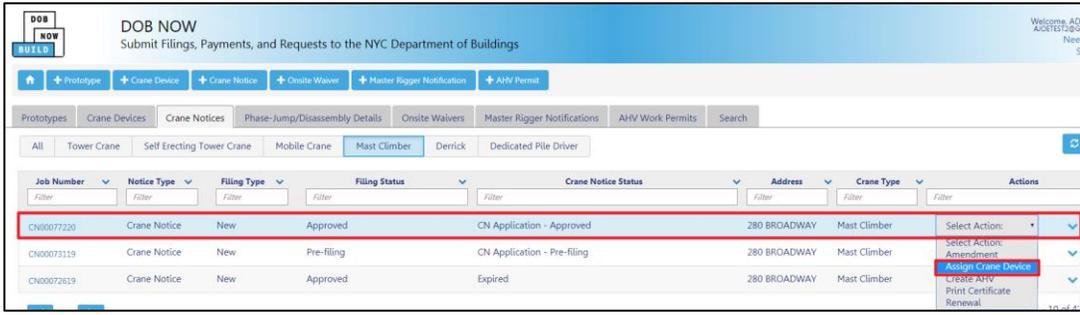
Complete the following steps to review and submit the application to the NYC Department of Buildings.

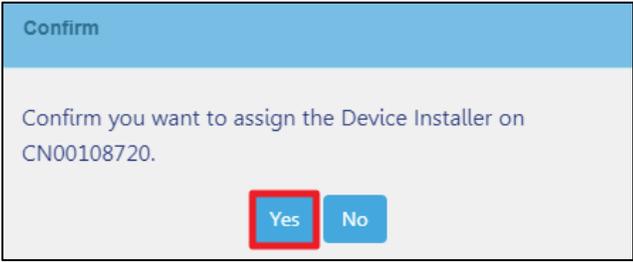
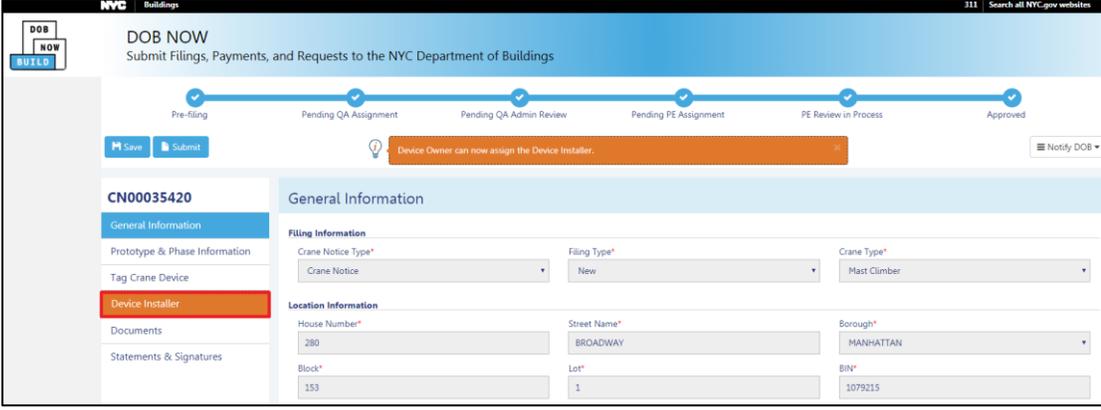
Step	Action																				
APPLICANT OF RECORD																					
1.	<p>At the top-left of the screen, click Review and File.</p> 																				
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1" data-bbox="509 1241 1068 1451"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001198</td> </tr> <tr> <td>Registration Type</td> <td>Provide Updated Device Documents</td> </tr> <tr> <td>Crane Type</td> <td>Mast Climber</td> </tr> <tr> <td>Prototype Number</td> <td>CP00000443</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001194</td> </tr> <tr> <td>Device Status</td> <td>Registered - not approved for installation</td> </tr> <tr> <td>Crane Notice Number</td> <td>CND0108720</td> </tr> <tr> <td>Phase-Jump Number</td> <td>P1-J1</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001198	Registration Type	Provide Updated Device Documents	Crane Type	Mast Climber	Prototype Number	CP00000443	Crane Device Number	CD00001194	Device Status	Registered - not approved for installation	Crane Notice Number	CND0108720	Phase-Jump Number	P1-J1	Current Filing Status	Pre-filing
Application Highlights																					
Job Number	CD00001198																				
Registration Type	Provide Updated Device Documents																				
Crane Type	Mast Climber																				
Prototype Number	CP00000443																				
Crane Device Number	CD00001194																				
Device Status	Registered - not approved for installation																				
Crane Notice Number	CND0108720																				
Phase-Jump Number	P1-J1																				
Current Filing Status	Pre-filing																				
Note:	<p>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.</p> 																				

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 
4.	<p>The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.</p> 
5.	<p>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.</p> 
Note:	<p>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</p> 
<p>You have completed the Mast Climber CD Number: Provide Updated Device Documents Step-by-Step Guide.</p>	

Mast Climber Crane CN: Device Installer

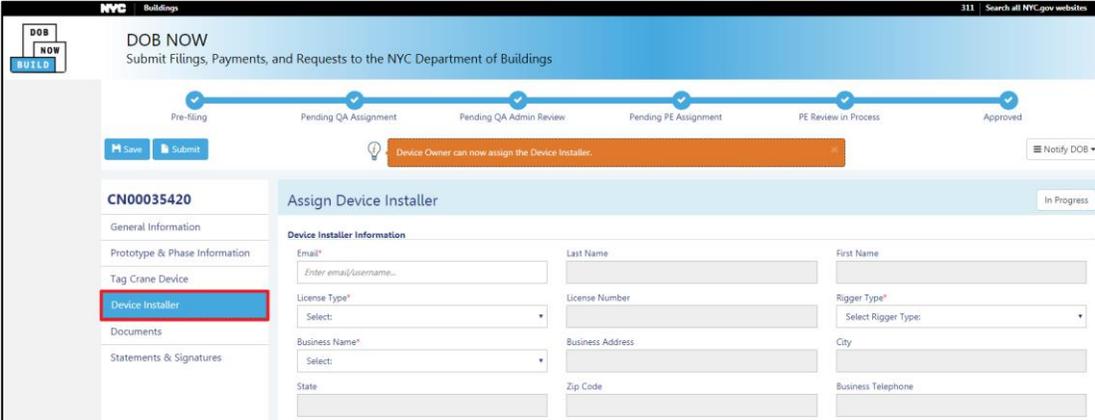
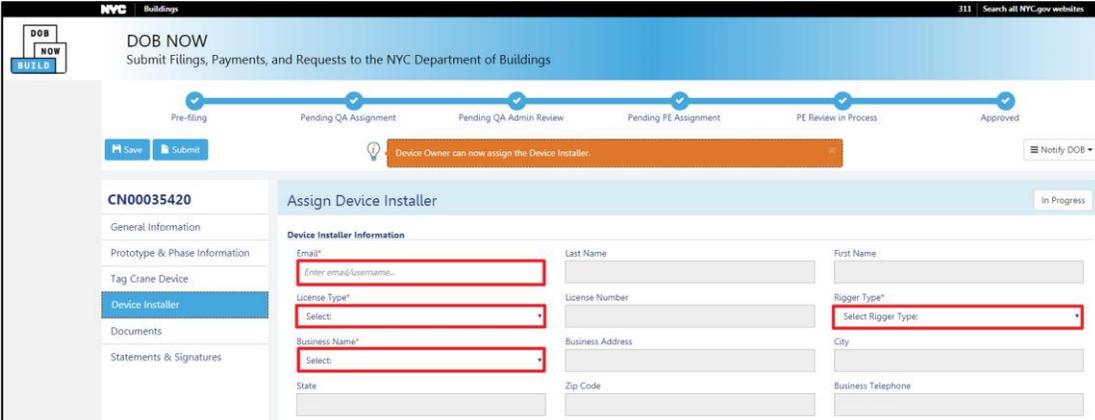
Complete the following steps to assign a Device Installer.

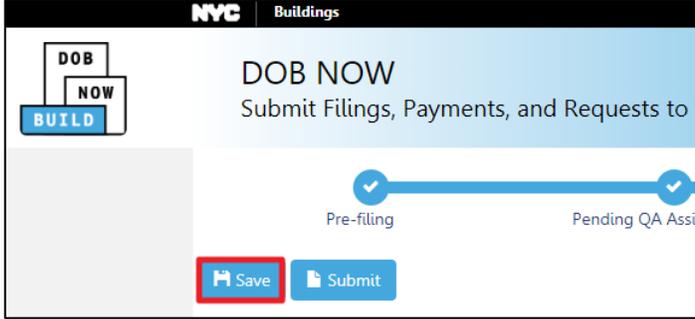
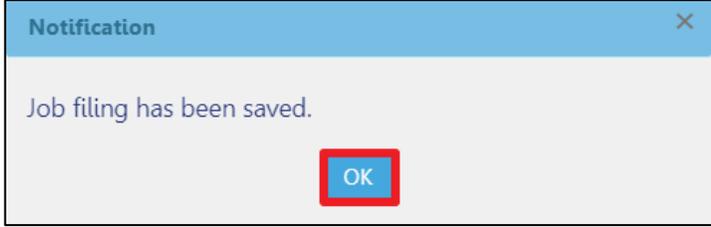
Step	Action																																
APPLICANT OF RECORD																																	
1.	<p>From the Dashboard, select the Crane Notices tab.</p>  <p>The screenshot shows the dashboard navigation menu with 'Crane Notices' highlighted in a red box. Below the menu are tabs for crane types: All, Tower Crane, Self Erecting Tower Crane, Mobile Crane, Mast Climber, Derrick, and Dedicated Pile Driver. Filter buttons for Job Number, Notice Type, Filing Type, and Filing Status are also visible.</p>																																
2.	<p>To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).</p>  <p>The screenshot shows the 'Crane Notices' page with the 'Mast Climber' tab selected in the crane type filter row, highlighted in a red box. The page title is 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'.</p>																																
3.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Assign Device Installer.</p>  <p>The screenshot shows a table of Crane Notice applications. The table has columns for Job Number, Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, Crane Type, and Actions. The row for job number CN00077220 is highlighted in red, and the 'Assign Crane Device' option in the Actions column is also highlighted in red.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00077220</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>CN Application - Approved</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td>Select Action: Assign Crane Device</td> </tr> <tr> <td>CN00073119</td> <td>Crane Notice</td> <td>New</td> <td>Pre-filing</td> <td>CN Application - Pre-filing</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td>Select Action: Amendmend</td> </tr> <tr> <td>CN00072619</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td>Select Action: Print Certificate Renewal</td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CN00077220	Crane Notice	New	Approved	CN Application - Approved	280 BROADWAY	Mast Climber	Select Action: Assign Crane Device	CN00073119	Crane Notice	New	Pre-filing	CN Application - Pre-filing	280 BROADWAY	Mast Climber	Select Action: Amendmend	CN00072619	Crane Notice	New	Approved	Expired	280 BROADWAY	Mast Climber	Select Action: Print Certificate Renewal
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CN00072619	Crane Notice	New	Approved	Expired	280 BROADWAY	Mast Climber	Select Action: Print Certificate Renewal																										

Step	Action
4.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to assign the Device Installer on CN00108720</p> <p>Click Yes to proceed.</p> 
5.	<p>The page refreshes with the Device Installer highlighted.</p> 
<p>You have begun the process for Tag Crane Device.</p> <p>Continue to the Complete Assign Crane Device to Crane Notice section.</p>	

Complete Device Installer Details

Complete the following steps to add the **Device Installer Details** to support the application:

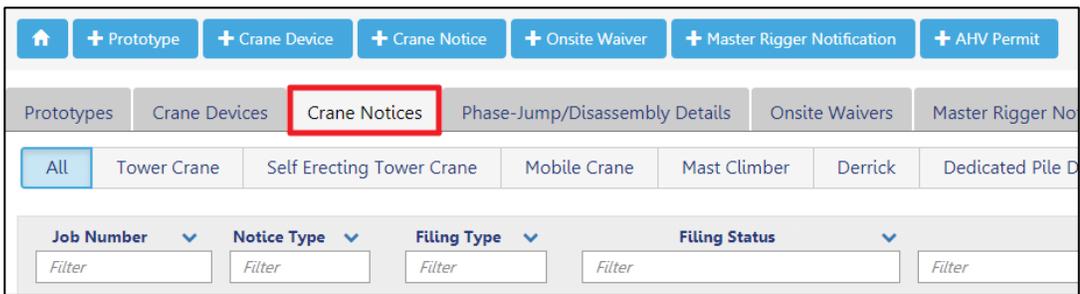
Step	Action
1.	<p>Click the Device Installer tab.</p> 
2.	<p>Within the Device Installer Details tab, enter the Device Installer Details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue-drop down <input type="checkbox"/> Select the License Type from the License Type drop-down list <input type="checkbox"/> Select the Rigger Type from the Rigger Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list 

Step	Action
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Device Installer Step-by-Step Guide. Continue to the next section.</p>	

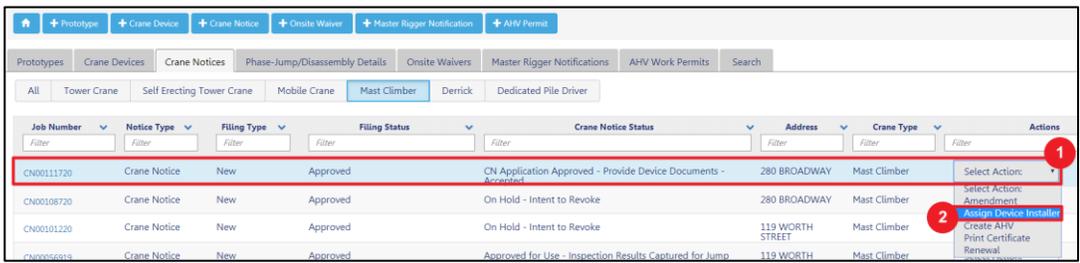
Complete Device Owner’s Statement & Signatures

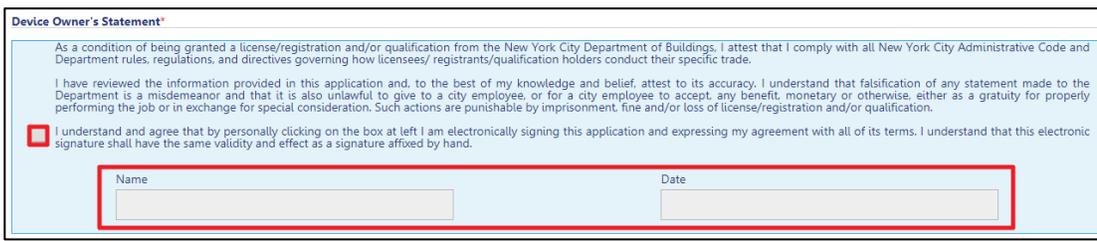
DEVICE OWNER

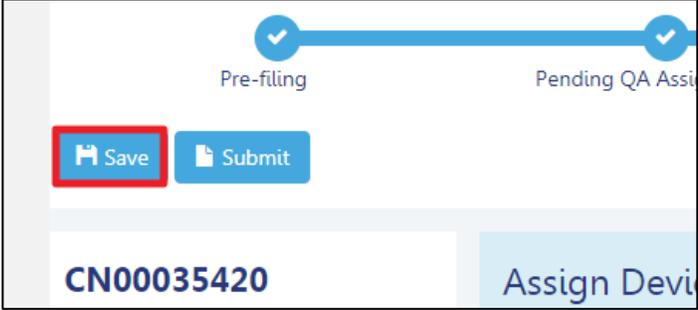
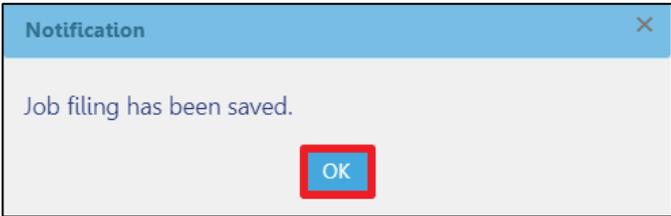
1. **From the Dashboard, select the Crane Notices tab.**


2. **To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).**


3. **Locate the Crane Notice application.**
Under the Actions column, select Assign Device Installer.

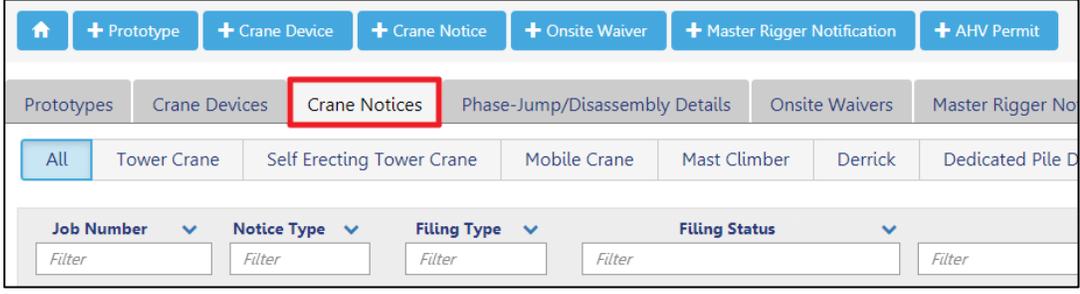
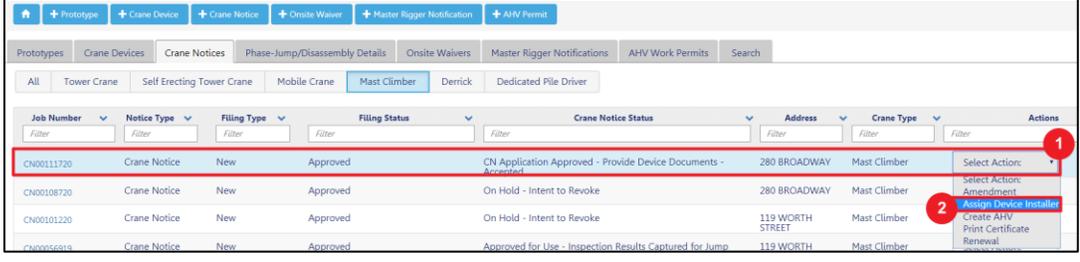

4. **Click the Applicant’s Statement checkbox to electronically attest.**
The Name and Date field’s auto-populate by the system.

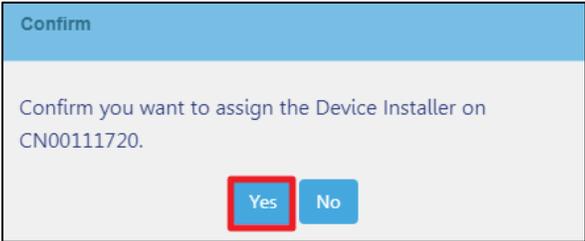
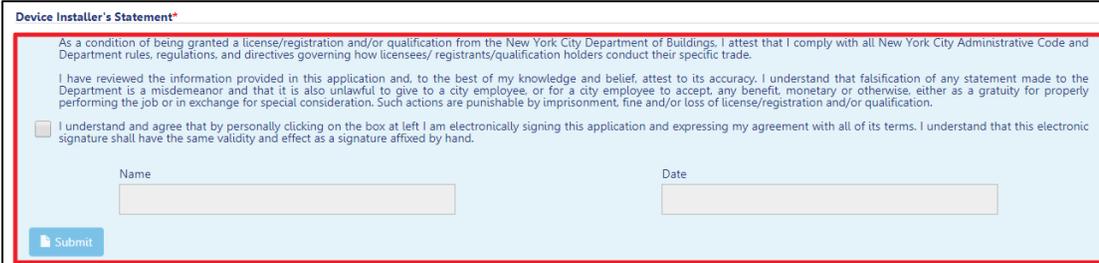
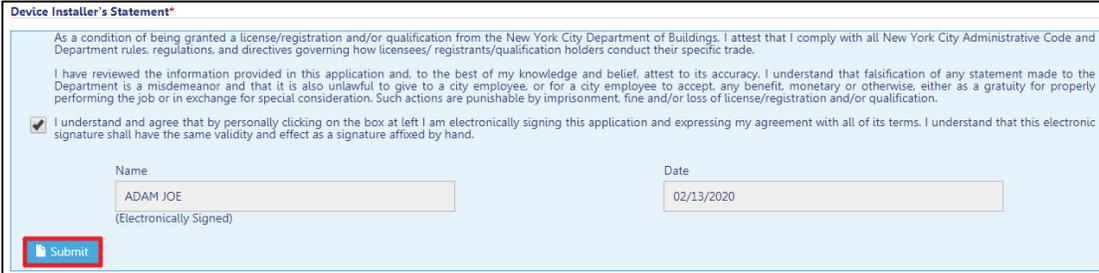


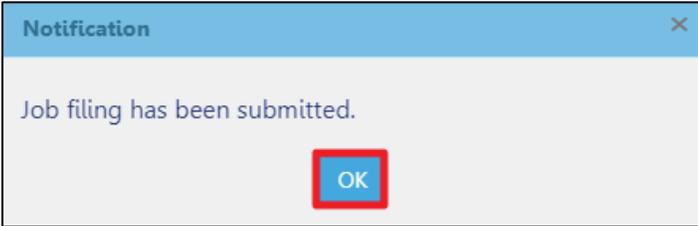
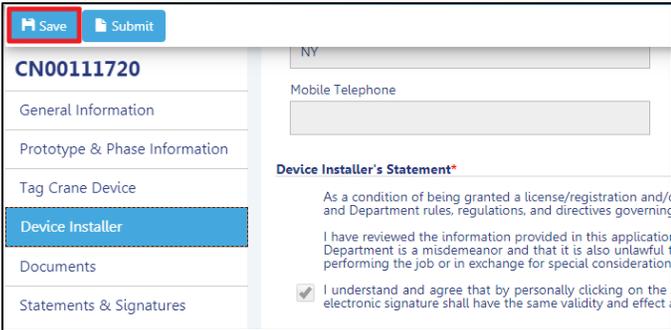
5.	<p>Click Save.</p> 
6.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 

Complete Device Installer’s Statement & Signatures

Complete the following steps to complete Statement & Signatures for the Device Installer for the application:

