

CRANES & DERRICKS INDUSTRY PORTAL STEP-BY-STEP GUIDE CD APPLICATIONS FOR MOBILE CRANES

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

HELPFUL LINKS

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO



NYC.gov/DOBNOWHELP

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Guidelines

CRANE DEVICE NUMBER

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

DOB NOW: Build - NUMBERING FORMAT

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

Example: CD00006790

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

Example: CD00006789-A000001

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

Example: CD00006789-R000001



ROLES & RESPONSIBILITIES

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

For FILING REPRESENTATIVES only

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

SYSTEM GUIDELINES

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

ADDITIONAL HELP & INFORMATION

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



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

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Log into DOB NOW

Complete the following steps to log into DOB NOW:

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



Step	Action	
4.	The DOB Login page displays. Enter Email and Password (as registered in eFiling).	311 Starch all NYC.gov websites
	Construction Fence Sidewalk Shed Facades	Submit License filing for: • Vielder • Vielder • Submeynan • Gas Wock Qualification Only • Sas Wock Qualification Only Log In to Total to Submit Jobs, Filings and Applications:
	Address Building Identification Number (BIN)	Log into to Submit Joos, ruings and Applications: Enter your eFiling or DOB NOW: Licensing account information Email Email Password Password Password
	Borough, Block, Lot Device Search Licensees Search	Login To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here. Welder, Journemma and Gas Work, Quilitation Applicants only- click here to create a new DOB NOW Licensing profile. To change your DOB NOW profile password click here. Need more help? Contact us.
5.	Click Login.	
	Enter your eFiling or DOB NOW: Licensing account information Email Password Login To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.	
	Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here. Need more help? Contact us.	



Step	Action
6.	The DOB NOW Welcome page displays.
	Hover the cursor over DOB NOW: Build.
	DOB DOB NOW Welcome ADAM JDF2 NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome ADAM JDF2 Submit Filings, Payments, and Requests to the NYC Department of Buildings Need Help?
	Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.
	Façade, Boiler Compliance Filings are available under DOB NOW: Safety . Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold,
	Fence, Sign, Electrical and Elevator Job Filings are available under DOB NOW: Build. Get started by selecting a component below.
	DOB NOW BUILD SAFETY
7.	Select Cranes from the drop-down list.
	DOB NOW BUILD Cranes Alterations Cranes
8.	The DOB NOW Dashboard displays.
	The My Prototypes tab displays by default and displays all Prototype Certificate of Approval
	Applications associated with an eFiling account.
	DOB DOB NOW Welcome, JOE ADAM AVETESS (eMAILCOM Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome, JOE ADAM AVETESS (eMAILCOM Need Help? Sign Out
	♠ + Prototype + Crane Device + Crane Notice + Master Rigger Notification + AHV Permits
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search
	Job Number Filing Type Filing Status Crane Type Prototype Number Filter Filter Filter Filter Filter
	CP00001586 New Pre-filing Tower Crane PT00001586
	You are now logged into DOB NOW: <i>Build</i> . Continue to the next section.



Mobile Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

Step	Action
1.	Hover the cursor over +Crane Device and select Register Crane Device from the drop-down list.
	DOB DOB NOW NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings
	• • •
	Amendment Renewal Job Nur Mobile Crane Filing Status V Crane Type V Pro
	Filter mob K CD3 Application Filter mob K Tower Crane Pre-filing Mobile Crane CP00001830 Interchangeable Components Pending QA Assignment Mobile Crane
	Mast Climber, Derrick Pre-filing Mobile Crane Provide Updated Device Documents Pre-filing Mobile Crane Self Erecting Tower Crane, Pre-filing Mobile Crane
	CP00001827 Mobile Crane, Dedicated Pile Driver Pre-filing Mobile Crane Submit Inspection Dates & Mag Reports Objections Mobile Crane
2.	A Confirm pop-up window displays with the message: Confirm you want to register a new Crane Device.
	Click Yes to proceed.
	Confirm you want to register a new Crane Device.
	You have begun the registration process for a Crane Device.
	Continue to the Complete General Information tab section.