Step	Action																																								
DEVICE INSTALLER																																									
1.	<p>From the Dashboard, select the Crane Notices tab.</p>  <p>The screenshot shows the dashboard navigation menu with 'Crane Notices' highlighted in a red box. Below the menu are filter options for Job Number, Notice Type, Filing Type, and Filing Status, each with a 'Filter' button.</p>																																								
2.	<p>To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).</p>  <p>The screenshot shows the 'Crane Notices' section with 'Mast Climber' selected in a red box. The navigation menu includes options for Prototypes, Crane Devices, Crane Notices, Phase-Jump/Disassembly Details, Onsite Waivers, Master Rigger Notifications, and AHV Work Permits. Filter options for Job Number, Notice Type, Filing Type, Filing Status, and Crane Notice Status are also visible.</p>																																								
3.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Assign Device Installer.</p>  <p>The screenshot shows a table of Crane Notice applications. The first row is highlighted in red. The 'Actions' column for this row has a dropdown menu open, with 'Assign Device Installer' highlighted in a red box and labeled with a red circle '2'. A red circle '1' is also present near the 'Select Action:' text in the dropdown.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00111720</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>CN Application Approved - Provide Device Documents - Accepted!</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td>Select Action: Select Action: Amendment Assign Device Installer Create AHV Print Certificate Renewal</td> </tr> <tr> <td>CN00108720</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>On Hold - Intent to Revoke</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td></td> </tr> <tr> <td>CN00101220</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>On Hold - Intent to Revoke</td> <td>119 WORTH STREET</td> <td>Mast Climber</td> <td></td> </tr> <tr> <td>CN00000000</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for Use - Inspection Results Captured for Jump</td> <td>119 WORTH</td> <td>Mast Climber</td> <td></td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CN00111720	Crane Notice	New	Approved	CN Application Approved - Provide Device Documents - Accepted!	280 BROADWAY	Mast Climber	Select Action: Select Action: Amendment Assign Device Installer Create AHV Print Certificate Renewal	CN00108720	Crane Notice	New	Approved	On Hold - Intent to Revoke	280 BROADWAY	Mast Climber		CN00101220	Crane Notice	New	Approved	On Hold - Intent to Revoke	119 WORTH STREET	Mast Climber		CN00000000	Crane Notice	New	Approved	Approved for Use - Inspection Results Captured for Jump	119 WORTH	Mast Climber	
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Step	Action
4.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to assign the Device Installer on CN00111720.</p> <p>Click Yes to proceed.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
5.	<p>Click the Applicant's Statement checkbox to electronically attest.</p> <p>The Name and Date field's auto-populate by the system.</p> 

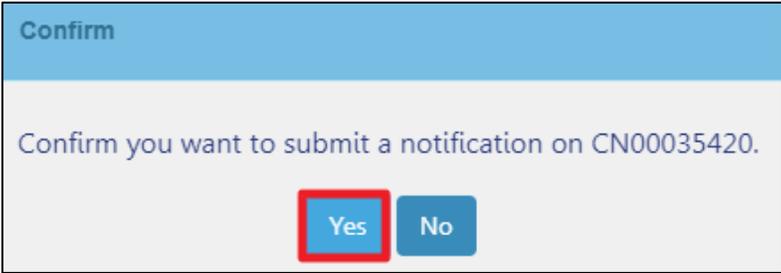
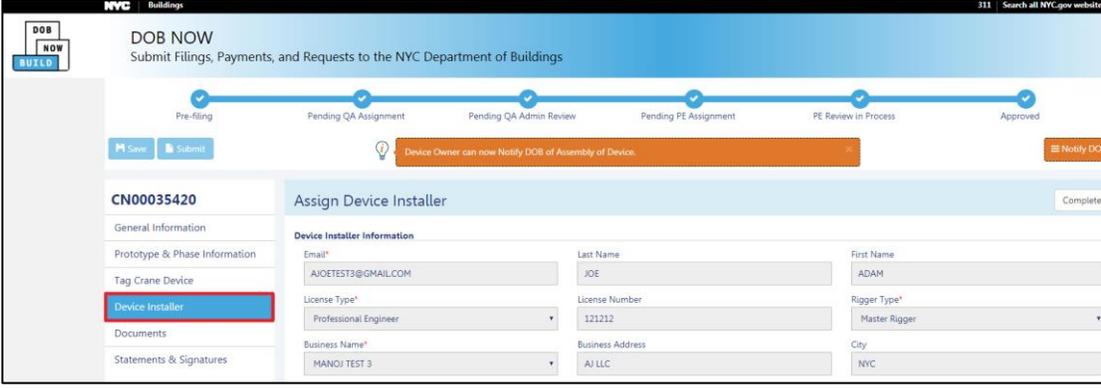
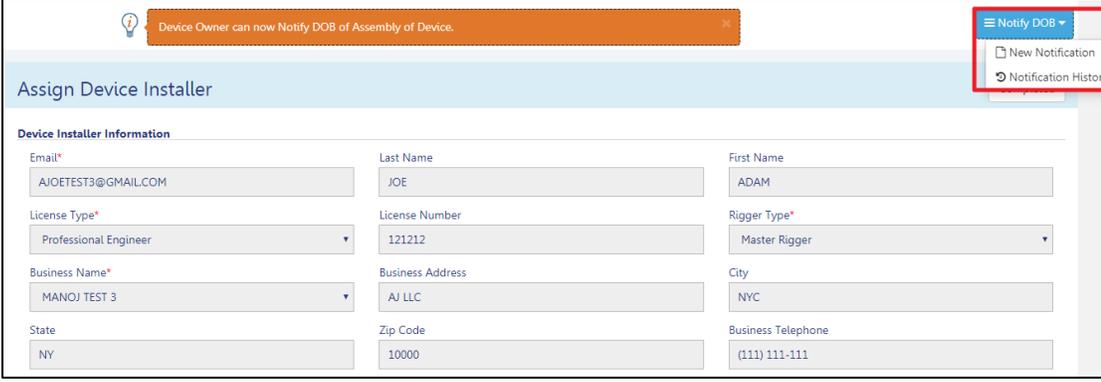
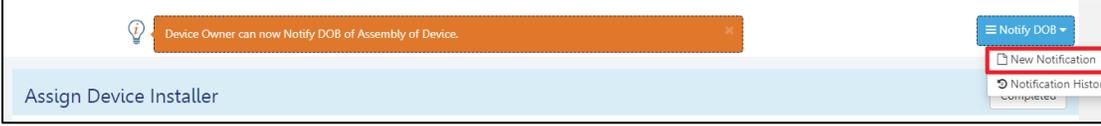
Step	Action
6.	<p>A Confirm message displays stating Confirm you want to submit the Device Installer’s Statement. Click Yes.</p> 
7.	<p>A Notification message displays stating the Job Filing has been submitted. Click OK.</p> 
8.	<p>At the top-left of the screen, click Save.</p> 

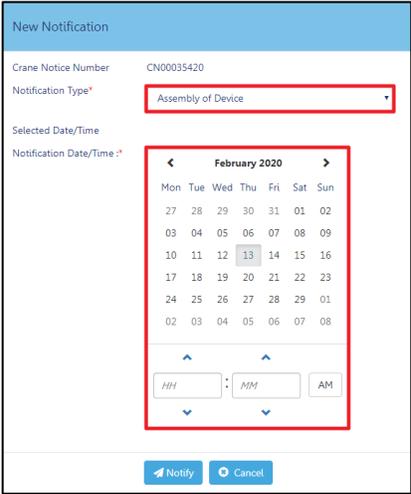
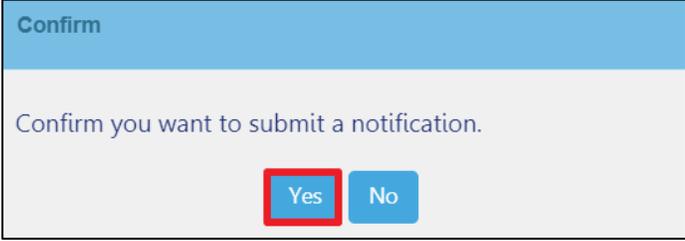
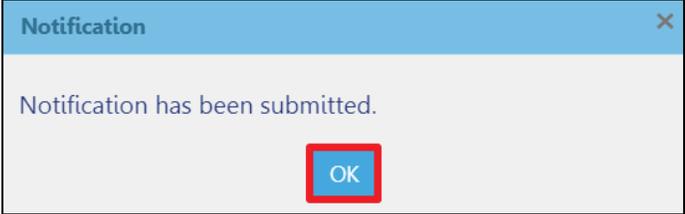
Step	Action
9.	<p>The page refreshes notifying the Device Owner to Notify DOB of Assembly of Device</p>
<p>You have completed the Device Installer’s Statements& Signatures Step-by-Step Guide.</p>	

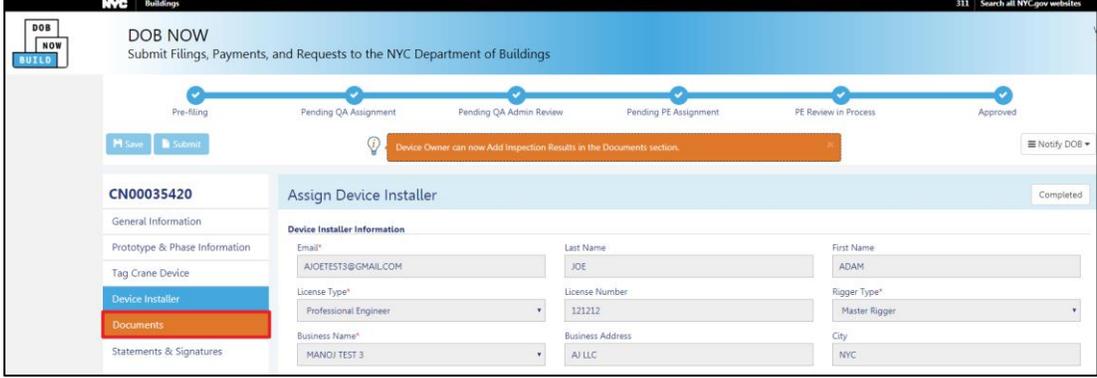
Mast Climber Crane CN: Notify DOB of Assembly of Device

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

Step	Action
Applicant of Record	
1.	<p>From the Dashboard, select the Crane Notices tab.</p>
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Notify DOB.</p>
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., Mast Climber).</p>

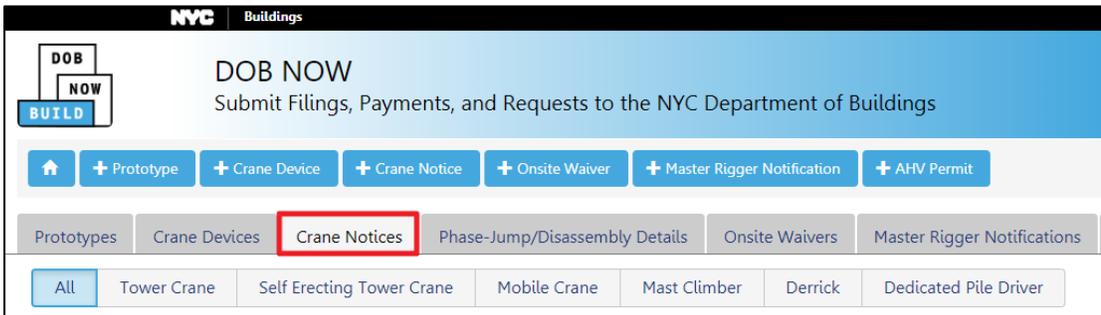
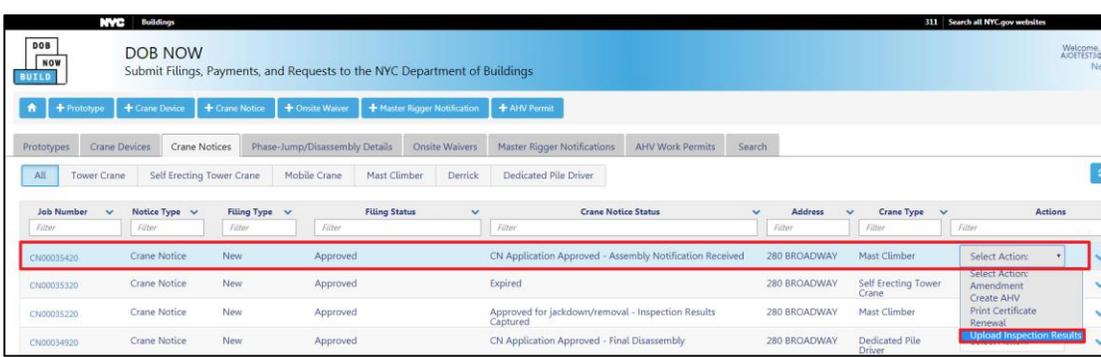
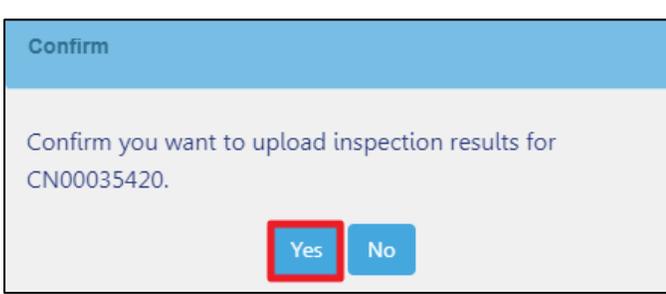
Step	Action
3.	<p>A Confirm pop-up window displays with the message (sample):</p> <p>Confirm you want to submit a notification on CN00035420.</p> <p>Click Yes to proceed.</p> 
4.	<p>The page refreshes and displays the Device Installer tab.</p> 
5.	<p>Click on the Notify DOB button in the top right-hand corner of the screen.</p> 
6.	<p>Select New Notification.</p> 

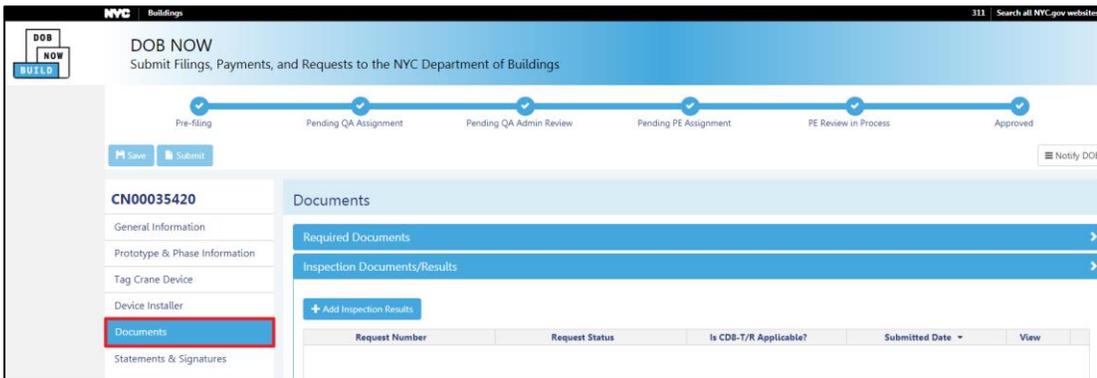
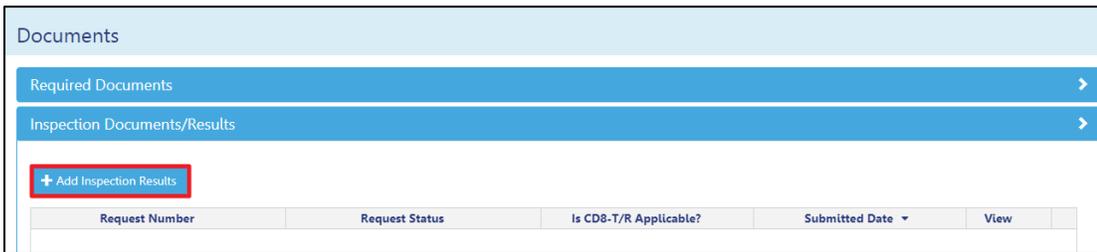
Step	Action
7.	<p>A New Notification pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Notification Type (e.g., <i>Assembly of Device</i>) <input type="checkbox"/> Select the Notification Date/Time <p>The selected Date/Time displays above the calendar.</p> 
8.	<p>Below the calendar, click Notify.</p> 
9.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to submit a notification.</p> <p>Click Yes to proceed.</p> 
10.	<p>A Notification pop-up window displays with the message:</p> <p>Notification has been submitted.</p> <p>Click OK to proceed.</p> 

Step	Action
<p>Note:</p>	<p>The page refreshes highlighting the Documents tab.</p> 
<p>You have completed the Notify DOB of Assembly of Device Step-by-Step Guide.</p> <p>Continue to the next section.</p>	

Mast Climber Crane CN: Add Inspection Results

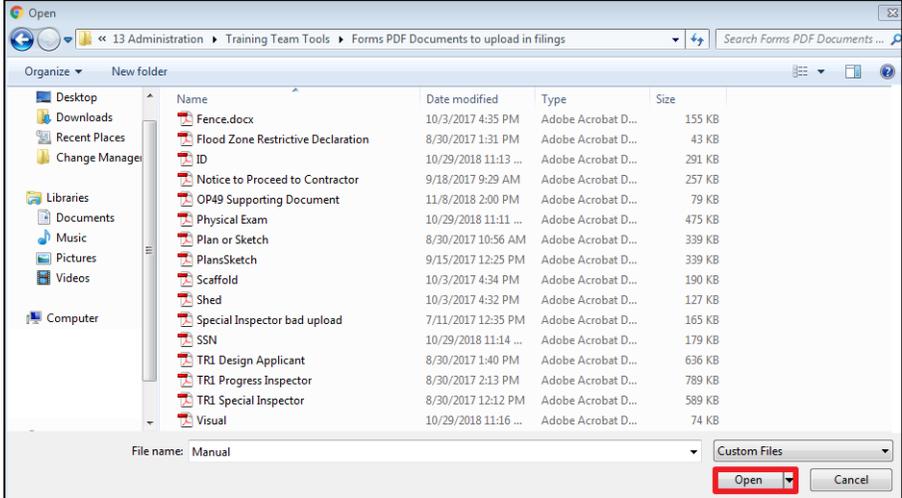
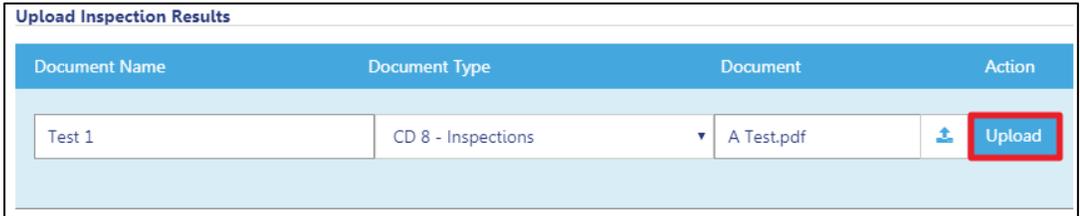
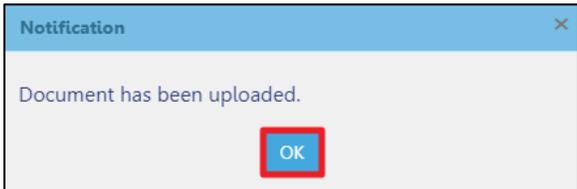
Complete the following steps to upload the inspection results in the Documents tab to support the application:

Step	Action
1.	<p>From the Dashboard, select Phase-Jump/Disassembly Details tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Upload Inspection Results.</p> 
3.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to upload inspection results for CN00035420.</p> <p>Click Yes to proceed.</p> 

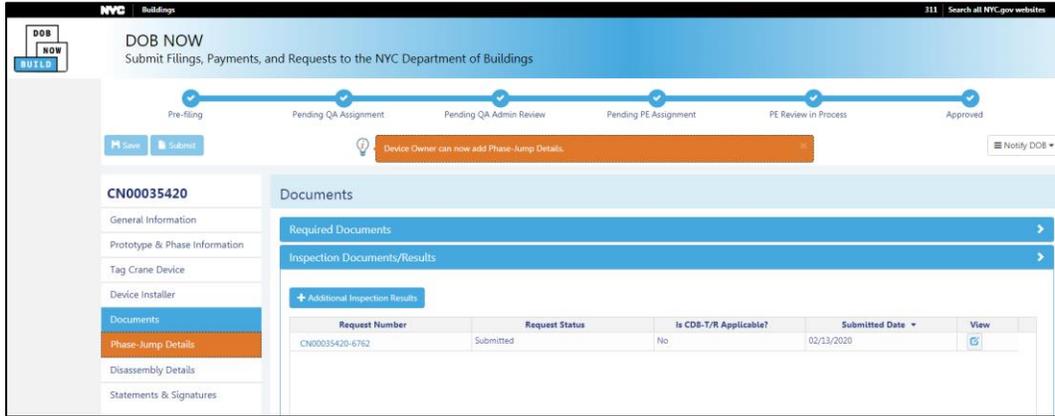
Step	Action
4.	<p>The page refreshes highlighting the Documents tab.</p> 
5.	<p>Select the +Add Inspection Results in the Documents section.</p> 

Step	Action																			
Note:	<p>The page refreshes and displays the Inspection Documents/Results pop-up window.</p> <hr/> <ol style="list-style-type: none"> Filing Information Upload Inspection Results <hr/> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4F81BD; color: white; padding: 5px;">Inspection Documents/Results</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;">Filing Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Request Number CN00033920-1032</td> <td style="width: 33%;">Crane Notice Number CN00033920</td> <td style="width: 33%;">Location 280 BROADWAY, MANHATTAN</td> </tr> </table> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 10px;">CD8-TR</div> <p>Is CD8-TR is applicable for current phase?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;">Upload Inspection Results</div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="width: 30%;">Document Name</th> <th style="width: 20%;">Document Type</th> <th style="width: 30%;">Document</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td><input style="width: 100%;" type="text"/></td> <td>Select : ▼</td> <td>Select file ▼</td> <td style="text-align: center;"> Upload</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9E1F2;"> <th style="width: 30%;">Document Name</th> <th style="width: 20%;">Document Type</th> <th style="width: 30%;">Document Status</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;"> ⏪ ⏩ 1 / 1 ⏪ ⏩ 10 Items Per Page </td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> Submit Cancel </div> </div>	Request Number CN00033920-1032	Crane Notice Number CN00033920	Location 280 BROADWAY, MANHATTAN	Document Name	Document Type	Document	Action	<input style="width: 100%;" type="text"/>	Select : ▼	Select file ▼	Upload	Document Name	Document Type	Document Status	Actions	⏪ ⏩ 1 / 1 ⏪ ⏩ 10 Items Per Page			
Request Number CN00033920-1032	Crane Notice Number CN00033920	Location 280 BROADWAY, MANHATTAN																		
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⏪ ⏩ 1 / 1 ⏪ ⏩ 10 Items Per Page																				

6.	<p>Enter the following information:</p> <ol style="list-style-type: none"> Document Name Select the Document Type from the Document Type drop-down list. Click the upload () icon to search the document. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="background-color: #D9E1F2; padding: 5px;">Upload Inspection Results</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="width: 30%;">Document Name</th> <th style="width: 20%;">Document Type</th> <th style="width: 30%;">Document</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red; height: 20px;"></td> <td>Select : ▼</td> <td>Select file ▼</td> <td style="text-align: center;"> Upload</td> </tr> <tr> <td colspan="2" style="border: 1px solid red; padding: 5px;"> Select : CD 8 - Inspections CD 8-A/D - Inspections CD 8-TR - Inspections </td> <td></td> <td></td> </tr> </tbody> </table> </div>	Document Name	Document Type	Document	Action		Select : ▼	Select file ▼	Upload	Select : CD 8 - Inspections CD 8-A/D - Inspections CD 8-TR - Inspections			
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	Select : ▼	Select file ▼	Upload										
Select : CD 8 - Inspections CD 8-A/D - Inspections CD 8-TR - Inspections													

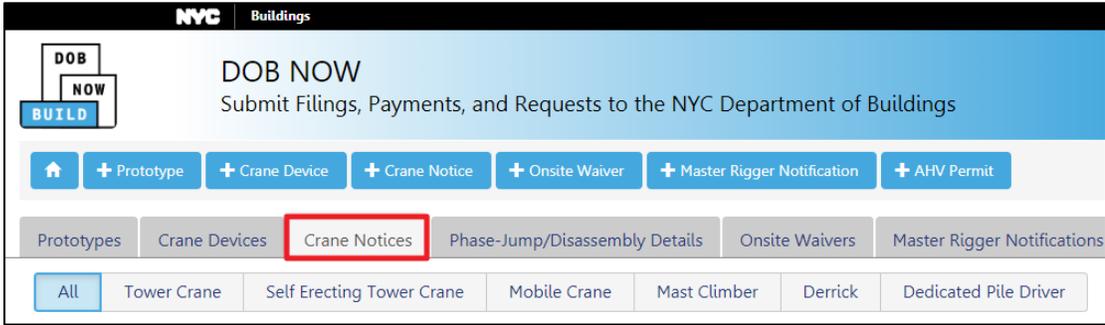
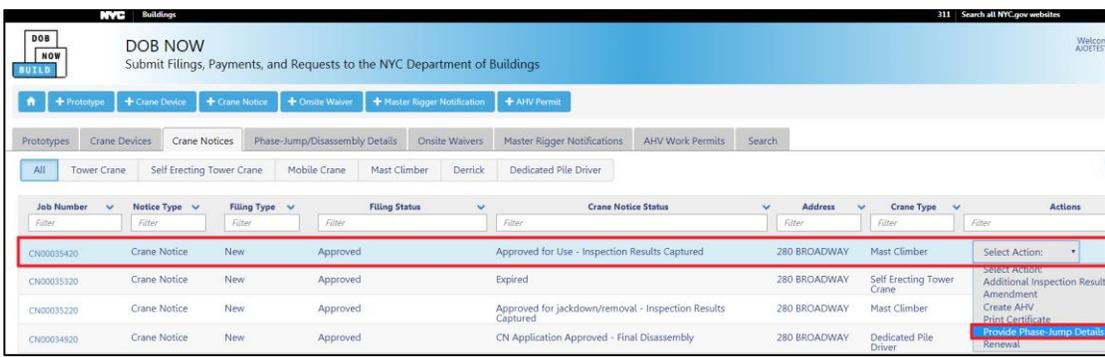
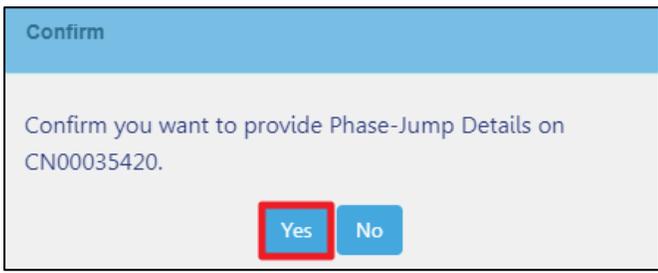
Step	Action
7.	<p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
8.	<p>Click Upload.</p> 
9.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 

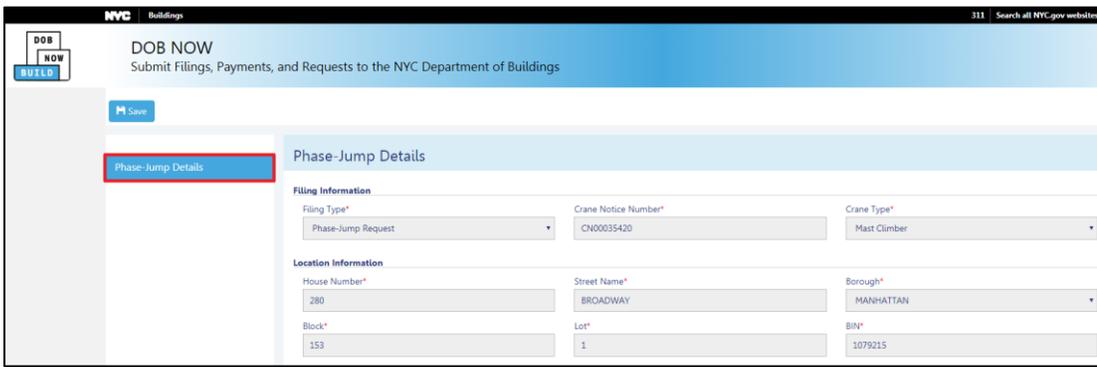
Step	Action
10.	<p>Click Submit.</p> <p>The screenshot shows a web interface titled "Upload Inspection Results". At the top, there is a table with columns: Document Name, Document Type, Document, and Action. Below this table is a form with a "Select:" dropdown menu, a "Select file" button, and an "Upload" button. Below the form is another table with columns: Document Name, Document Type, Document Status, and Actions. The table contains three rows of data: Test 1, Test 3, and Test 2. At the bottom of the interface, there is a "Submit" button highlighted with a red box and a "Cancel" button.</p>
11.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> <p>The screenshot shows a notification pop-up window with a blue header and a close button (X). The message inside the window reads "Document has been uploaded." Below the message is an "OK" button highlighted with a red box.</p>
12.	<p>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to continue.</p> <p>The screenshot shows a notification pop-up window with a blue header and a close button (X). The message inside the window reads "Job filing has been submitted." Below the message is an "OK" button highlighted with a red box.</p>

Step	Action										
<p>Note:</p>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p> <div data-bbox="324 478 1425 667" style="border: 1px solid #ccc; padding: 5px;"> <p>Required Documents</p> <p>+ Add Document</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 1</td> <td>MCS Inspections</td> <td>Pending</td> <td>01/30/2020</td> <td>  </td> </tr> </tbody> </table> </div>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 1	MCS Inspections	Pending	01/30/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions							
Test 1	MCS Inspections	Pending	01/30/2020	  							
<p>13.</p>	<p>The page refreshes highlighting the Phase-Jump Details tab.</p> <div data-bbox="370 751 1425 1167" style="border: 1px solid #ccc; padding: 5px;">  <p>The screenshot shows the DOB NOW interface for request CN00035420. The 'Phase-Jump Details' tab is highlighted in the left-hand navigation menu. The main content area shows a progress bar with steps: Pre-filing, Pending QA Assignment, Pending QA Admin Review, Pending PE Assignment, PE Review in Process, and Approved. Below the progress bar, there is a 'Documents' section with sub-sections for 'Required Documents' and 'Inspection Documents/Results'. The 'Inspection Documents/Results' table contains one entry:</p> <table border="1"> <thead> <tr> <th>Request Number</th> <th>Request Status</th> <th>Is CDS-T/R Applicable?</th> <th>Submitted Date</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>CN00035420-6762</td> <td>Submitted</td> <td>No</td> <td>02/13/2020</td> <td></td> </tr> </tbody> </table> </div>	Request Number	Request Status	Is CDS-T/R Applicable?	Submitted Date	View	CN00035420-6762	Submitted	No	02/13/2020	
Request Number	Request Status	Is CDS-T/R Applicable?	Submitted Date	View							
CN00035420-6762	Submitted	No	02/13/2020								
<p>You have completed the Upload Inspection Results Step-by-Step Guide.</p> <p>Continue to the next section.</p>											

Mast Climber Crane CN: Provide Phase-Jump Details

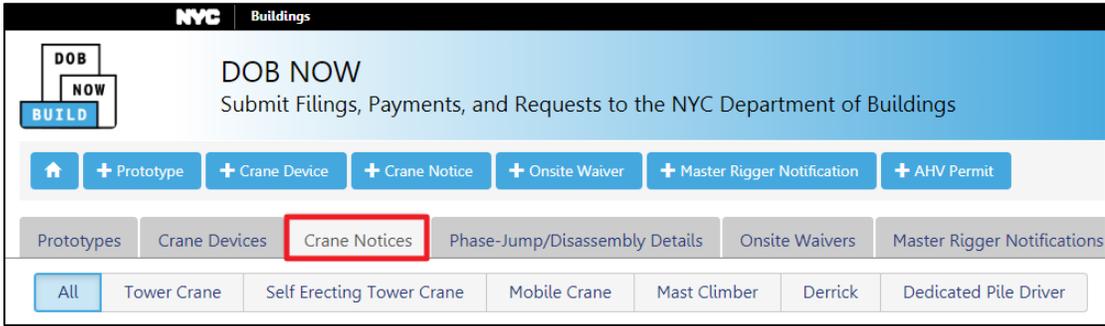
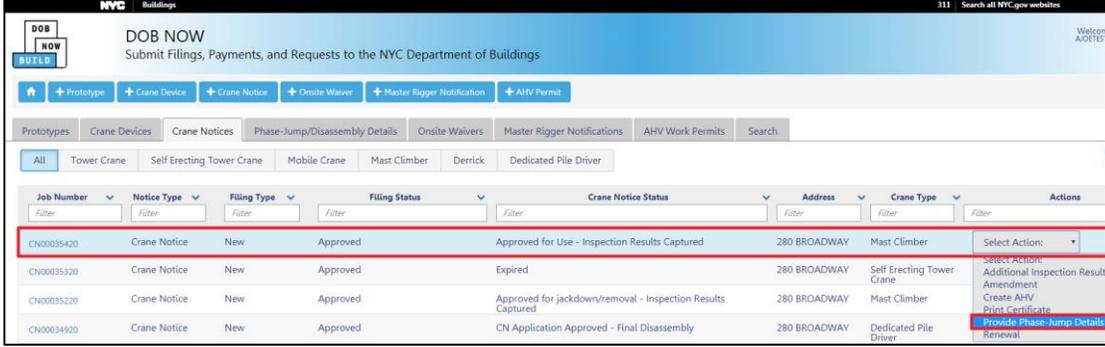
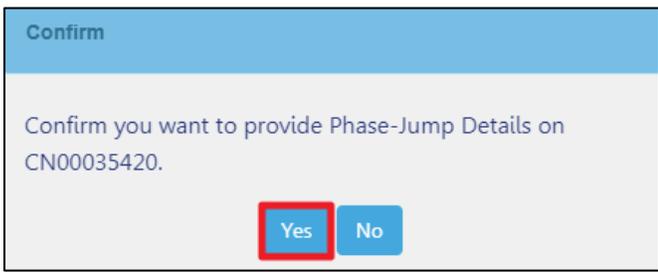
Complete the following steps to provide the Crane Phase-Jump Details:

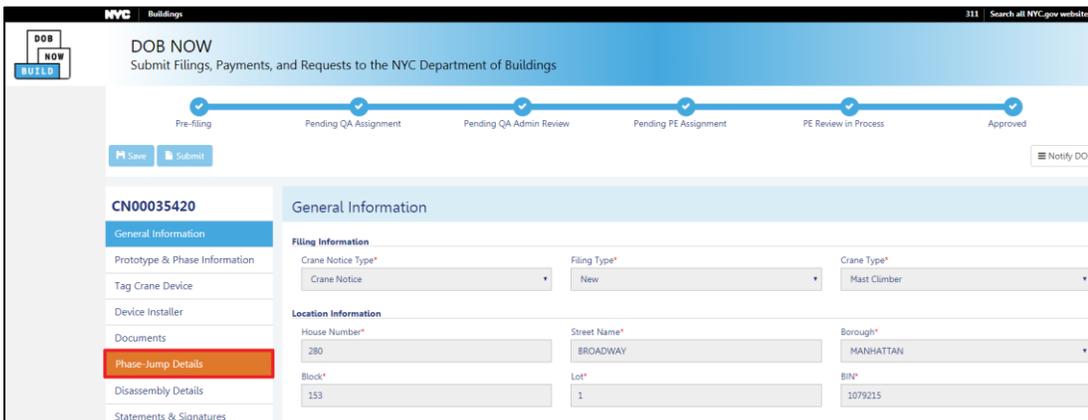
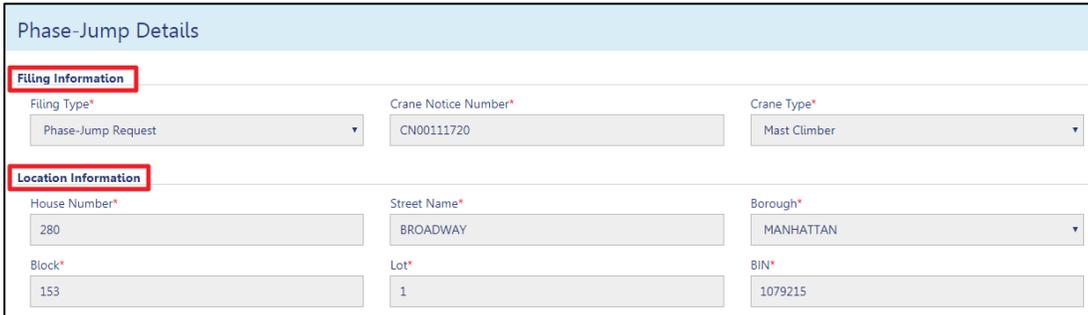
Step	Action
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Provide Phase-Jump Details.</p> 
3.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to tag a Crane Device to CN00035420.</p> <p>Click Yes to proceed.</p> 

Step	Action
<p>Note:</p>	<p>The page refreshes highlighting the Phase-Jump Details.</p> 
	<p>You have begun the process to Provide Crane Phase Details.</p> <p>Continue to the Phase & Jump Details section.</p>

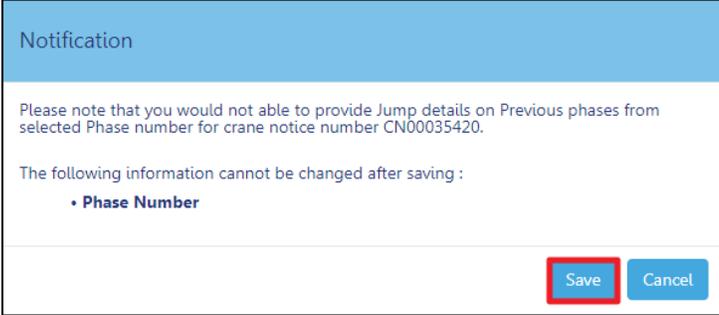
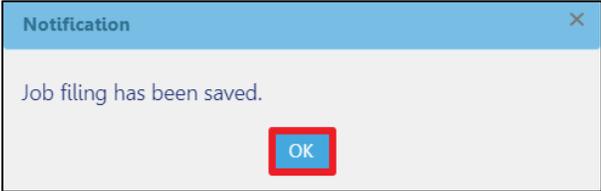
Complete Phase-Jump Details

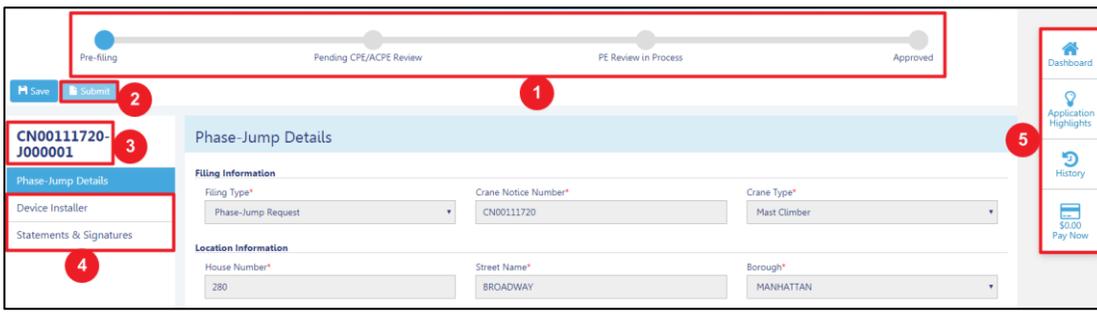
Complete the following steps to provide the Phase-Jump Details to support the application:

Step	Action
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Provide Phase-Jump Details.</p> 
3.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to tag a Crane Device to CN00035420.</p> <p>Click Yes to proceed.</p> 

Step	Action
<p>Note:</p>	<p>The page refreshes and displays the Phase-Jump Details tab.</p> 
<p>Note:</p>	<p>The Filing Information and Location Information sections are greyed-out and cannot be edited.</p> 

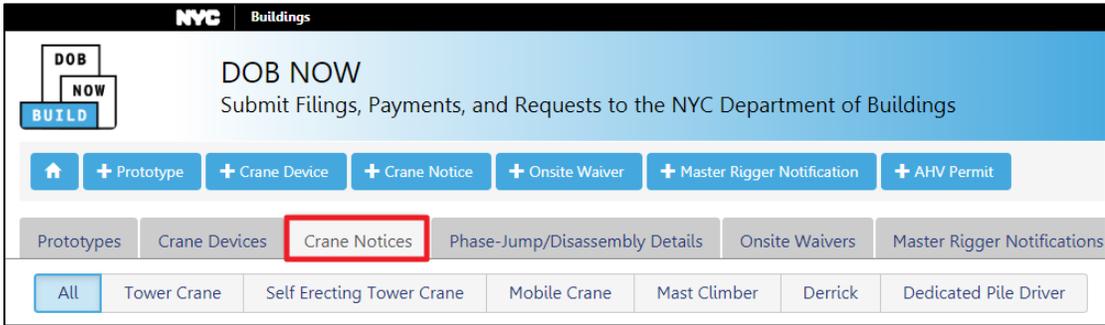
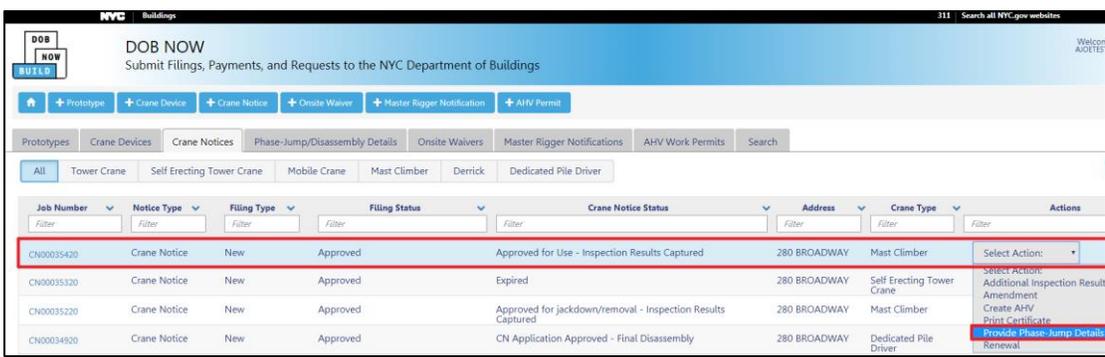
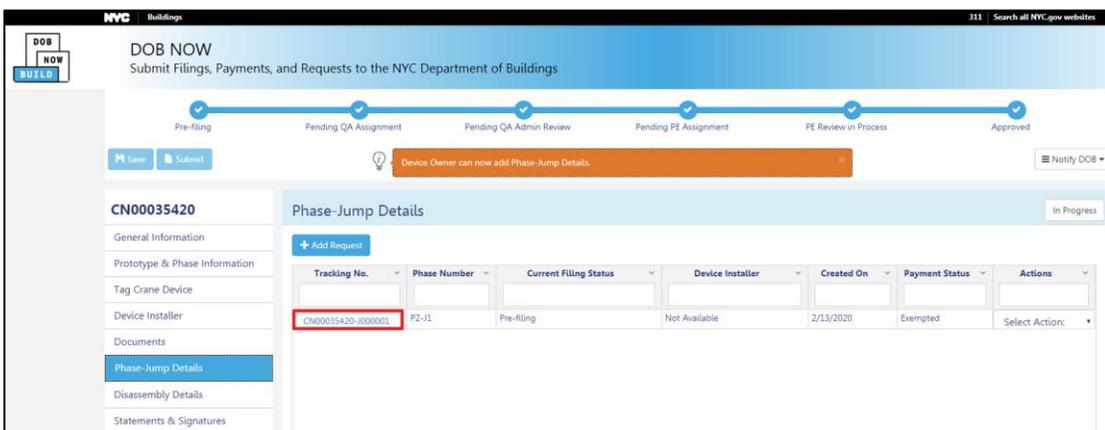
Step	Action																		
4.	<p>Complete the following Phase and Jump Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Phase Number from the drop-down list. <input type="checkbox"/> Enter the Initial Height <input type="checkbox"/> Enter the Proposed Height <input type="checkbox"/> Select the Number of Sections from the drop-down list. <input type="checkbox"/> Enter Section Height. <input type="checkbox"/> Select the applicable radio-button (<i>Yes</i> or <i>No</i>) for After Hours Variance Required? <div data-bbox="324 625 1421 829" style="border: 1px solid black; padding: 5px;"> <p>Phase-Jump Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Phase Number*</td> <td style="width: 33%; border-bottom: 1px solid black;">Initial Height*</td> <td style="width: 33%; border-bottom: 1px solid black;">Proposed Height*</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="text"/></td> <td style="border-bottom: 1px solid black;"><input type="text"/> Feet</td> <td style="border-bottom: 1px solid black;"><input type="text"/> Feet</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Number of Sections*</td> <td style="border-bottom: 1px solid black;">Section Height*</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="text"/></td> <td style="border-bottom: 1px solid black;"><input type="text"/> Feet</td> <td></td> </tr> <tr> <td colspan="2">After Hours Variance Required?*</td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> </table> </div>	Phase Number*	Initial Height*	Proposed Height*	<input type="text"/>	<input type="text"/> Feet	<input type="text"/> Feet	Number of Sections*	Section Height*		<input type="text"/>	<input type="text"/> Feet		After Hours Variance Required?*					<input type="radio"/> Yes <input type="radio"/> No
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<input type="text"/>	<input type="text"/> Feet	<input type="text"/> Feet																	
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<input type="text"/>	<input type="text"/> Feet																		
After Hours Variance Required?*																			
		<input type="radio"/> Yes <input type="radio"/> No																	
Note:	<hr/> <p>The Applicant of Record displays at the bottom of the Phase-Jump Details page.</p> <hr/> <p>If applicable, click Details to view the Applicant of Record information.</p> <div data-bbox="324 1050 1421 1354" style="border: 1px solid black; padding: 5px;"> <p>Applicant Of Record</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Applicant Name JOE ADAM</td> <td style="width: 33%; border-bottom: 1px solid black;">Applicant Email AJOETEST@GMAIL.COM</td> <td style="width: 33%; border-bottom: 1px solid black;">Applicant License PE - 078712</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Business Name JA& LLC</td> <td style="border-bottom: 1px solid black;">Business Address 123 test</td> <td style="border-bottom: 1px solid black;">City JERSEY CITY</td> </tr> <tr> <td style="border-bottom: 1px solid black;">State NJ</td> <td style="border-bottom: 1px solid black;">Zip 07302</td> <td style="border-bottom: 1px solid black;">Business Telephone (545) 556-8622</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Mobile Telephone Not Available</td> <td></td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> ↗ Details </div> </div>	Applicant Name JOE ADAM	Applicant Email AJOETEST@GMAIL.COM	Applicant License PE - 078712	Business Name JA& LLC	Business Address 123 test	City JERSEY CITY	State NJ	Zip 07302	Business Telephone (545) 556-8622	Mobile Telephone Not Available								
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Business Name JA& LLC	Business Address 123 test	City JERSEY CITY																	
State NJ	Zip 07302	Business Telephone (545) 556-8622																	
Mobile Telephone Not Available																			
5.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="324 1449 982 1669" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> 💾 Save </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px;">Phase-Jump Details</div> <div style="width: 55%; border-bottom: 1px solid black; padding-bottom: 5px;">Phase-Jump Details</div> </div> <div style="display: flex; justify-content: space-between; align-items: center; padding-top: 5px;"> <div style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px;">Statements & Signatures</div> <div style="width: 55%; border-bottom: 1px solid black; padding-bottom: 5px;">Filing Information</div> </div> </div>																		