Complete General Information Tab

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

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

Step	Action			
1.	The General Informati	on section displays.		
	DOB NOW Submit Filings, Payments, and Request	s to the NYC Department of Buildings		Welcome, JOE ADAM AJOFTEST@GMAL.com Need Help? Sign Out
	H Save	formation		Dashboard
	General Information Prototype Search Search by:*		◯ Crane Type	
	Prototype Num	Q, Search & Add		
2.	Select the applicable S	earch by (e.g. Prototype N	umber) radio button in Prot	otype Search.
		General Information		
	General Information	Prototype Search Search by:*	Prototype Number	⊖ Crane Type
		Prototype Number*	Q Search & Add	



Step	Action			
Note:	To search by Prototype Nu Enter the Prototype Numb		er field.	
	Prototype Search Search by:*	Prototype Number	Crane Type	
	Prototype Number*	Q Search & Ac	Id	
	To search by Crane Type: Select the Crane Type fron	n the Crane Type drop-dow	ın list.	
	Prototype Search			
	Search by:*	O Prototype Number	Crane Type	
	Crane Type*			
	Select Crane Type:	▼ Q Search & Add		
	Select Crane Type: Tower Crane Self Erecting Tower Crane			
l	Mobile Crane Dedicated Pile Driver	Crane Type*		
	Derrick Mast Climber			
l	Prototype Number*	Manufacturer*		
3.	Click Search & Add to proce	eed.		
	General Information			
	Prototype Search			
	Search by:*	Prototype Number	◯ Crane Type	
	Prototype Number*			
	CP00001605	Q Search & Ac	ld	
1				



Step	Action				
4.	The Search Results pop-up window displays. If applicable, select the applicable Prototype Number.				
	Click +Add to proceed.				
	Search Results				
	Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019		
	Prototype Det	ails	Crane Devices		
	Prototype Status Full Approval Applicant	Model (Month/Year) 11/2013 Model DEMO	Manufacturer DEMO		
	Equipment Information				
	Maximum Capacity 10000 Kips Maximum Freestanding Height	Maximum Boom 5000 Feet Total Combined Length	Maximum Jib 10000 Feet Other Attachment		
	Not Applicable Counterweight(Min)	15000 Feet Counterweight(Max)	Not Applicable Carrier Type		
	5000 Lbs Transmission Type	10000 Lbs Power	All Terrain Climbing Type		
	Mechanical Boom Types Articulating,	Gas	Not Applicable		
	Cable Drum Information				
	5000 Inches				
		+ Add Cancel			
Note:			ane Type, Prototype Number, ane Device Number are greye	d-out and	
	Filing Information				
	Registration Type*	Crane Type* Mobile Crane			
	Prototype Number* CP00001605	Manufacturer* DEMO	Model (Month/Year)*	=	
	Model* DEMO				
	Crane Device Number	Device Serial Number*	Device Manufactured Date (Month	/Year)*	
	HULTURING				



Step	Action
5.	Enter the Filing Information: Device Serial Number Select the Device Manufactured Date (Date/year) from the calendar
	Registration Type* Crane Type* New Mobile Crane Prototype Number* Manufacturer* CP00001605 DEMO Model* DEMO DEMO 11/2013 Crane Device Number Device Serial Number* Not Yet Issued 08/2015
6.	 Enter the Applicant of Record - Owner Information: Type the Email and then select the Email Address from the blue drop-down Select the Business Name from the Business Name drop-down list Select the Owner Type (e.g., Individual) from the License Type drop-down list
	Applicant of Record - Owner Information Email* Email* Business Name* State Zip Code Business Telephone Country Owner Type* T
Note:	Select + Add New if the Business Name is not listed. Business Name* Select: Select: JA LLC + Add New
7.	If applicable, click +Add Representative. Filing Representative Information + Add Representative First Name Last Name