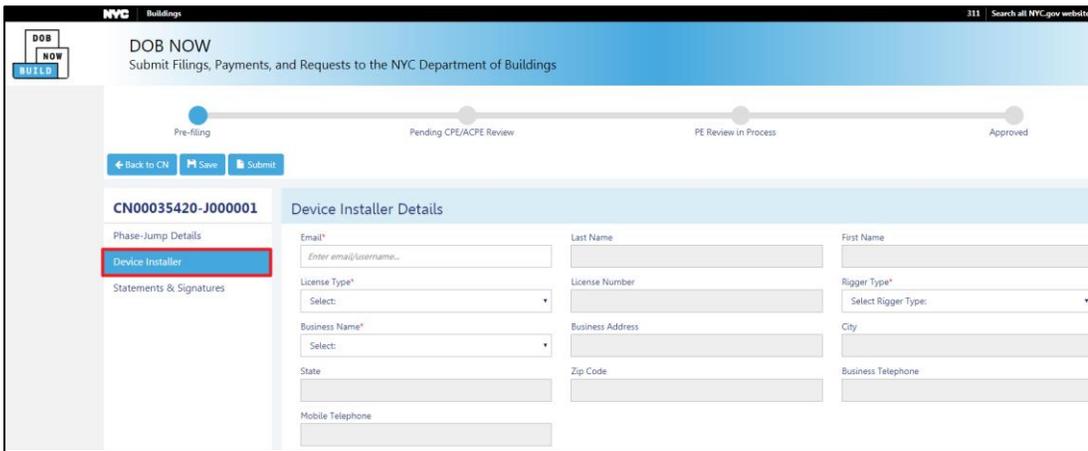
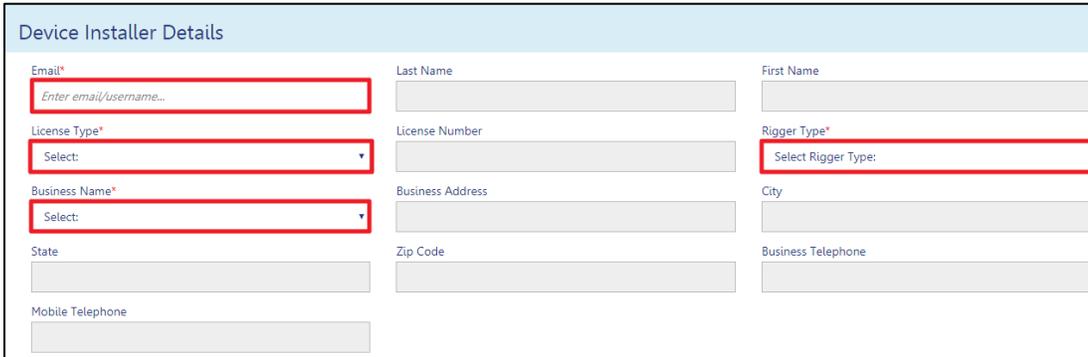
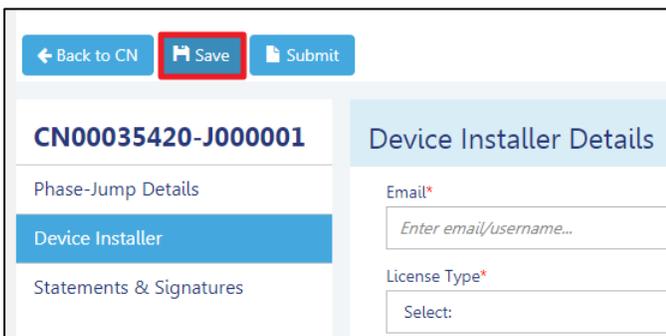
Step	Action
6.	<p>A Notification pop-up window displays with the message:</p> <p>Please note that you would not able to provide Jump details on Previous phases from selected</p> <p>Phase number for crane notice number CN00035420.</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> • Phase Number <p>Click Save to continue.</p> 
7.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>OK to continue.</p> 

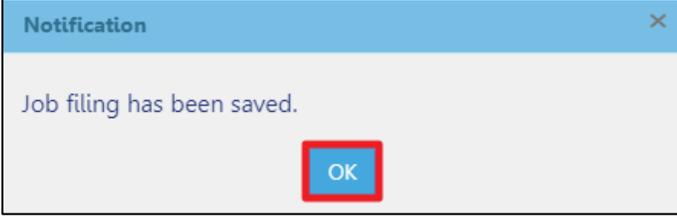
Step	Action
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Submit 3. CN Filing & Jump Number 4. Additional Tabs: Device Installer and Statements & Signatures 5. Application Information: Application Highlights, History and Fee 
<p>You have completed the Phase-Jump Details tab.</p> <p>Continue to the next section.</p>	

Complete Provide Phase-Jump Details: Device Installer Details

Complete the following steps to provide the Phase-Jump Details: Device Installer to support the application:

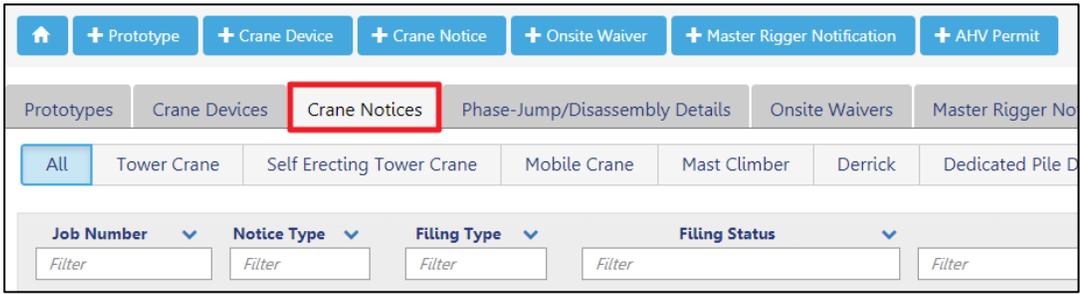
Step	Action																																								
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 																																								
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Provide Phase-Jump Details.</p>  <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00035420</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for Use - Inspection Results Captured</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td>Select Action: Additional Inspection Result Amendment Create AHW Print Certificate Provide Phase-Jump Details Renewal</td> </tr> <tr> <td>CN00035320</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Self Erecting Tower Crane</td> <td></td> </tr> <tr> <td>CN00035220</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for jackdown/removal - Inspection Results Captured</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td></td> </tr> <tr> <td>CN00034920</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>CN Application Approved - Final Disassembly</td> <td>280 BROADWAY</td> <td>Dedicated Pile Driver</td> <td></td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CN00035420	Crane Notice	New	Approved	Approved for Use - Inspection Results Captured	280 BROADWAY	Mast Climber	Select Action: Additional Inspection Result Amendment Create AHW Print Certificate Provide Phase-Jump Details Renewal	CN00035320	Crane Notice	New	Approved	Expired	280 BROADWAY	Self Erecting Tower Crane		CN00035220	Crane Notice	New	Approved	Approved for jackdown/removal - Inspection Results Captured	280 BROADWAY	Mast Climber		CN00034920	Crane Notice	New	Approved	CN Application Approved - Final Disassembly	280 BROADWAY	Dedicated Pile Driver	
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3.	<p>Select the Phase-Jump listed in the Phase-Jump Details section.</p>  <table border="1"> <thead> <tr> <th>Tracking No.</th> <th>Phase Number</th> <th>Current Filing Status</th> <th>Device Installer</th> <th>Created On</th> <th>Payment Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00035420-1000001</td> <td>P2-J1</td> <td>Pre-filing</td> <td>Not Available</td> <td>2/13/2020</td> <td>Emptied</td> <td>Select Action:</td> </tr> </tbody> </table>	Tracking No.	Phase Number	Current Filing Status	Device Installer	Created On	Payment Status	Actions	CN00035420-1000001	P2-J1	Pre-filing	Not Available	2/13/2020	Emptied	Select Action:																										
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Step	Action
4.	<p>The page refreshes and highlights the Device Installer tab.</p> 
5.	<p>Within the Device Installer Details section, enter the Device Installer Details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue-drop down <input type="checkbox"/> Select the License Type from the License Type drop-down list <input type="checkbox"/> Select the Rigger Type from the Rigger Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list 
6.	<p>Click Save.</p> 

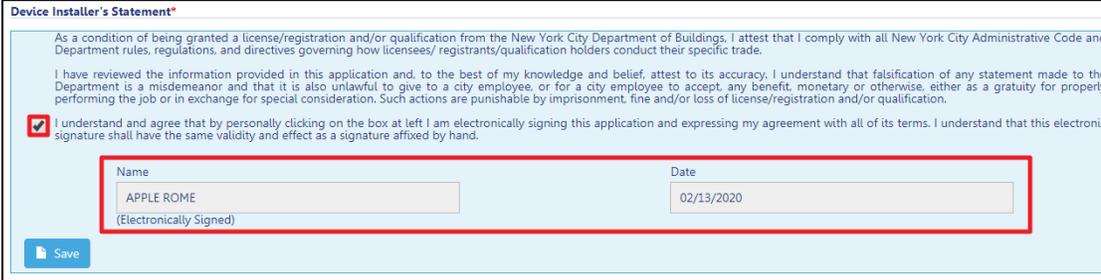
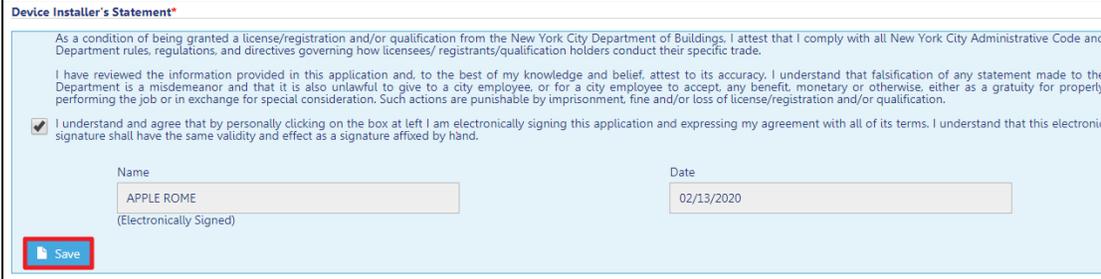
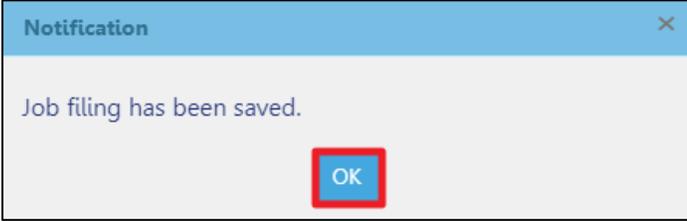
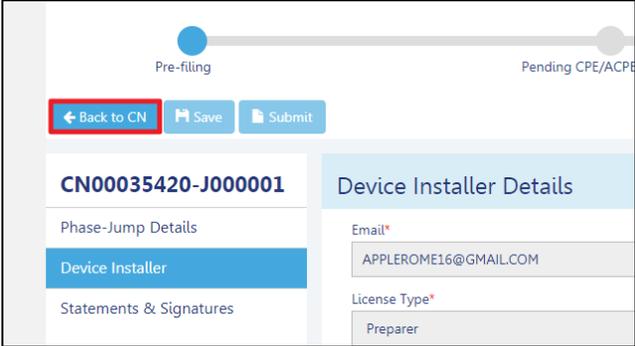
Step	Action
7.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to proceed.</p> 
<p>You have completed the Provide Phase-Jump Details: Device Installer Details tab.</p> <p>Continue to the next section.</p>	

Complete Phase-Jump Details: Device Installer’s Statements & Signature

Complete the following steps to provide the Statements & Signatures to support the application:

Step	Action																																								
DEVICE INSTALLER																																									
1.	<p>From the Dashboard, select the Crane Notices tab.</p>  <p>The screenshot shows the dashboard navigation menu with buttons for Prototype, Crane Device, Crane Notice, Onsite Waiver, Master Rigger Notification, and AHV Permit. Below these are tabs for Prototypes, Crane Devices, Crane Notices (highlighted in red), Phase-Jump/Disassembly Details, Onsite Waivers, and Master Rigger No. Further down are filters for Job Number, Notice Type, Filing Type, and Filing Status, each with a 'Filter' button.</p>																																								
2.	<p>To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).</p>  <p>The screenshot shows the dashboard with the 'Crane Notices' tab selected. Below it, a row of tabs for crane types is shown: All, Tower Crane, Self Erecting Tower Crane, Mobile Crane, Mast Climber (highlighted in red), Derrick, and Dedicated Pile Driver. Below the tabs are filters for Job Number, Notice Type, Filing Type, Filing Status, and Crane Notice Status.</p>																																								
3.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Provide Phase-Jump Details.</p>  <p>The screenshot shows a table of Crane Notice applications. The table has columns for Job Number, Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, Crane Type, and Actions. The first row is highlighted in red, and the 'Actions' dropdown menu is open, with 'Provide Phase-Jump Details' highlighted in red.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00035420</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for Use - Inspection Results Captured</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td>Select Action: Additional Inspection Result Amendment Create AHV Print Certificate Provide Phase-Jump Details Renewal</td> </tr> <tr> <td>CN00035320</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Self Erecting Tower Crane</td> <td></td> </tr> <tr> <td>CN00035220</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for jackdown/removal - Inspection Results Captured</td> <td>280 BROADWAY</td> <td>Mast Climber</td> <td></td> </tr> <tr> <td>CN00034920</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>CN Application Approved - Final Disassembly</td> <td>280 BROADWAY</td> <td>Dedicated Pile Driver</td> <td></td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CN00035420	Crane Notice	New	Approved	Approved for Use - Inspection Results Captured	280 BROADWAY	Mast Climber	Select Action: Additional Inspection Result Amendment Create AHV Print Certificate Provide Phase-Jump Details Renewal	CN00035320	Crane Notice	New	Approved	Expired	280 BROADWAY	Self Erecting Tower Crane		CN00035220	Crane Notice	New	Approved	Approved for jackdown/removal - Inspection Results Captured	280 BROADWAY	Mast Climber		CN00034920	Crane Notice	New	Approved	CN Application Approved - Final Disassembly	280 BROADWAY	Dedicated Pile Driver	
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Step	Action
4.	<p>Select the Phase-Jump listed in the Phase-Jump Details section.</p>
5.	<p>The page refreshes and highlights the Device Installer tab.</p>
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p>

Step	Action
6.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> 
7.	<p>Click Save.</p> 
8.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 
9.	<p>At the top-left of the screen, click Back to CN.</p> 

Step	Action
10.	<p>The page refreshes notifying the Device Owner to Notify DOB of Assembly of Device</p>
<p>You have completed the Device Installer’s Statements& Signatures Step-by-Step Guide.</p>	

Complete Phase-Jump Details: Owner’s Statements & Signature

Complete the following steps to provide the Statements & Signatures to support the application:

DEVICE OWNER

1. **From the Dashboard, select the Crane Notices tab.**
2. **To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).**
3. **Locate the Crane Notice application.**
Under the Actions column, select Provide Phase-Jump Details.

Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions
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4.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Approved

Save Submit

Device Owner can now add Phase-Jump Details.

Notify DOB

CN00035420

Phase-Jump Details

+ Add Request

Tracking No.	Phase Number	Current Filing Status	Device Installer	Created On	Payment Status	Actions
CN00035420-J000001	P2-J1	Pre-filing	APPLE ROME	2/13/2020	Exempted	Select Action: ▾

5.

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Pre-filing Pending CPE/ACFE Review PE Review in Process Approved

Back to CM Save Submit

CN00035420-J000001

Device Installer Details

Phase-Jump Details

Device Installer

Statements & Signatures

Email*
APPLEROME15@GMAIL.COM

Last Name
ROME

First Name
APPLE

License Type*
Preparer

License Number
023020

Rigger Type*
Master Rigger

Business Name*
ROME LLC

Business Address
ROME LLC

City
NYC

State
NY

Zip Code
10001

Business Telephone
(458) 466-4485

6.

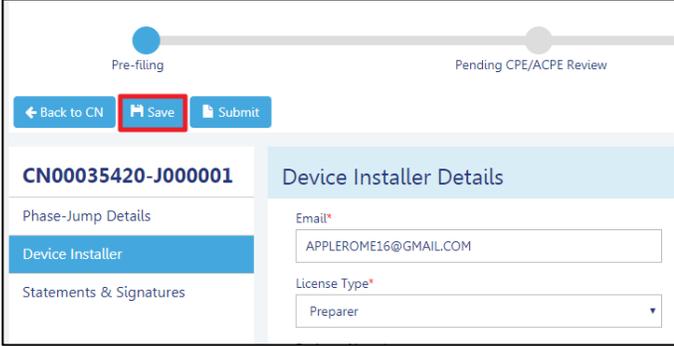
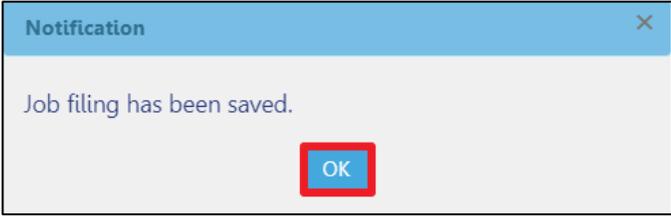
Device Owner's Statement*

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.