Step	Action				
8.	The Filing Representative Details pop-up window displays.				
	Type the Email and then selec	t the Email Address	from the blue	drop-down.	
	Filing Representative Details				
	Email* APPLEROME16@GMAIL.COM	Last Name	F	irst Name	
	APPLEROME16@GMAIL.COM	Business Address	C	ity	
	State	Zip Code	C	ountry	
	Business Telephone	Mobile Telephone		Select:	•
		Save Save	Cancel		
9.	Click Save.				
	Business Telephone (458) 466-4485				
	Save Cancel				
Note:	The Filing Representative add	led displays within t	the Filing Repr	esentative inform	ation table.
	Click the edit (${}^{\fbox}$) icon to up	date the informatio	n.		
	Click the trash can ($^{ar{ extsf{m}}}$) icon (to delete the Filing I	Representative		
	To add an additional Filing Re	epresentative repea	t Steps 7 to 9 d	above.	
	Filing Representative Information				
	+ Add Representative				
	First Name Last Name APPLE ROME	Email APPLEROME16@GMAIL.COM	Business Name ROME LLC	Business Telephone (458) 466-4485	Action



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



Step	Action						
Note:	The page ref	reshes and displays	the	additional items:			
	1. Revie	w and File					
	2. Crane	e Device Filing Num	ber				
	3. Addit	ional Tabs: Equipm	nent i	Information, Docur	nents and Statement	ts & Signatures	
		-	: App	plication Highlights	, View Filing, Trace	& Payment Histor	ry
	and F	ee					
		s, and Requests to the NYC Department of	f Building:	S		Welcome, ADAM JOE2 AJOETEST2#GMALCOM Need Help? Sign Out	
	H Save Review and File	General Information				Dashboard	
	General Information Equipment Information Documents Statements & Signatures	Filing Information Registration Type* New Pototype Number* Cr00001822 Model*	0	Crane Type* Mobile Crane Manufacture* Test	Model (MonthyYear)* 07/2008	Vew Filing	
		test Crane Device Number DT00001657		Device Serial Number* 3477403774	Device Manufactured Date (Montly/Year)* 11/2013	History SSOLOO Pay Now	
	Y	•		Complete General			
		Cont	inue	e to the next section	n.		



Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action					
1.	Click Equipment Inform	ation to	display the Equipmer	nt Informa	ation section.	
	CD00001329	Equ	ipment Information			
	General Information	Actu	al Rated Capacity*			
	Equipment Information	1				
	Documents	Actu	ial Jib			
	Statements & Signatures			Fee	t	
		Actu	al Configuration*			
			Min.(lbs)	Max.(lbs)	
Note:	The Equipment Informat	tion field	ls: Capacity Units, Tra	nsmission	Type, Power and Co	arrier Type
	are greyed-out and can	not be e	dited.			
	Equipment Information					
	Actual Rated Capacity*		Capacity Units*		Actual Boom*	
			Kips	•		Feet
	Actual Jib	F t	Other Attachments	5 cm	Total	
	Actual Configuration*	Feet	Transmission Type*	Feet	Power*	Feet
	Min.(lbs)	Max.(lbs)	Mechanical	•	Gas	
	Carrier Type*		Overall Carrier Length*		Overall Carrier Width*	
	All Terrain	۲		Feet		Feet
	Width with Outriggers Extended*	Feet	Overall Carrier Tailswing*	Feet		



Step	Action
2.	Enter the Equipment Information: Actual Rated Capacity Actual Boom Actual Jib Other Attachments Actual Configuration Overall Carrier Length Overall Carrier Width Overall Carrier Tailswing Equipment Information Actual Rated Capacity Kps Other Attachments Tatasmission Type* Overall Carrier Width Overall Carrier Width Overall Carrier Tailswing Equipment Information Actual Boom* Actual Boom* Feet Feet Feet Feet Feet Feet Feet Fe
Note:	All Terrain Feet Feet Width with Outriggers Extended* Overall Carrier Tailswing* Feet The values entered cannot exceed the maximum values approved Prototype. The system will display the maximum measured allowed on the device. Actual Boom*
	Feet Maximum limit for Actual Boom is 1000
3.	Select the applicable Boom Type Information checkbox(s) (e.g., Articulating).
Note:	Only the checkboxes applicable to the transaction will be enabled.



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



Step	Action	
Note:	The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit () icon to update the Cable Drum information. Click the trash can () icon to delete the Cable Drum.	
	Add Cable Drum Total number of Cable Drug Cable Size Measuring Units Action 5000 Inches Image: Cable Size Size Size Size Size Size Size Siz	ums: (1
8.	Click +Add Component to display the Fixed Component pop-up window.	



Step	Action
9.	 To add each Fixed Component: Select the Component Information (<i>e.g., Live Mast Information</i>) from the Component Information drop-down list Enter the Serial/Identification Number Select the Manufactured Date Select the Last Inspection Date
	Fixed Component Component Information* Select: Serial/Identification Number* Manufactured Date* Last Inspection Date Image: Cancel
10.	At the bottom of the pop-up window, click Save.
11.	A Notification pop-up windows displays with a message: Component has been added. Click OK to close the notification. Notification × Component has been added.



Step	Action								
Note:	Repeat Steps 8 to 10 to add additional Fixed Components.								
	The Fixed Component ac	lded disp	lays within t	he Fixed	Componen	t table.			
	Click the edit (Viere t		the Fixed C						
	Click the edit (${}^{igsirent {O}}$) icon t	o update	e the Fixed Co	omponen	it injormati	ion.			
	Click the trash can (🕮)	icon to de	elete the Fixe	ed Compo	onent.				
	The Total number of Fixe	ed Compo	onent update	s below	the table.				
	+ Add Component								
	Component Type	 Serial/Iden 	tification Number 🛛 🗸	Manufactured	d Date \vee Last Ins	pection Date 🔍	Status ~	Action	n Y
	Turntable Information	1123198400		09/2019	09/11,	/2019	Pre-filing	Ø (Ì
	Machine Deck Information	1113201300		09/2019	09/11,	/2019	Pre-filing	I	lt -
	Lattice Boom Information	1012198800		09/2019	09/11,	/2019	Pre-filing	I	ÌT -
	Jib/Luffing Jib Information	01022013		09/2019	09/11,		Pre-filing	I	t I
	Jib Mast Information	10032019		09/2019	09/11,	/2019	Pre-filing	I	T
	Turntable Information Total Number of components (Max 10 Jib/Luffing Jib Information Total Number of components (Max 20 <u>Gantry (A-frames) Informatio</u> Total Number of components (Max 1)) - 1	Total Number of o Jib Ma Total Number of	st Information components (Max ast Information	x 3) - 1	Total Numb	iice Boom Informat er of components (M raulic/solid main br er of components (M	ax 10) - 1	•
Note:	Click the Fixed Compon Live Mast Information		ew the Fixed		eent Inform Status	ation (e.u			
	10121988		11/2013	P	Pre-filing		e		
Note:	Click the Fixed Compon	ient to vi	ew the Fixed	Compon	ent Inform	ation (e.	g., Status) .		



Step	Action	
12.	At the top-left of the scre	een, click Save .
	Save Review and File	
	CD00001657	Equipment Information
	General Information	Actual Rated Capacity*
	Equipment Information	10
	Documents	Actual Jib
	Statements & Signatures	49 Feet
13.	A Notification pop-up wi	indow displays with the message:
	Job filing has been saved	l.
	Click OK to continue.	
	Notification	×
	Job filing has been saved.	
		OK
	Vou baya com	plated the Complete Equipment Information tab
	rou nave com	pleted the Complete Equipment Information tab.
		Continue to the next section.