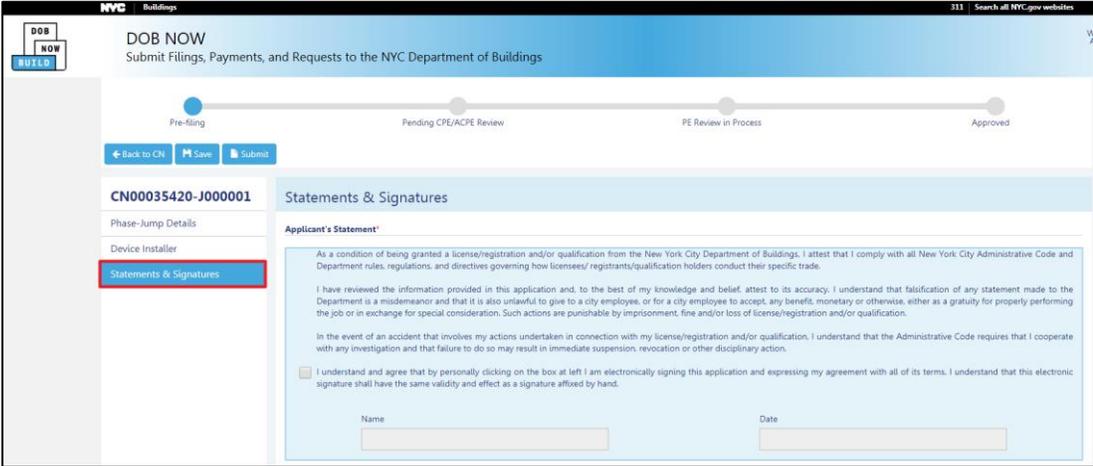
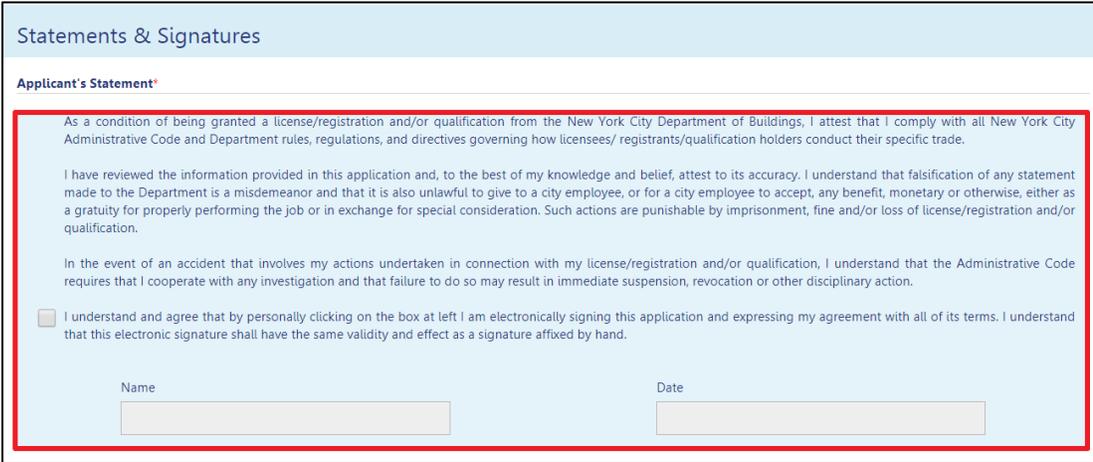
I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name _____ Date _____

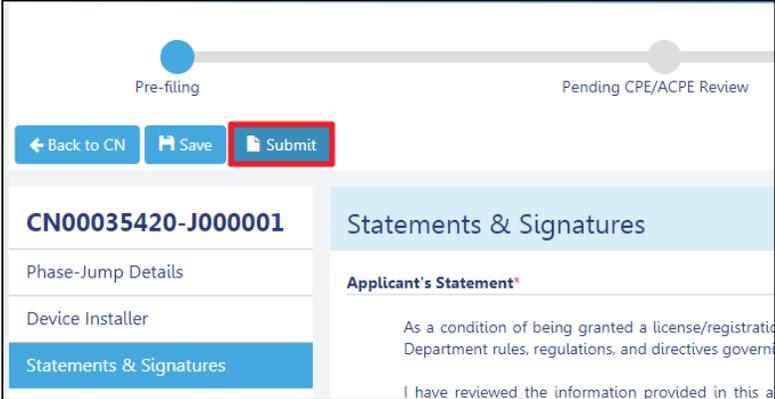
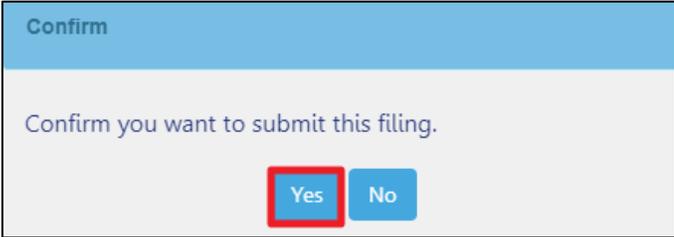
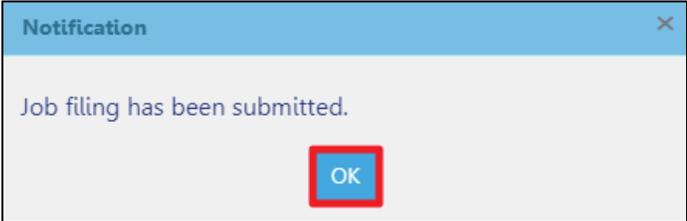
<p>7.</p>	<p>Click Save.</p> 
<p>8.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 
<p>You have completed the Provide Phase-Jump Details: Owner’s Statements & Signature tab.</p> <p>Continue to the next section.</p>	

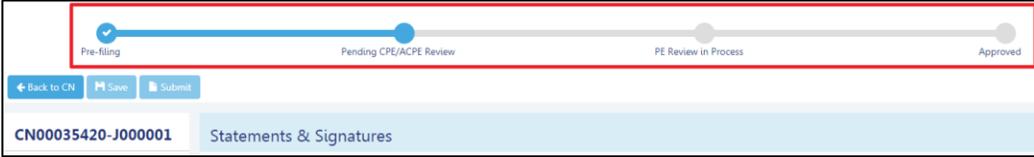
Complete Phase-Jump Details: Statements & Signatures

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

Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p>  <p>The screenshot shows the DOB NOW application interface. At the top, there is a progress bar with four stages: Pre-filing, Pending CPE/ACPE Review, PE Review in Process, and Approved. Below the progress bar are buttons for 'Back to CN', 'Save', and 'Submit'. The main content area is titled 'Statements & Signatures' and contains an 'Applicant's Statement' section. The 'Statements & Signatures' tab in the left sidebar is highlighted in blue.</p>
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p>  <p>The close-up screenshot shows the 'Applicant's Statement' section. The text is highlighted in blue, and the entire section is enclosed in a red border. The text includes a disclaimer about the accuracy of the information and a statement of agreement to the terms of the application.</p>

Step	Action
APPLICANT OF RECORD	
2.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> <div data-bbox="326 464 1425 632" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> 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.</p> <p>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed) Date: <input type="text" value="09/19/2019"/></p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="326 716 971 1115" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a progress bar with 'Pre-filing' and 'Pending CPE/ACPE Review' stages. Below the bar are buttons for 'Back to CN', 'Save' (highlighted in red), and 'Submit'. The main content area shows 'CN00035420-J000001' and 'Statements & Signatures' with an 'Applicant's Statement' section.</p> </div>
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div data-bbox="326 1304 997 1514" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0070c0; color: white; padding: 2px;">Notification ×</div> <p style="text-align: center;">Job filing has been saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

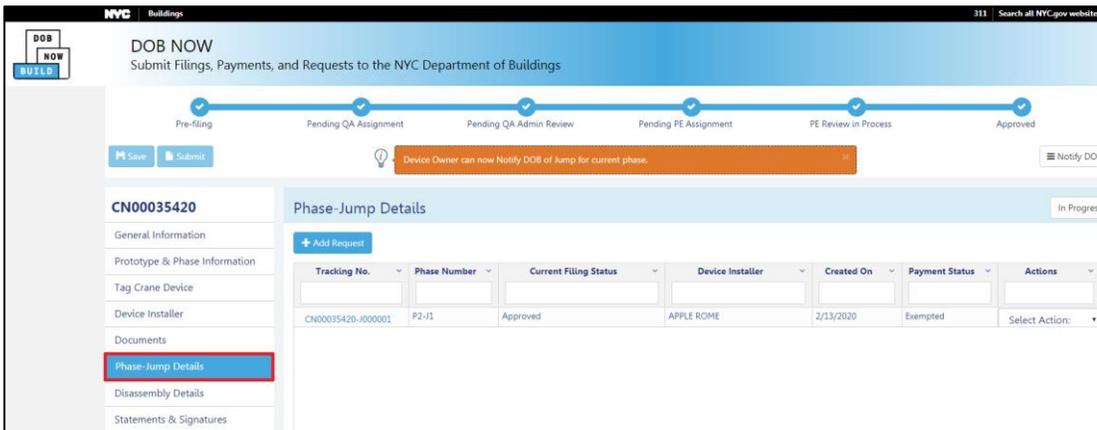
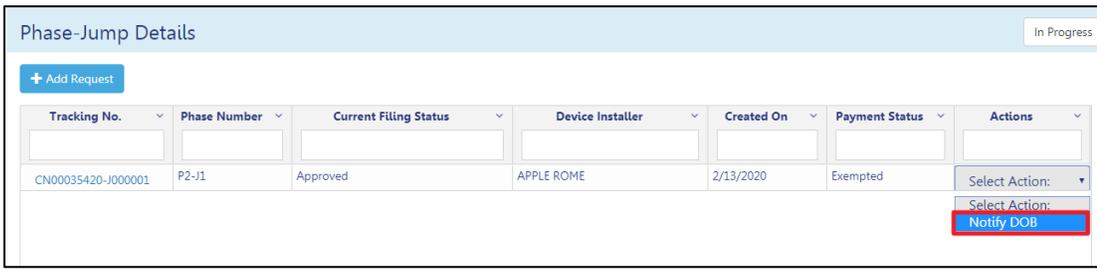
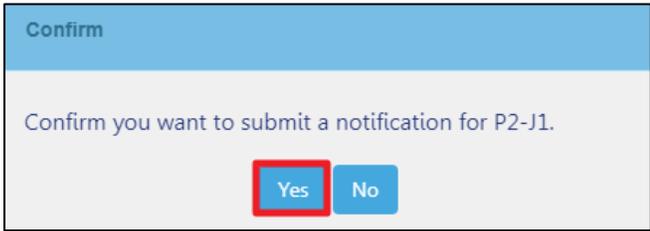
Step	Action
5.	<p>Click Submit.</p> 
6.	<p>A Confirm pop-up window displays with the message: Confirm you want to submit this filing. Click Yes to proceed.</p> 
7.	<p>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to proceed.</p> 
Note:	Payment must be made before Review and File.

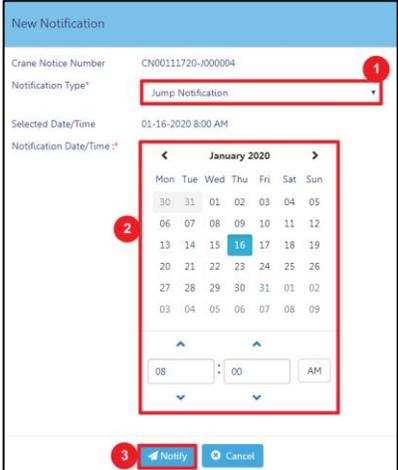
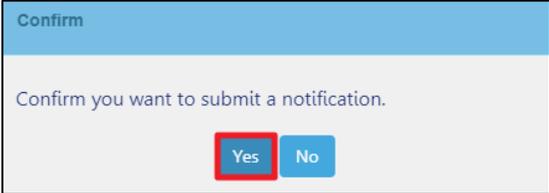
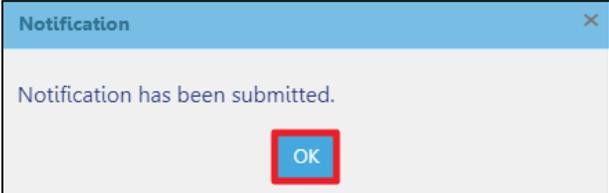
Step	Action
8.	<p>The Status Bar updates to the next stage in the job filing process.</p> 
<p>You have completed the Statement & Signatures. Continue to the next section.</p>	

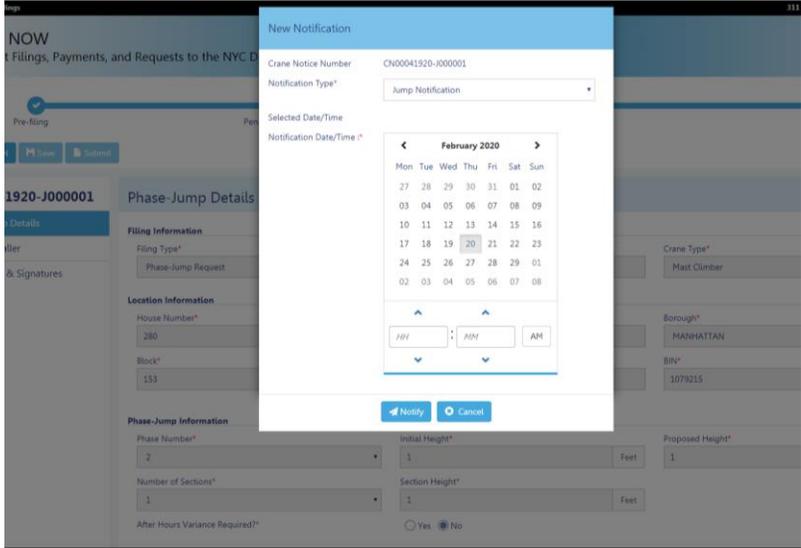
Mast Climber Crane CN: Notify Jump to DOB Details

Complete the following steps to Notify Jump to DOB:

Step	Action																																								
1.	<p>From the Dashboard, select Crane Notices tab.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>CN00103020-A000001</td> <td>Crane Notice</td> <td>Amendment</td> <td>Approved</td> </tr> <tr> <td>CN00111420</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> </tr> <tr> <td>CN00111720</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	CN00103020-A000001	Crane Notice	Amendment	Approved	CN00111420	Crane Notice	New	Approved	CN00111720	Crane Notice	New	Approved																								
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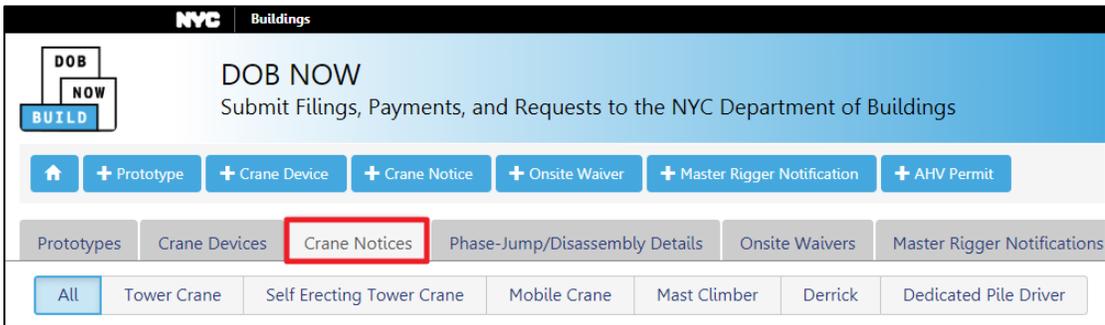
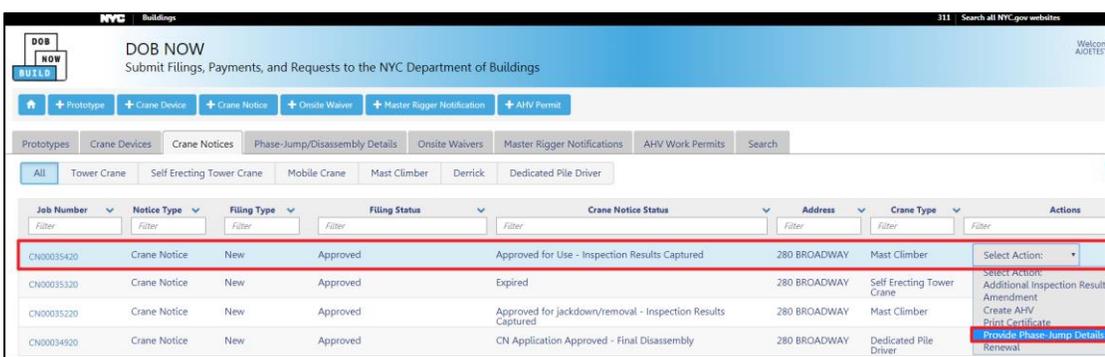
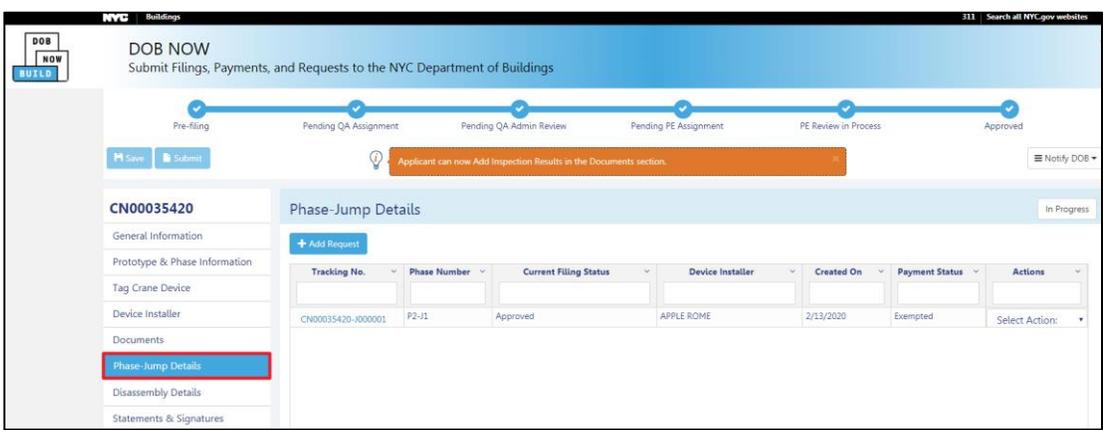
Step	Action
3.	<p>The page refreshes and highlights the Phase-Jump Details tab.</p> 
4.	<p>Locate the Phase-Jump and select Notify DOB from the Action column.</p> 
5.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to submit a notification for P2-J1.</p> <p>Click Yes to proceed.</p> 

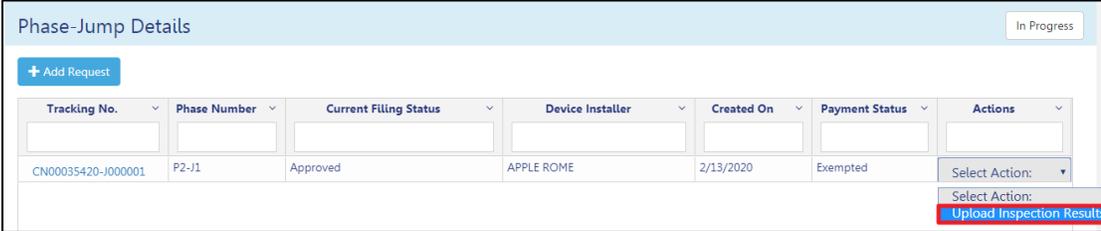
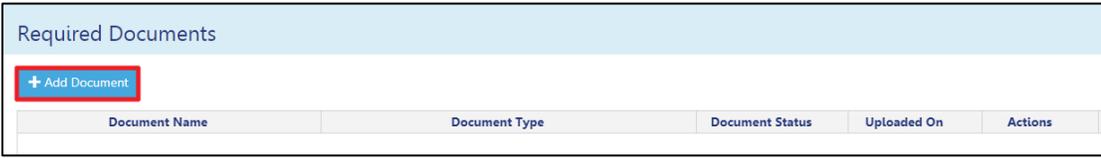
Step	Action
6.	<p>A New Notification pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Notification Type <input type="checkbox"/> Select the Notification Date/Time <input type="checkbox"/> Below the calendar, click Notify. <p>The selected Date/Time displays above the calendar.</p> 
7.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to submit a notification.</p> <p>Click Yes to proceed.</p> 
8.	<p>A Confirm pop-up window displays with the message:</p> <p>Notification has been submitted.</p> <p>Click OK to proceed.</p> 

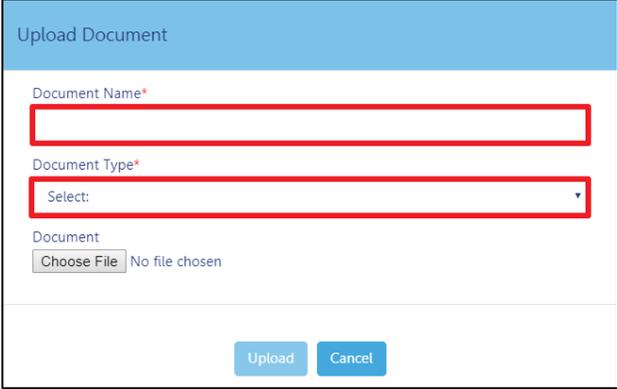
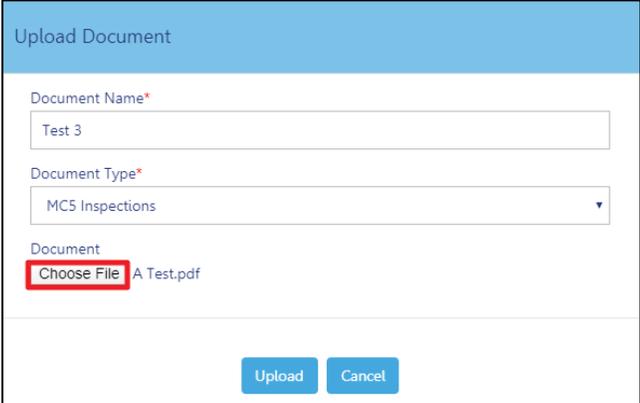
Step	Action
9.	<p>The page refreshes highlighting the Inspection Documents tab.</p> 
<p>You have completed the Notify Jump to DOB Details tab. Continue to the next section.</p>	

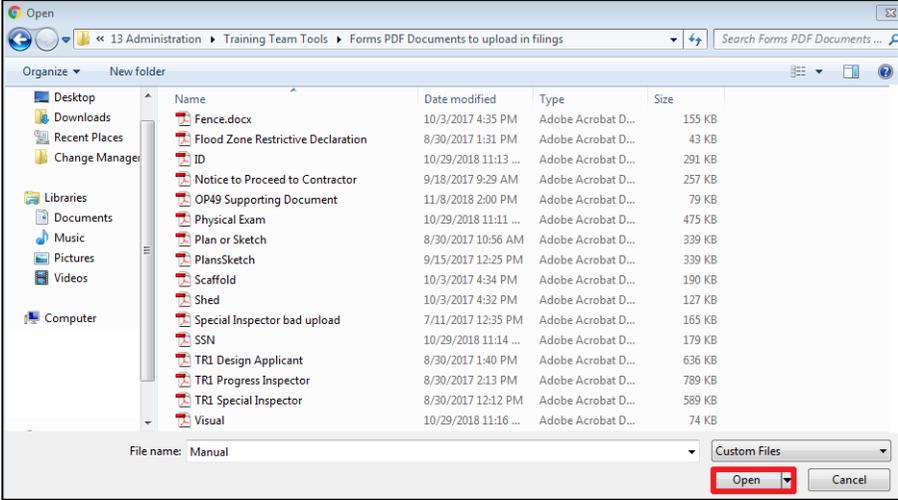
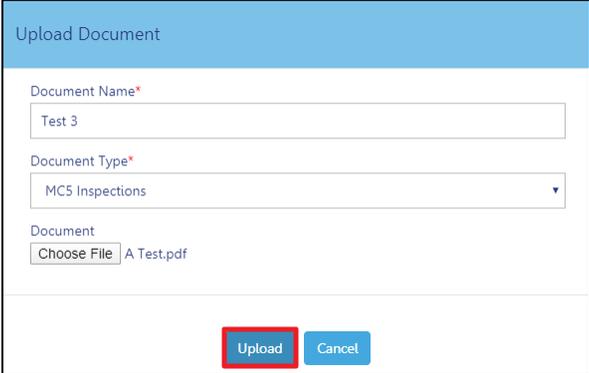
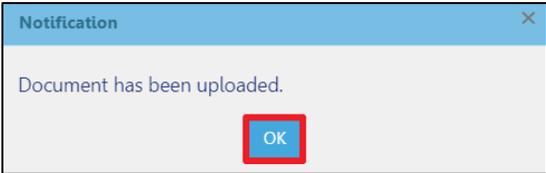
Mast Climber Crane CN: Upload Inspection Results