Upload Documents

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

Step	Action
1.	Click Documents to display the Documents section.
	CD00001657 Required Documents General Information + Add Document Equipment Information Document Name
2.	Statements & Signatures
	Click +Add Document. Documents Document Name
3.	The Upload Document pop-up window displays. Type the Document Name. Select the Document Type (<i>e.g., Manual</i>) from the Document Type drop-down list. Upload Document volument Upload volumen



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



Step	Action
7.	A Notification pop-up window displays with the message:
	Document has been uploaded.
	Click OK to continue.
	Notification ×
	Document has been uploaded.
	Document has been uptoaded.
	ΟΚ
Note:	The Document uploaded displays within the Document table.
	Click the edit (\square) icon to update the Document information.
	Click the trash can ($^{(m)}$) icon to delete the Document.
	Click the upload (()) icon to replace the Document previously uploaded.
	Click the upload () icon to replace the Document previously uploaded.
	Desuments
	Documents
	+ Add Document
	Document Name Document Type Document Status Uploaded On Actions
	Mobile Crane Manual Manual Pending 09/19/2019 🛓 🗭 💼
8.	At the top-left of the screen, click Save .
	Save Review and File
	CD00001657 Required Documents
	General Information + Add Document



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



Complete Statements & Signatures

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

Step	Action		
1.	Click Statements & Signatures to display the Statements & Signatures section.		
	Review and File		
	CD00001657	Statements & Signatures	
	General Information	Applicant of Record - Owner's Statement*	
	Equipment Information Documents	As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv	
	Statements & Signatures	I have reviewed the information provided in this application and, to made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for special	
Note:	The statement applicable a	to the stakeholder that's logged in highlights in blue.	
	Statements & Signatures		
	Applicant's Statement*		
	Administrative Code and Department rules, n I have reviewed the information provided in made to the Department is a misdemeanor a	As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.	
In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that is requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of		on and that failure to do so may result in immediate suspension, revocation or other disciplinary action.	
	Name	Date	
APPLI	CANT OF RECORD		
2.	Click the Applicant's Stater	nent checkbox to electronically attest.	
	The Name and Date field's	auto-populate by the system.	
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.		
	Name JOE ADAM (Electronically Signed)	Date 09/19/2019	



Step	Action		
3.	At the top-left of the scre	en, click Save .	
	Save Review and File	Save Review and File	
	CD00001657	Statements & Signatures	
	General Information Equipment Information Documents Statements & Signatures	Applicant of Record - Owner's Statement* As a condition of being granted a license/registration and/or qu Administrative Code and Department rules, regulations, and directiv I have reviewed the information provided in this application and, t made to the Department is a misdemeanor and that it is also unlaw gratuity for properly performing the job or in exchange for specia	
4.	A Notification pop-up wir Job filing has been saved.	A Notification pop-up window displays with the message: ob filing has been saved.	
	Click OK to continue.		
	Notification Job filing has been saved.	OK	
	You have co	ompleted the Statement & Signatures section.	
		Continue to the next section.	



Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.





Step	Action	
2.	The Payment Confirmation pop-up window displays with the message:	
	Please note that the following data cannot be changed after the payment has been made on this filing:	
	Owner Type: Individual	
	Actual Boom Length: 12 Feet	
	Are you sure you want to make a payment now for \$300.00?	
Payment is not the last step. Click the Review and File/Submit button at the top on to submit the application.		
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.	
Click Yes , to proceed.		
	Payment Confirmation	
	Please note that the following data cannot be changed after the payment has been made on this filing:	
	 Owner Type: Individual Actual Boom Length: 12 Feet 	
	Are you sure you want to make a payment now for \$300.00 ?	
	Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.	
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.	
	Yes No	



Step	Action	
3.	The page is redirected to NYC City Pay. Pay the application fees via eCheck or Credit Card by selecting the applicable tab.	
	Control Contro Control Control Control Control Control Control Control Control Co	
4.	The Notification pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information. Click OK to proceed. Notification Payment has been processed. A receipt will be sent by email. Select History for more information.	
You have completed the Pay Fees section. Continue to the next section.		



Complete Review and File

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

Action				
APPLICANT OF RECORD				
At the top-left of the screen, click Review and File .				
DOB NOW Submit Filings, Payments, and Requests t				
Save Review and File				
The Application Preview displays.				
Click Next to read and progress through the Application Preview to the final page.				
Application Preview				
DOB NOW BUILD Application Highlights				
Job Number CP00001605 Filing Type New				
Crane Type Mobile Crane Prototype Number PT00001605 Current Filing Status Pre-filing				
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.				



Step	Action		
3.	On the final page, click the checkbox to attest reviewing the application.		
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date Date File C Return to Filing View		
4.	The Name and the Date field's auto-populate after the check-box is clicked. Click File , to proceed.		
	Name JOE ADAM Date 09/20/2019 (Electronically Signed)		
5.	A Notification pop-up windows displays with the message:		
	Job filing has been submitted. An email notification will be sent with the status of the review.		
	Click OK to close the Confirm pop-up window.		
	Job filing has been submitted. An email notification will be		
	sent with the status of the review.		
	OK View Filing		
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).		
	Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA)		
You	have completed the Mobile Crane CD Number : Register a Crane Device Step-by-Step Guide.		



Print Certificate Complete: From the Dashboard

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

Step	Action
1.	From the Dashboard, select the My Crane Devices tab.
2.	Locate the Crane Device application. Under the Actions column, click the Print () icon on the application.
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab. $\begin{array}{c c c c c c c c c c c c c c c c c c c $



Step	Action		
4.	From the bottom of the page click Print to PDF .		
5.	The internet browser downloads the certificate. Click the file arrow and select Open . Emergency 1 Open Assistant Co Always open with system viewer Open with system viewer Show in folder Commission Cancel CertificateOfOperapdf		
6.	<text><section-header></section-header></text>	I sheet of paper I sheet of paper I sheet of paper All Color V	
	You have completed the Print a Certificate: From the Dashboard Step-by-S	Step Guide.	


Print Certificate Complete: From within the Application

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

Step	Action
1.	From the Dashboard, select the My Crane Devices tab.
	Job Number Registration Type Crane Type
2.	Locate the Crane Device application. Double-click the application. All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver
	Job Number Registration Type Crane Type Filing Status 1329 Filter Filter CD00001329 New Mobile Crane Accepted
3.	The Device Information pop-up window displays with the message: Job Number: CD00001329 Filing Type: New Crane Type: Mobile Crane Click OK to proceed. Device Information Job Number: CD00001329 Filing Type: New Crane Type: Mobile Crane OK Cancel



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



Step	Action	
6.	From the bottom of the page click Print to PDF . Image: Image	
7.	The internet browser downloads the certificate. Click the file arrow and select Open . Emergency 1 Open Assistant Co Always open with system viewer Open with system viewer Show in folder Commission Cancel	
8.	<text></text>	
Yo	have completed the Print a Certificate: From within the Application Step-by-Step Guide.	



Mobile Crane CD Number: Amendment: Change Ownership

Complete the following steps to register a Crane Device:





Step	The name refre	shes and displays tl	he Generi	al Information ta	h		
4.					<i>.</i>		
l	H Save						
	General Information	General Information					
		Filing Information					
		Registration Type*		Amendment Type*		Crane Type*	
		Amendment	*	Change Ownership	٣	Mobile Crane	
		Prototype Number*		Manufacturer*		Model (Month/Year)*	
		CP00001855	0	manuTest		08/2015	-
		Model*					
		Test					
You ho	ave begun the Ch	ange Ownership Al	mendmer	nt process for a C	rane De	vice.	
		5		, , , , , , , , , , , , , , , , , , , ,			