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

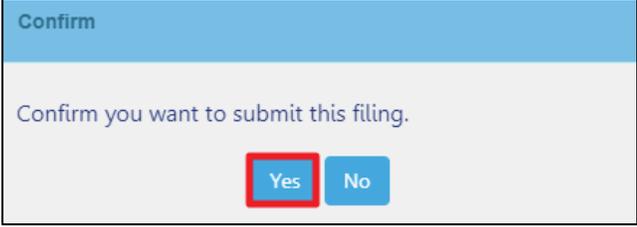
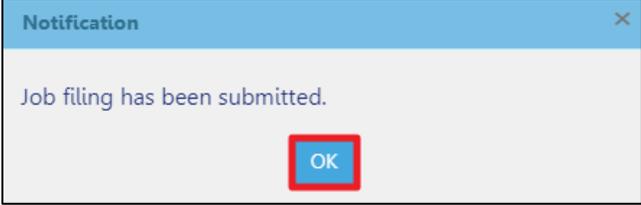
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CN00035220	Crane Notice	New	Approved	Approved for jackdown/removal - Inspection Results Captured	280 BROADWAY	Mast Climber	Select Action: Create AHV Print Certificate																																		
CN00034920	Crane Notice	New	Approved	CN Application Approved - Final Disassembly	280 BROADWAY	Dedicated Pile Driver	Select Action: Provide Phase-Jump Details																																		
3.	<p>The page refreshes highlights the Phase-Jump Details tab.</p> 																																								

Step	Action
4.	<p>Locate the Phase-Jump and select Upload Inspection Results from the Action column.</p> 
5.	<p>A Confirm pop-up window displays with the message: Confirm you want to provide the Inspection Results for P2-J1. Click Yes to proceed.</p> 
<p>Note:</p>	<p>The page refreshes highlighting the Inspection Documents tab.</p> 
6.	<p>Click +Add Document.</p> 

Step	Action
7.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type from the Document Type drop-down list. 
8.	<p>Click Choose File to upload the Document Type selected.</p> 

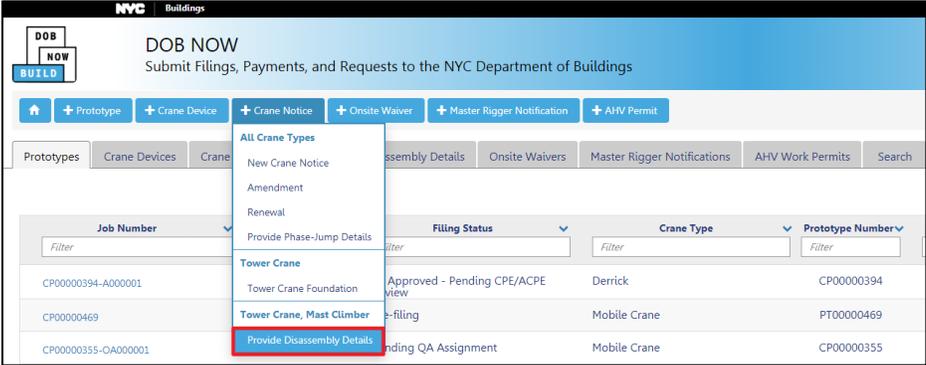
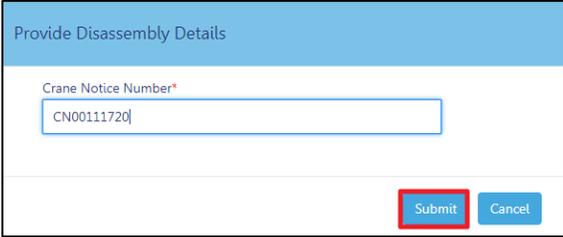
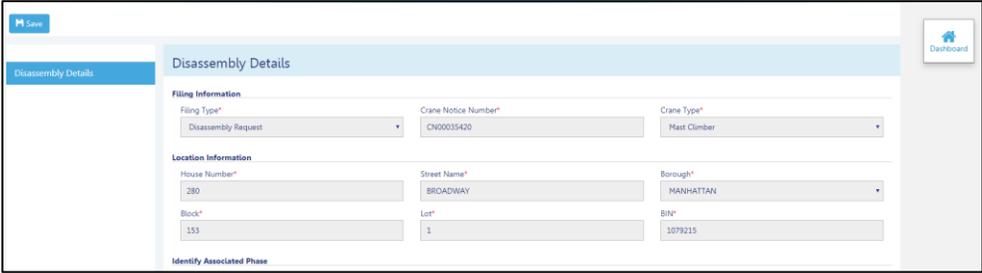
Step	Action
9.	<p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
10.	<p>The Document displays next to Choose File.</p> <p>Click Upload.</p> 
11.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 

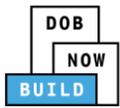
Step	Action										
<p>Note:</p>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p> <div data-bbox="326 478 1427 667" style="border: 1px solid black; padding: 5px;"> <p>Required Documents</p> <p>+ Add Document</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 1</td> <td>MCS Inspections</td> <td>Pending</td> <td>01/30/2020</td> <td>  </td> </tr> </tbody> </table> </div>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 1	MCS Inspections	Pending	01/30/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions							
Test 1	MCS Inspections	Pending	01/30/2020	  							
<p>12.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="375 751 987 947" style="border: 1px solid black; padding: 5px;"> <p>← Back to CN Save Submit</p> <p>CN00111720-J000003 Required Documents</p> <p>Phase-Jump Details + Add Document</p> </div>										
<p>13.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> <div data-bbox="326 1125 959 1331" style="border: 1px solid black; padding: 5px;"> <p>Notification ×</p> <p>Job filing has been saved.</p> <p style="text-align: center;">OK</p> </div>										
<p>14.</p>	<p>At the top-left of the screen, click Submit.</p> <div data-bbox="326 1417 967 1577" style="border: 1px solid black; padding: 5px;"> <p>← Back to CN Save Submit</p> <p>CN00111720-J000003 Required Documents</p> </div>										

Step	Action
15.	<p>A Confirm pop-up window displays with the message: Confirm you want to submit this filing. Click OK to continue.</p> 
16.	<p>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to continue.</p> 
<p>You have completed the Upload Inspection Results Step-by-Step Guide. Continue to the next section.</p>	

Mast Climber Crane CN: Provide Disassembly Details (Device Owner)

Complete the following steps to provide Disassembly Details.

Step	Action
1.	<p>Hover the cursor over +Crane Notice and select Provide Disassembly Details from the drop-down list.</p> 
2.	<p>A New Crane Notice pop-up window displays with Crane Device options: Select the applicable Crane Device and click Submit to proceed.</p> 
Note:	<p>The page refreshes and displays the Disassembly Details application: Disassembly Details tab.</p> 



You have begun the process for Notifying DOB of Disassembly. Continue to the Complete Disassembly Details.

Complete Disassembly Details

Complete the following steps to notify DOB on the providing Disassembly Details.

Step	Action														
<p>Note:</p>	<p>The Filing Information and Location Information sections are greyed-out and cannot be edited.</p> <div data-bbox="326 638 1414 947" style="border: 1px solid black; padding: 10px;"> <p>Disassembly Details</p> <p>Filing Information</p> <p>Filing Type* Disassembly Request</p> <p>Crane Notice Number* CN00111720</p> <p>Crane Type* Mast Climber</p> <p>Location Information</p> <p>House Number* 280</p> <p>Street Name* BROADWAY</p> <p>Borough* MANHATTAN</p> <p>Block* 153</p> <p>Lot* 1</p> <p>BIN* 1079215</p> </div>														
<p>3.</p>	<p>Click +Add Phase-Jump.</p> <div data-bbox="326 1031 1414 1325" style="border: 1px solid black; padding: 10px;"> <p>Identify Associated Phase</p> <p>+ Add Phase-Jump</p> <table border="1"> <thead> <tr> <th>Phase Number</th> <th>Jump Number</th> <th>Initial Height</th> <th>Proposed Height</th> <th>Number of Sections</th> <th>Section Height</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="height: 100px;"> </td> </tr> </tbody> </table> <p>1 / 1 Items Per Page</p> </div>	Phase Number	Jump Number	Initial Height	Proposed Height	Number of Sections	Section Height	Actions							
Phase Number	Jump Number	Initial Height	Proposed Height	Number of Sections	Section Height	Actions									

4. **An Approved Phase-Jump Details pop-up window displays with all each associated Phase Number listed.**

Click the necessary Phases Numbers and then click +Add button.

Complete the Notification:

- Phase Number** checkboxes
- Click the **+Add** button to add the designated Phase Numbers.

Approved Phase-Jump Details

Filter Search Results From Here...

Phase Number	Jump Number	Initial Height	Proposed Height	
<input checked="" type="checkbox"/> 1	P1-J1	0 Feet	1000 Feet	▼
<input checked="" type="checkbox"/> 2	P2-J1	1000 Feet	1000 Feet	▼
<input checked="" type="checkbox"/> 2	P2-J2	1000 Feet	1000 Feet	▼
<input checked="" type="checkbox"/> 3	P3-J1	1000 Feet	1000 Feet	▼
<input type="checkbox"/> 4	P4-J1	1000 Feet	1000 Feet	▼

< 1 to 5 of 5 records >
+ Add
Cancel

5. **A Notification pop-up window displays with the message:**

Select the Save button to proceed.

Click OK to continue.

Notification
✕

Select the Save button to proceed.

OK

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.

Identify Associated Phase

[+ Add Phase-Jump](#)

Phase Number	Jump Number	Initial Height	Proposed Height	Number of Sections	Section Height	Actions
2	P2-J1	1000 Feet	1000 Feet	4	1000 Feet	
2	P2-J2	1000 Feet	1000 Feet	2	1000 Feet	
3	P3-J1	1000 Feet	1000 Feet	3	100 Feet	
4	P4-J1	1000 Feet	1000 Feet	2	1000 Feet	

1 - 4 of 4 items

6.

Enter the Specify Disassembly Details:

- Type the **Initial Height** in feet
- Type the **Proposed Height** in feet
- Select the Number of Sections from the drop-down list
- Type the **Section Height** in feet
- Select the applicable radio-button to indicate if an After Hours Variance is required
- Select the applicable radio-button to indicate if this is a Final Disassembly

Specify Disassembly Details

Initial Height* Feet

Proposed Height* Feet

Number of Sections*

Section Height* Feet

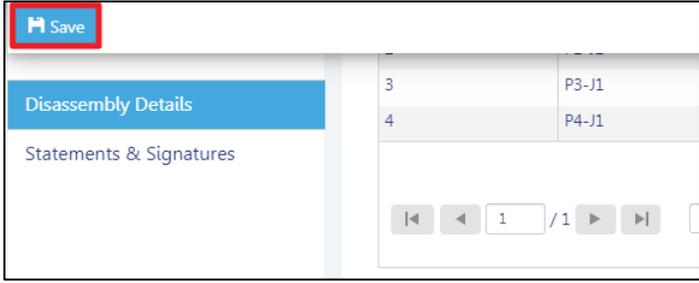
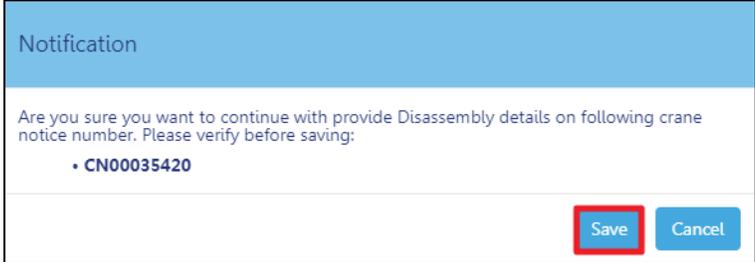
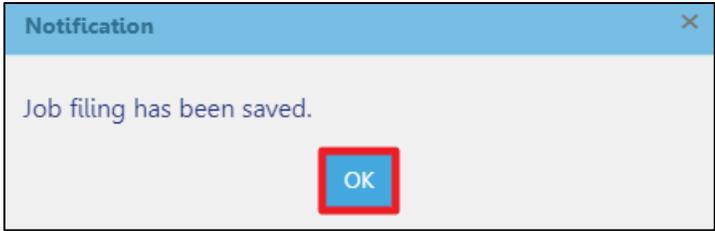
After Hours Variance Required?* Yes No

Is Final Disassembly?* Yes No

7.

To view Applicant of Record or Device Owner information, click the Details () button.

Applicant of Record			Details
Applicant Name ADAM JOE2	Applicant Email AJOETEST2@GMAIL.COM	Applicant License PE - 515151	
Device Owner			Details
Owner Name ADAM JOE2	Owner Email AJOETEST2@GMAIL.COM	Owner License PR - 023107	

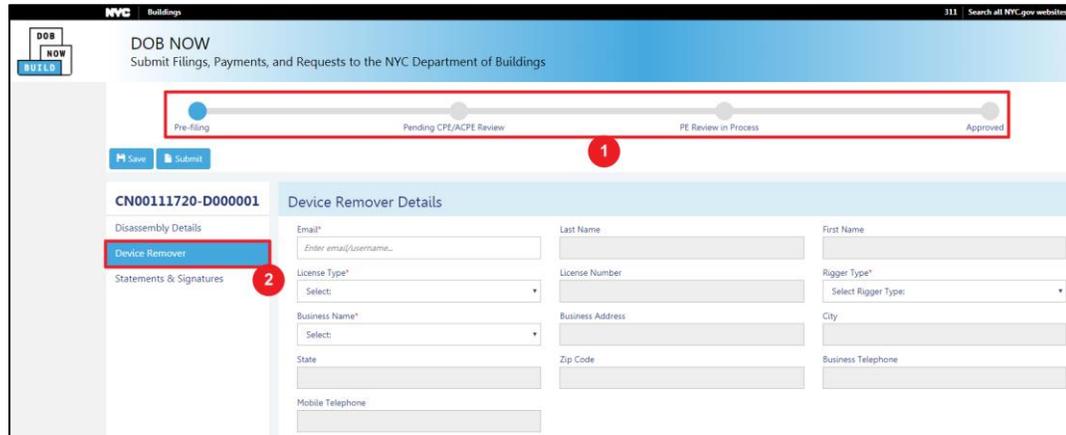
<p>8.</p>	<p>At the top-left of the screen, click Save.</p> 
<p>9.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Are you sure you want to continue with provide Disassembly details on following crane notice number. Please verify before saving:</p> <ul style="list-style-type: none"> • CN0035420 
<p>10.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click Save, to continue.</p> 

Note:

The page refreshes and displays the additional items:

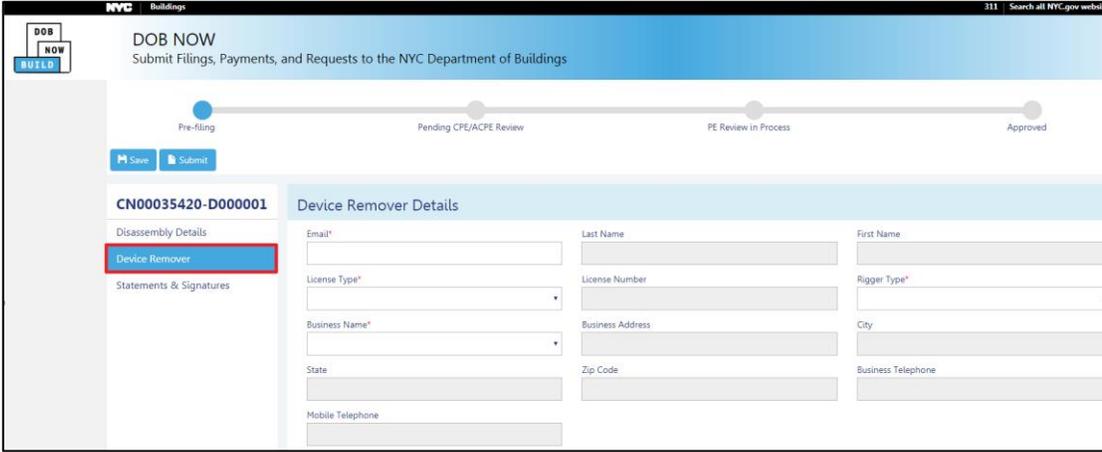
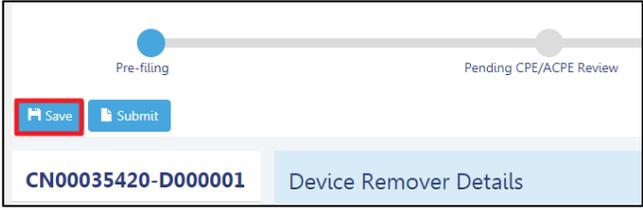
1. **Status Bar**

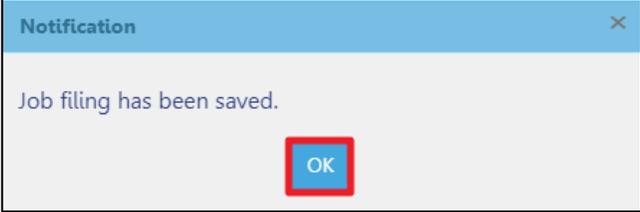
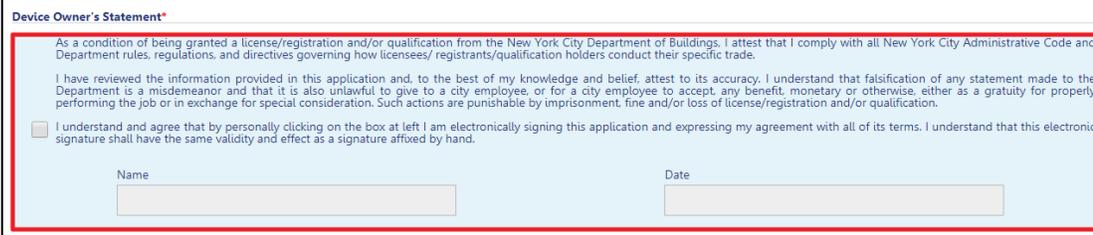
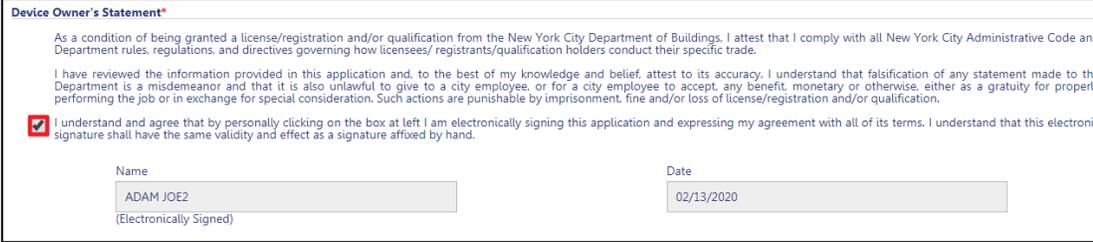
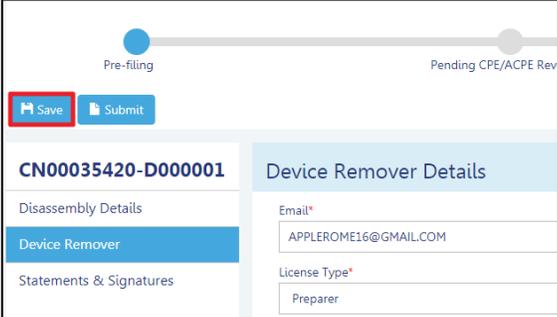
2. Application Highlight; **Device Remover**

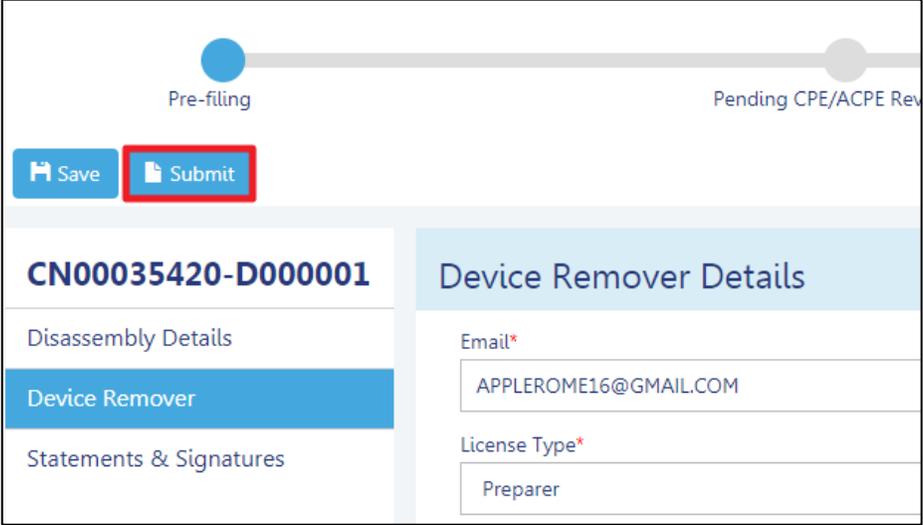


Complete Device Remover Details (Owner)

Complete the following steps to add the **Device Remover Details** to support the application:

Step	Action
1.	<p>Click the Device Remover tab.</p> 
2.	<p>Within the Device Installer Details tab, enter the Device Installer Details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue-drop down <input type="checkbox"/> Select the License Type from the License Type drop-down list <input type="checkbox"/> Select the Rigger Type from the Rigger Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list 
3.	<p>Click Save.</p> 

Step	Action
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to proceed.</p> 
Note:	<p>The statement applicable to the Stakeholder that's logged in highlights in blue.</p> 
5.	<p>Click the Device Owner Statement checkbox to electronically attest.</p> <p>The Name and Date Field's auto-populate by the system.</p> 
6.	<p>Click Save.</p> 

Step	Action
7.	<p>A Notification pop-up window displays with the message: Job filing has been saved.</p> <p>Click OK to continue.</p> 
8.	<p>Click Submit.</p> 
9.	
<p>You have completed the Device Remover Details Step-by-Step Guide.</p> <p>Continue to the next section.</p>	

Complete Device Remover’s Statement & Signatures

DEVICE REMOVER

1. **From the Dashboard, select the Crane Notices tab.**
2. **To filter the Crane Notices by Crane type select the respective tab (e.g., Mast Climber).**
3. **Locate the Crane Notice application.**
Under the Actions column, select View Disassembly Details.

Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions
CN00035420	Crane Notice	New	Approved	Approved for Use - Inspection Results Captured for Jump	280 BROADWAY	Mast Climber	Select Action: Additional Inspection Results Amendment Create AHV Print Certificate Renew View Disassembly Details
CN00033920	Crane Notice	New	Approved	Expired	280 BROADWAY	Dedicated Pile Driver	
CN00032220	Crane Notice	New	Approved	Expired	350 5 AVENUE	Mobile Crane	
CN00031420	Crane Notice	New	Approved	CN Application - Approved	280 BROADWAY	Mobile Crane	

4. **The page refreshes highlighting the Disassembly Details tab.**

5. **Click the device in the Disassembly Details section.**

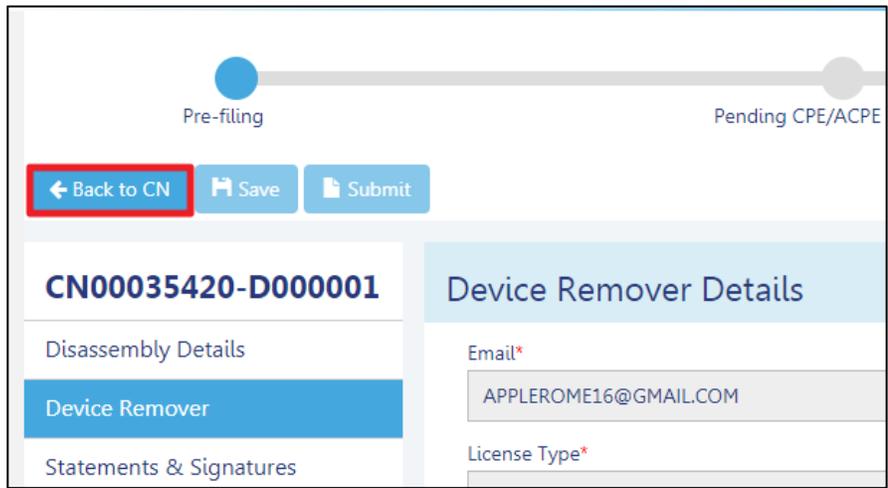
Tracking No.	Current Filing Status	Device Remover	Created On	Payment Status	Actions
CN00035420-D000001	Pre-filing	Not Available	2/13/2020	Exempted	Select Action: ▾

6. **The page refreshes highlighting the Device Remover tab.**

<p>Note:</p>	<p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> 
<p>7.</p>	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> 
<p>8.</p>	<p>Click Save.</p> 
<p>9.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 

10.

Click the Back to CN button in the top left-hand of the screen.



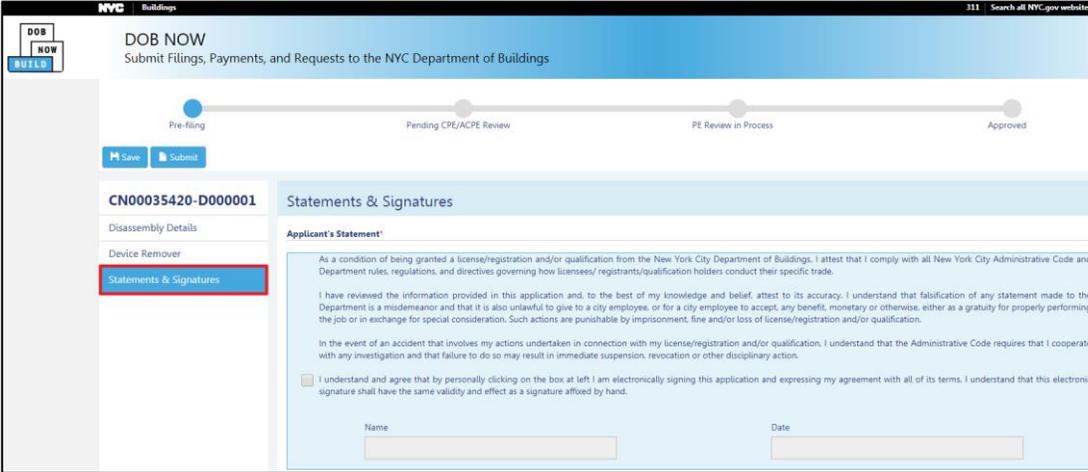
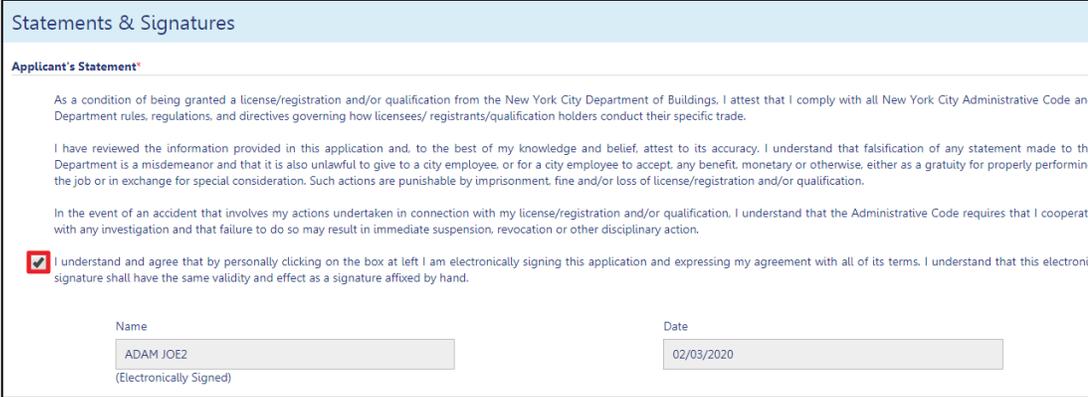
The screenshot shows a software interface with a progress bar at the top. The progress bar starts at a blue circle labeled 'Pre-filing' and ends at a grey circle labeled 'Pending CPE/ACPE'. Below the progress bar are three buttons: '← Back to CN' (highlighted with a red border), 'Save', and 'Submit'. On the left is a sidebar menu with items: 'CN00035420-D000001', 'Disassembly Details', 'Device Remover' (highlighted in blue), and 'Statements & Signatures'. On the right is a form titled 'Device Remover Details' with fields for 'Email*' (containing 'APPLEROME16@GMAIL.COM') and 'License Type*'.

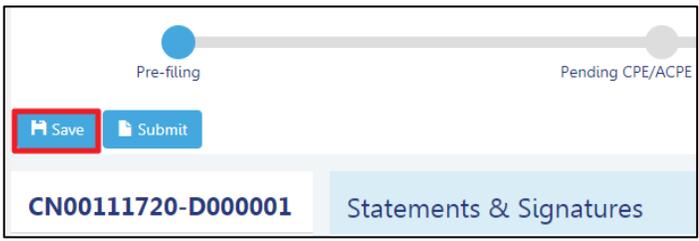
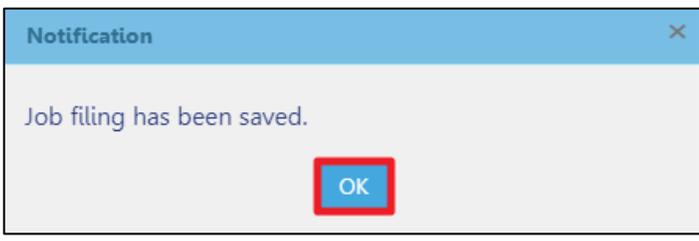
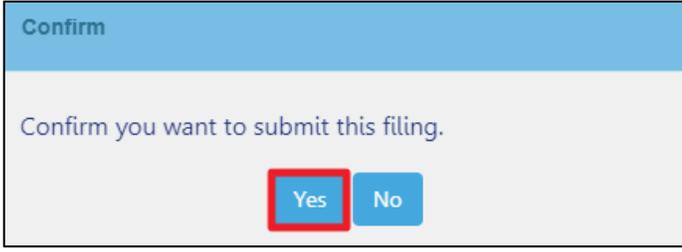
You have completed the Mast Climber Crane CN: Provide Disassembly Details: Complete Device Remover's Statements & Signatures Step-by-Step Guide.

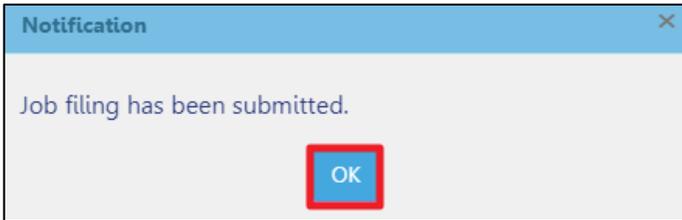
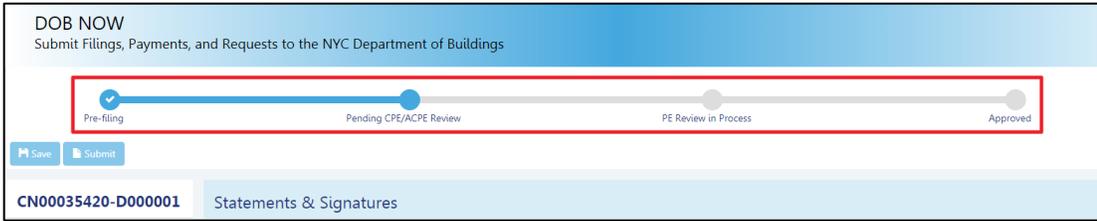
Continue to the next section.

Complete Statements & Signatures

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

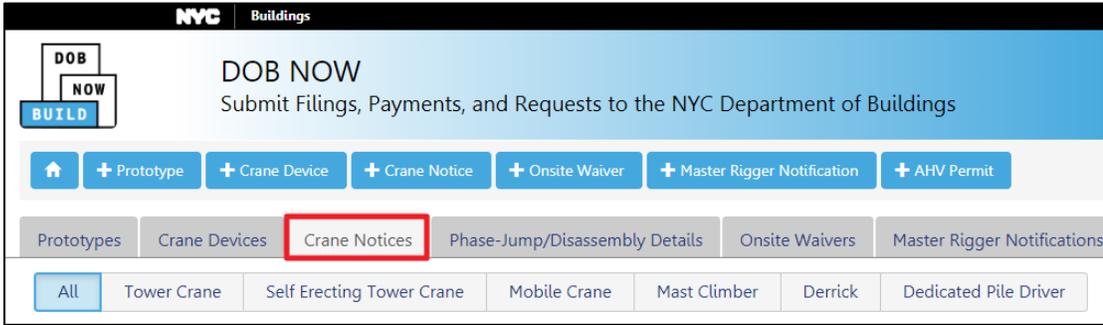
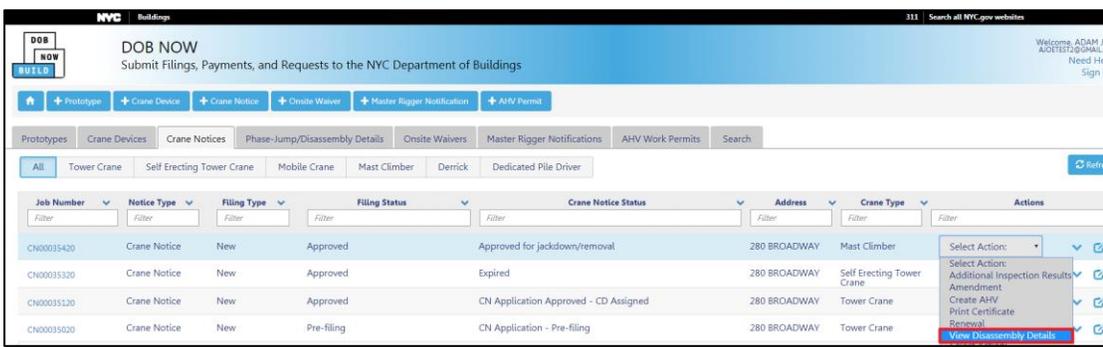
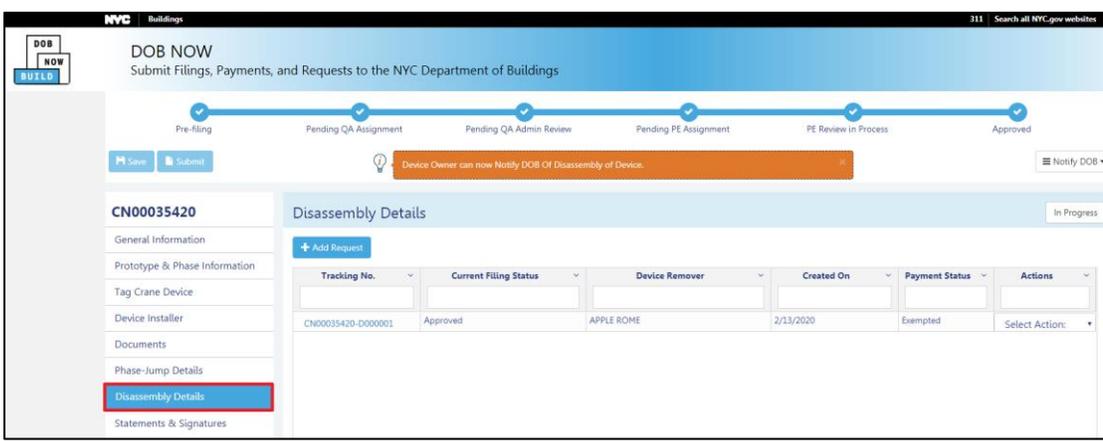
Step	Action
APPLICANT OF RECORD	
<p>1.</p>	<p>The page refreshes and displays the Disassembly application.</p> <p>Select the Statements & Signatures tab.</p> 
<p>2.</p>	<p>Click the Applicant's Statement checkbox to electronically attest.</p> <p>The Name and Date field's auto-populate by the system.</p> 

Step	Action
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
5.	<p>At the top-left of the screen, click Submit.</p> 
6.	<p>A Confirm pop-up window displays with the message: Confirm you want to submit. Click Yes to proceed.</p> 

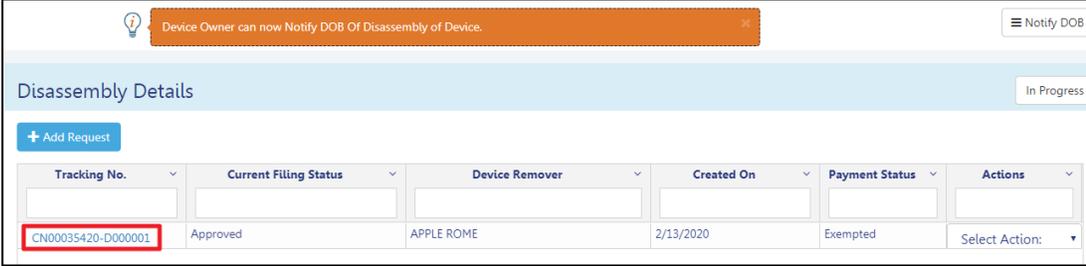
Step	Action
7.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been submitted.</p> <p>Click OK to proceed.</p> 
8.	<p>The Status Bar updates to the next stage in the job filing process.</p> 
<p>You have completed the Mast Climber Crane CN: Provide Disassembly Details: Statement & Signatures tab.</p> <p>Continue to the next section.</p>	

Mast Climber Crane CN: Provide Disassembly of Device (Device Owner)

Complete the following steps to provide Disassembly of Device.

Step	Action																																			
1.	<p>From the Dashboard, select the Crane Notices tab.</p>  <p>The screenshot shows the NYC Buildings dashboard with the 'Crane Notices' tab highlighted in red. The dashboard includes navigation buttons for Prototype, Crane Device, Crane Notice, Onsite Waiver, Master Rigger Notification, and AHV Permit. Below these are tabs for Prototypes, Crane Devices, Crane Notices (highlighted), Phase-Jump/Disassembly Details, Onsite Waivers, and Master Rigger Notifications. At the bottom, there are filters for All, Tower Crane, Self Erecting Tower Crane, Mobile Crane, Mast Climber, Derrick, and Dedicated Pile Driver.</p>																																			
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Assign Crane Device.</p>  <p>The screenshot shows a list of Crane Notices. The 'Actions' column for the first row (Job Number CN00035420) is expanded, and the 'View Disassembly Details' option is highlighted in red. The table columns include Job Number, Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, and Crane Type.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> </tr> </thead> <tbody> <tr> <td>CN00035420</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for jackdown/removal</td> <td>280 BROADWAY</td> <td>Mast Climber</td> </tr> <tr> <td>CN00035320</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Self Erecting Tower Crane</td> </tr> <tr> <td>CN00035120</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>CN Application Approved - CD Assigned</td> <td>280 BROADWAY</td> <td>Tower Crane</td> </tr> <tr> <td>CN00035020</td> <td>Crane Notice</td> <td>New</td> <td>Pre-filing</td> <td>CN Application - Pre-filing</td> <td>280 BROADWAY</td> <td>Tower Crane</td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	CN00035420	Crane Notice	New	Approved	Approved for jackdown/removal	280 BROADWAY	Mast Climber	CN00035320	Crane Notice	New	Approved	Expired	280 BROADWAY	Self Erecting Tower Crane	CN00035120	Crane Notice	New	Approved	CN Application Approved - CD Assigned	280 BROADWAY	Tower Crane	CN00035020	Crane Notice	New	Pre-filing	CN Application - Pre-filing	280 BROADWAY	Tower Crane
Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type																														
CN00035420	Crane Notice	New	Approved	Approved for jackdown/removal	280 BROADWAY	Mast Climber																														
CN00035320	Crane Notice	New	Approved	Expired	280 BROADWAY	Self Erecting Tower Crane																														
CN00035120	Crane Notice	New	Approved	CN Application Approved - CD Assigned	280 BROADWAY	Tower Crane																														
CN00035020	Crane Notice	New	Pre-filing	CN Application - Pre-filing	280 BROADWAY	Tower Crane																														
3.	<p>The page refreshes and highlights the Disassembly Details tab.</p>  <p>The screenshot shows the 'Disassembly Details' page for job CN00035420. The 'Disassembly Details' tab is highlighted in red in the left sidebar. The main content area shows a progress bar with steps: Pre-filing, Pending QA Assignment, Pending QA Admin Review, Pending PE Assignment, PE Review in Process, and Approved. Below the progress bar, there is a table with columns: Tracking No., Current Filing Status, Device Remover, Created On, Payment Status, and Actions.</p> <table border="1"> <thead> <tr> <th>Tracking No.</th> <th>Current Filing Status</th> <th>Device Remover</th> <th>Created On</th> <th>Payment Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00035420-0000001</td> <td>Approved</td> <td>APPLE ROME</td> <td>2/13/2020</td> <td>Exempted</td> <td>Select Action:</td> </tr> </tbody> </table>	Tracking No.	Current Filing Status	Device Remover	Created On	Payment Status	Actions	CN00035420-0000001	Approved	APPLE ROME	2/13/2020	Exempted	Select Action:																							
Tracking No.	Current Filing Status	Device Remover	Created On	Payment Status	Actions																															
CN00035420-0000001	Approved	APPLE ROME	2/13/2020	Exempted	Select Action:																															

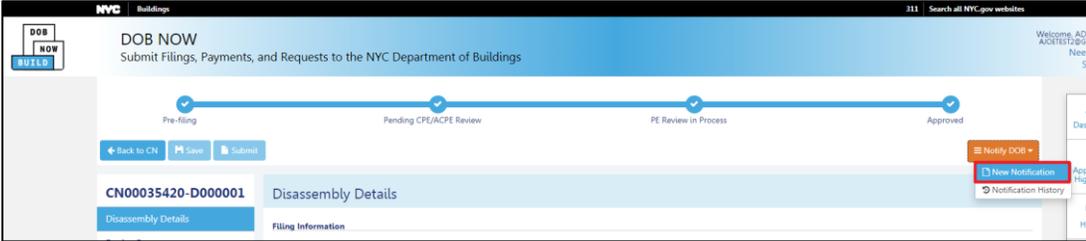
4. **Locate and click the device Tracking Number.**



5. **Locate the Notify DOB button in the upper right-hand corner.**



6. **Select New Notification from the Notify DOB drop-down list.**

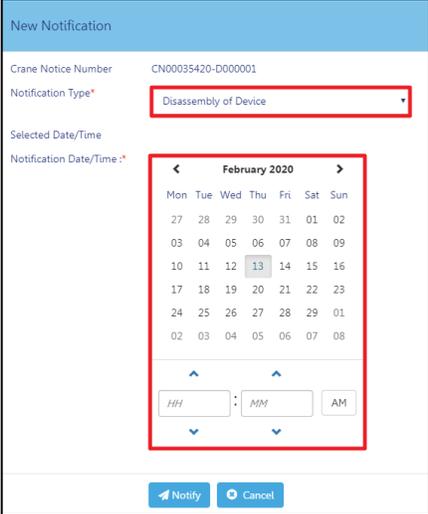


7. **A New Notification pop-up window displays with the Crane Notice Number**

Complete the Notification:

- Select the Notification Type (e.g., *Assembly of Device*)
- Select the **Notification Date/Time**

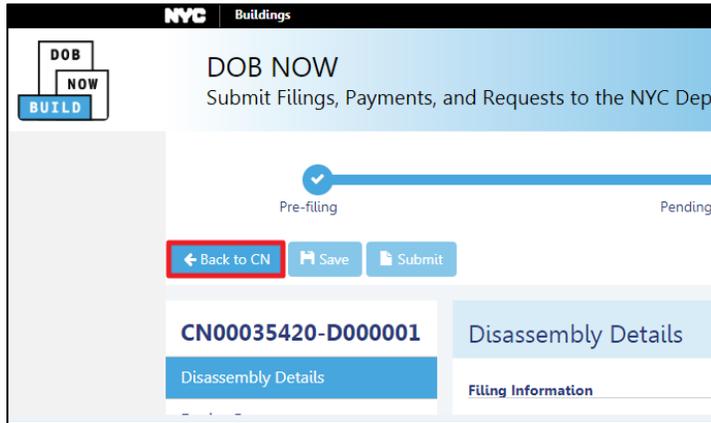
The selected Date/Time displays above the calendar.



<p>8.</p>	<p>Click Notify.</p>	
<p>9.</p>	<p>A Confirm pop-up window displays with the message: Confirm you want to submit a notification. Click Yes to proceed.</p>	
<p>10.</p>	<p>A Notification pop-up window displays with the message: Notification has been submitted. Click OK to proceed.</p>	

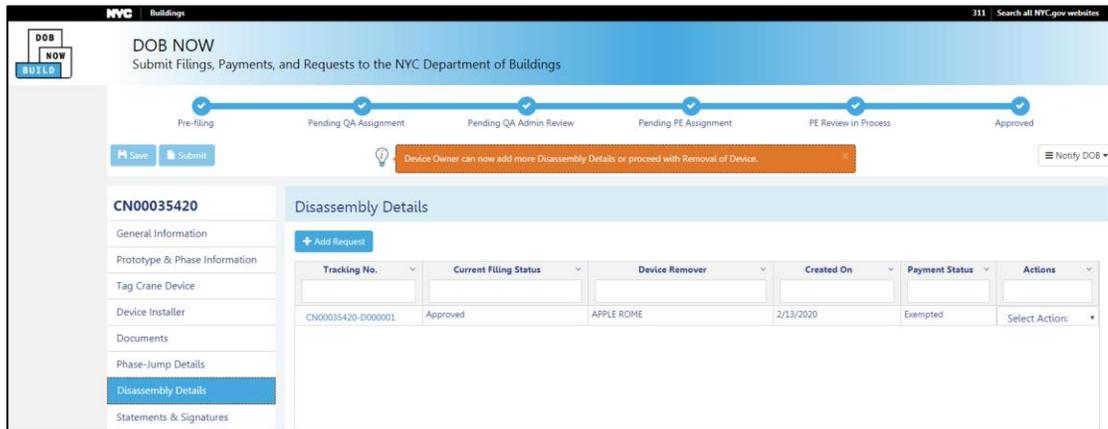
11.

Click Back to CN.



12.

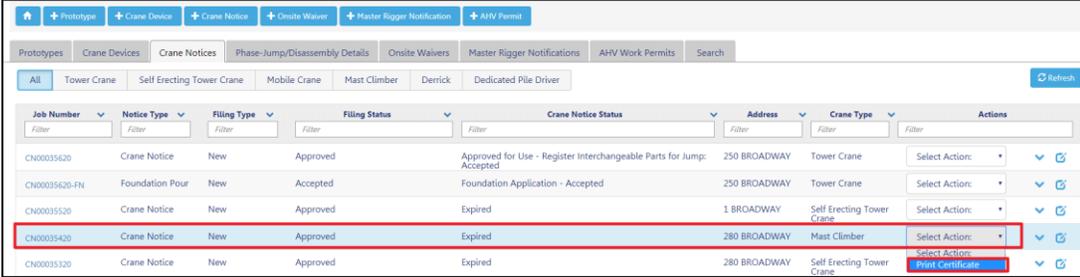
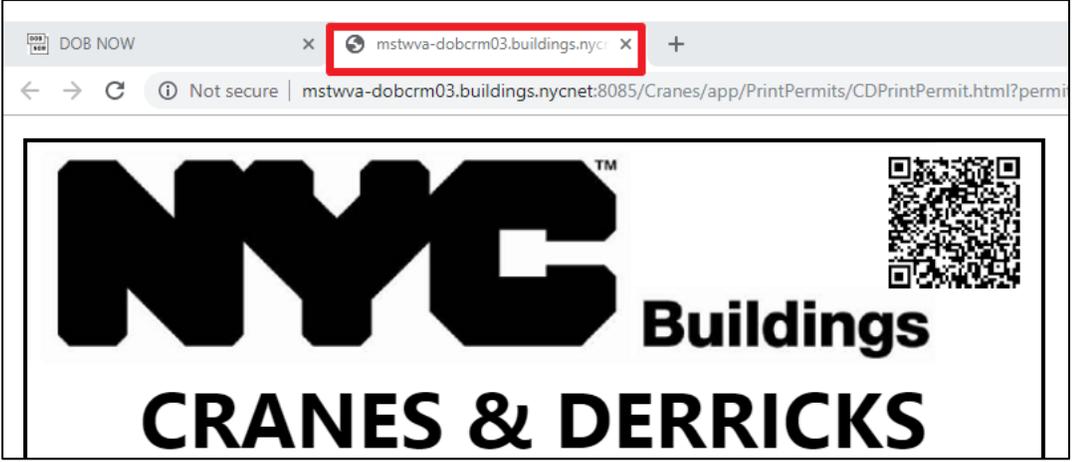
The page refreshes...

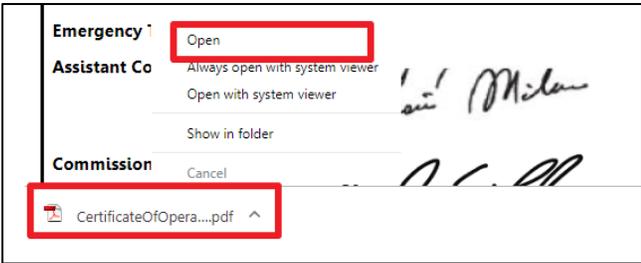
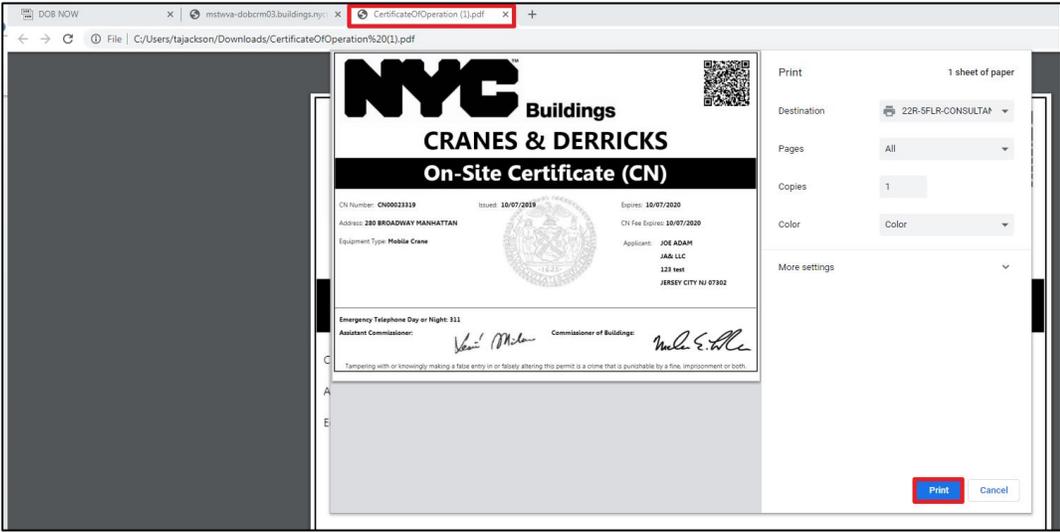


You have completed the Notify DOB – Disassembly Step-by-Step Guide.
Continue to the next section.

Print On-Site Certificate: From the Dashboard

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

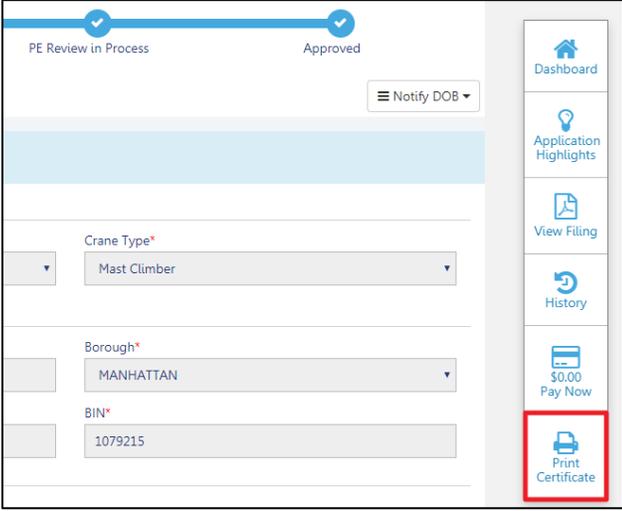
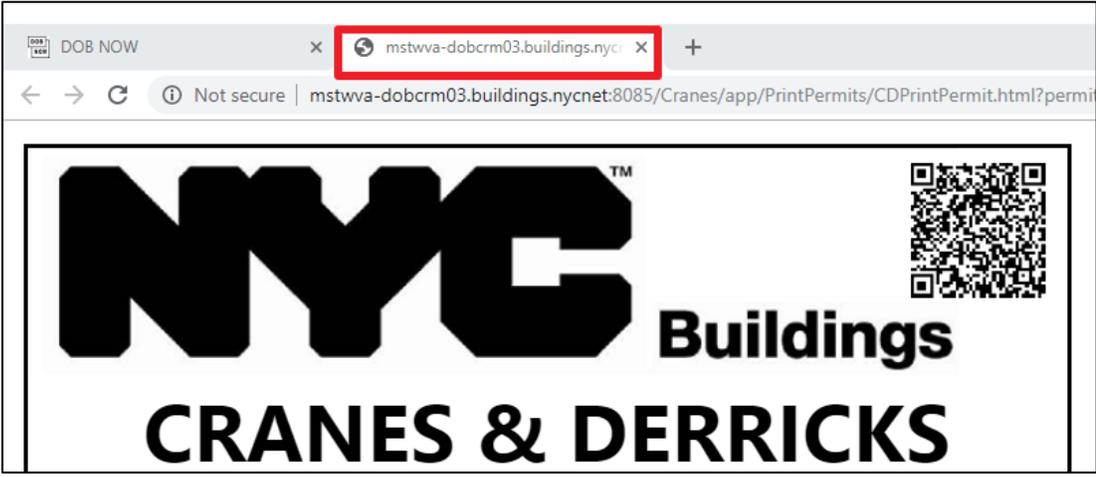
Step	Action
13.	<p>From the Dashboard, select the Crane Notices tab.</p> 
14.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column drop-down list, click the Print Certificate on the application.</p> 
15.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes & Derricks Certificate of Operation opens in a second tab.</p> 

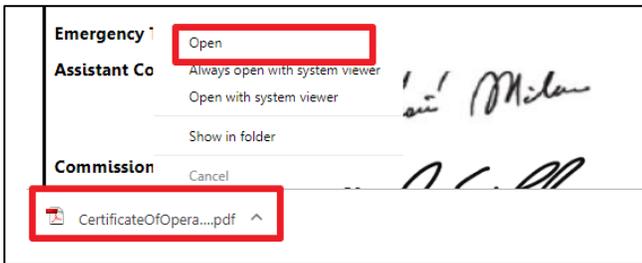
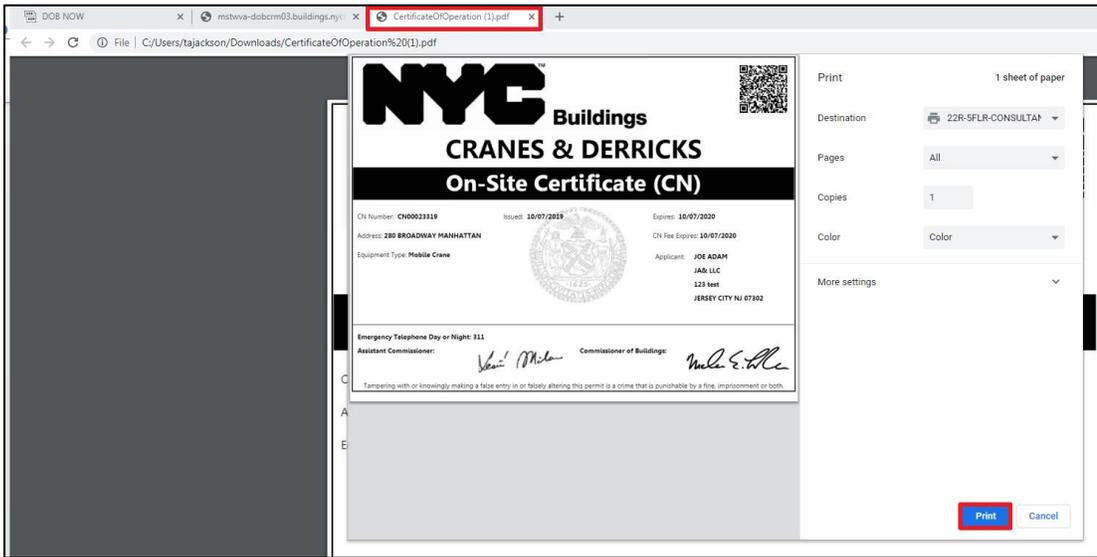
Step	Action
16.	<p>From the bottom of the page click Print to PDF.</p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print To PDF</p>
17.	<p>The internet browser downloads the certificate.</p> <p>Click the file arrow and select Open.</p>  <p>Emergency Assistant Co Commission</p> <p>Open</p> <p>Always open with system viewer</p> <p>Open with system viewer</p> <p>Show in folder</p> <p>Cancel</p> <p>CertificateOfOpera...pdf</p>
18.	<p>A third tab opens with the print options.</p> <p>Click Print.</p>  <p>DOB NOW</p> <p>mstwa-dobcm03.buildings.ny.gov</p> <p>CertificateOfOperation (1).pdf</p> <p>C:\Users\tajackson\Downloads\CertificateOfOperation%20(1).pdf</p> <p>NYC Buildings</p> <p>CRANES & DERRICKS</p> <p>On-Site Certificate (CN)</p> <p>CN Number: CN00023119 Issued: 10/07/2019 Expires: 10/07/2020</p> <p>Address: 280 BROADWAY MANHATTAN</p> <p>Equipment Type: Mobile Crane</p> <p>Applicant: JOE ADAM J&J LLC 123 test JERSEY CITY NJ 07302</p> <p>Emergency Telephone Day or Night: 311</p> <p>Assistant Commissioner: <i>John J. Milano</i> Commissioner of Buildings: <i>Nicholas E. DeLuca</i></p> <p>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.</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTA</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p>Print Cancel</p>
<p>You have completed the On-Site Certificate: From the Dashboard Step-by-Step Guide.</p>	

Print On-Site Certificate: From within the Application

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

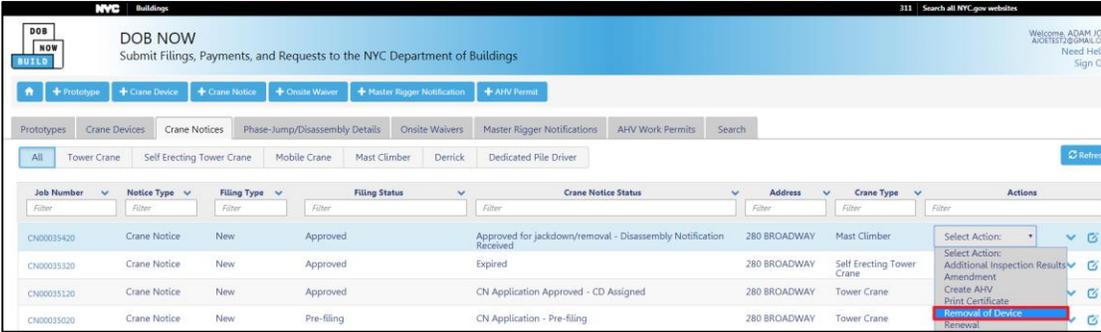
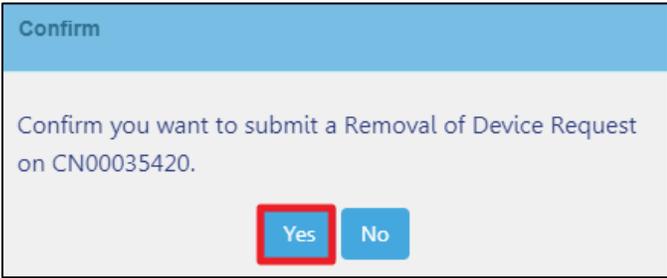
Step	Action
19.	<p>From the Dashboard, select the Crane Notices tab.</p>
20.	<p>Locate the Crane Device application.</p> <p>Double-click the application.</p>
21.	<p>The Crane Notice Information pop-up window displays with the message:</p> <p>Job Number: CN00035420</p> <p>Filing Type: Crane Notice</p> <p>Crane Type: Mast Climber</p> <p>Click OK to proceed.</p>

Step	Action
22.	<p>The Crane Device application displays. On the bottom-right, click Print Certificate.</p> 
23.	<p>Ensure that your pop-up blocker is turned-off. The On-Site Certificate opens in a second tab.</p> 
24.	<p>From the bottom of the page click Print to PDF.</p> 

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

Mast Climber Crane CN: Removal of Device

Complete the following steps to Removal of Device

Step	Action
Applicant of Record	
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Removal of Device.</p> 
3.	<p>A Confirm pop-up window displays with the message:</p> <p>Confirm you want to submit a Removal of Device Request on CN00035420.</p> <p>Click Yes to proceed.</p> 

Step	Action																														
4.	<p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #ADD8E6; padding: 5px; margin-bottom: 10px;">Removal Of Device Request</div> <table border="0"> <tr> <td colspan="3">Crane Notice Information</td> </tr> <tr> <td>Crane Notice Number CN00035420</td> <td>Crane Notice Status Approved for jackdown/removal - Disassembly Notification Received</td> <td>Address 280 BROADWAY , MANHATTAN</td> </tr> <tr> <td colspan="3">Applicant Information</td> </tr> <tr> <td>Email AJOETEST2@GMAIL.COM</td> <td>Last Name JOE2</td> <td>First Name ADAM</td> </tr> <tr> <td>Business Name AJ2</td> <td>Business Address AJ2</td> <td>City NYC</td> </tr> <tr> <td>State NY</td> <td>Zip 10000</td> <td>Country United States</td> </tr> <tr> <td>Business Telephone (201) 222-3333</td> <td>Mobile Telephone Not Available</td> <td></td> </tr> <tr> <td colspan="3">Applicant User's Statement</td> </tr> <tr> <td colspan="3" style="border: 2px solid red; padding: 5px;"> <p>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.</p> <p>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.</p> <p><input type="checkbox"/> 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.</p> <p style="text-align: center;"> Name Date </p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> </div> </td> </tr> <tr> <td colspan="3" style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </td> </tr> </table> </div>	Crane Notice Information			Crane Notice Number CN00035420	Crane Notice Status Approved for jackdown/removal - Disassembly Notification Received	Address 280 BROADWAY , MANHATTAN	Applicant Information			Email AJOETEST2@GMAIL.COM	Last Name JOE2	First Name ADAM	Business Name AJ2	Business Address AJ2	City NYC	State NY	Zip 10000	Country United States	Business Telephone (201) 222-3333	Mobile Telephone Not Available		Applicant User's Statement			<p>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.</p> <p>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.</p> <p><input type="checkbox"/> 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.</p> <p style="text-align: center;"> Name Date </p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> </div>			<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
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Step	Action																	
5.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="background-color: #4F81BD; color: white; padding: 5px;">Removal Of Device Request</p> <hr/> <p>Crane Notice Information</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Crane Notice Number CN00035420</td> <td style="width: 33%;">Crane Notice Status Approved for jackdown/removal - Disassembly Notification Received</td> <td style="width: 33%;">Address 280 BROADWAY , MANHATTAN</td> </tr> </table> <hr/> <p>Applicant Information</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Email AJOETEST2@GMAIL.COM</td> <td style="width: 33%;">Last Name JOE2</td> <td style="width: 33%;">First Name ADAM</td> </tr> <tr> <td>Business Name AJ2</td> <td>Business Address AJ2</td> <td>City NYC</td> </tr> <tr> <td>State NY</td> <td>Zip 10000</td> <td>Country United States</td> </tr> <tr> <td>Business Telephone (201) 222-3333</td> <td>Mobile Telephone Not Available</td> <td></td> </tr> </table> <hr/> <p>Applicant User’s Statement</p> <p>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.</p> <p>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.</p> <p><input checked="" type="checkbox"/> 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.</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Name ADAM JOE2</td> <td style="width: 40%;">Date 02/13/2020</td> </tr> </table> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> </div>	Crane Notice Number CN00035420	Crane Notice Status Approved for jackdown/removal - Disassembly Notification Received	Address 280 BROADWAY , MANHATTAN	Email AJOETEST2@GMAIL.COM	Last Name JOE2	First Name ADAM	Business Name AJ2	Business Address AJ2	City NYC	State NY	Zip 10000	Country United States	Business Telephone (201) 222-3333	Mobile Telephone Not Available		Name ADAM JOE2	Date 02/13/2020
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Name ADAM JOE2	Date 02/13/2020																	

Step	Action															
6.	<p>Click Submit.</p> <div data-bbox="324 319 1334 1260"> <p>Removal Of Device Request</p> <hr/> <p>Crane Notice Information</p> <table border="0"> <tr> <td>Crane Notice Number CN00035420</td> <td>Crane Notice Status Approved for jackdown/removal - Disassembly Notification Received</td> <td>Address 280 BROADWAY , MANHATTAN</td> </tr> </table> <hr/> <p>Applicant Information</p> <table border="0"> <tr> <td>Email AJOETEST2@GMAIL.COM</td> <td>Last Name JOE2</td> <td>First Name ADAM</td> </tr> <tr> <td>Business Name AJ2</td> <td>Business Address AJ2</td> <td>City NYC</td> </tr> <tr> <td>State NY</td> <td>Zip 10000</td> <td>Country United States</td> </tr> <tr> <td>Business Telephone (201) 222-3333</td> <td>Mobile Telephone Not Available</td> <td></td> </tr> </table> <hr/> <p>Applicant User's Statement</p> <p>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.</p> <p>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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p>Name: <input type="text" value="ADAM JOE2"/> Date: <input type="text" value="02/13/2020"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div>	Crane Notice Number CN00035420	Crane Notice Status Approved for jackdown/removal - Disassembly Notification Received	Address 280 BROADWAY , MANHATTAN	Email AJOETEST2@GMAIL.COM	Last Name JOE2	First Name ADAM	Business Name AJ2	Business Address AJ2	City NYC	State NY	Zip 10000	Country United States	Business Telephone (201) 222-3333	Mobile Telephone Not Available	
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7.	<p>Click OK.</p> <div data-bbox="324 1348 1019 1570"> <p>Notification [X]</p> <p>Crane Device Removal Request has been submitted.</p> <p><input type="button" value="OK"/></p> </div>															
<p>You have completed the Notify DOB – Removal of Device Step-by-Step Guide.</p> <p>Continue to the next section.</p>																