Complete General Information

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

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

Step	Action		
1.	The General Information section	on displays.	
	General Information	on	
	Filing Information		
	Registration Type* Amendment	Amendment Type* Change Ownership	Crane Type* Mobile Crane
	The Filing Information fields: (rana Natica Tuna, Filing Tuna	and Crane Type are greyed-out
2.	and cannot be edited.	rune Notice Type, Filing Type	und Crane Type dre greyed-out
	General Information		
	Filing Information		
	Registration Type* Amendment	Amendment Type* Change Ownership	Crane Type* Mobile Crane
	Prototype Number*	Manufacturer*	Model (Month/Year)*
	CP00001855 ()	manuTest	08/2015
	Model*		
	Test		
	Crane Device Number*	Device Serial Number*	Device Manufactured Date (Month/Year)*
	CD00001716	19860015	05/2018
3.	Select the License Typ	on: en select the Email Address fro e (<i>e.g., Individual</i>) from the Li ame from the Business Name (cense Type drop-down list
	The Last Name, First Name, B Mobile Telephone, and Count	· · · · · · · · · · · · · · · · · · ·	
	Applicant of Record - Owner Information	Last News	First Marca
	Email* <i>Enter email/username</i>	Last Name	First Name
	Business Name*	Business Address	City
	Select:		
	State	Zip Code	Business Telephone
	Mobile Telephone	Country	Owner Type*
		Select:	Select Owner Type:



Step	Action		
Note:			
	The Existing Owner Informatio	n is displayed.	
	Existing Owner Information		
	Email AJOETEST1@GMAILCOM	Last Name JOE1	First Name ADAM
	Business Name	Business Address 280 Broadway	City NYC
	AJ 1 State	Zip Code	Business Telephone
	NY Mobile Telephone	10000 Country	(201) 333-2222 Owner Type
	Not Available	United States	NYCHA
4.	If applicable, click + Add Repre	sentative to add Filing Represe	entative.
	Filing Representative Information		
	+ Add Representative		
	First Name	Last Name Er	nail
5.	The Filing Representative Deta	ils pop-up window displays.	
Э.	Type the Email and then select	the Email Address from the bl	ue drop-down.
		,	
	Filing Representative Details		
	Email*	Last Name	First Name
	APPLEROME16@GMAIL.COM		
	APPLEROME16@GMAIL.COM	Business Address	City
	State	Zip Code	Country
			Select:
	Business Telephone	Mobile Telephone	
		Save Save	
6	Click Save.		
6.			
	Business Telephone (458) 466-4485		
	(436) 400-4463		
	Save Cancel		



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



Step	Action				
Note:	The page refr	eshes and displays the	additional items:		
	1. Status	s Bar			
	2. Revie	w and File			
	3. Crane	Notice Filing Number			
	4. Additi Signat		& Phase Information, D	ocument and Statemen	its &
	5. Applic	cation Information: App	plication Highlights, Vie	ew Filing, History and Fe	e
	Pre-filing	Pending QA Assignment	Pending QA Admin Review	Accepted	Dashboard
	H Save Review and File]0	•		5
	CD00001716-3 A000001	General Information			Application Highlights
	General Information	Filing Information	to a star at the star	And the second se	View Filing
	Equipment Information	Registration Type* Amendment	Amendment Type* Change Ownership	Crane Type* Mobile Crane	5
	Documents	Prototype Number*	Manufacturer*	Model (Month/Year)*	History
	Statements & Signatures	CP00001855	manuTest	08/2015	50.00
	4	Test			\$0.00 Pay Now
You hav	ve completed the	e Complete General Inj	formation tab. Continu	ie to the next section.	



Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action							
10.	Click Equipment	Information to	o display the	e Equipment i	Inform	natior	section.	
	CD00001716- A000001	Equipment Informa	ation					
	General Information Equipment Information	Actual Rated Capacity* 1000 Actual Jib		Capacity Units* Metric Tons Other Attachments		٠	Actual Boom* 1000 Total	Feet
	Documents Statements & Signatures	1000 Actual Counterweight Configu		1000 Transmission Type*		Feet	3000 Power*	Feet
		1000 Min.(lbs) : Carrier Type* Industrial Truck	1000 Max.(ibs)	Mechanical Overall Carrier Length* 1000		• Feet	Gas Overall Carrier Width* 1000	Feet
		Width with Outriggers Extend	feet	Overall Carrier Tailswing* 100		Feet		
Note:	The Equipment li edited.	nformation an	id Boom Ty	pe Informatic	on fiel	ds are	e greyed-out a	nd cannot be
	Equipment Inform	ation						
	Actual Rated Capacity* 1000		Capacity Units* Metric Tons		*	Actual Bo	pom*	Feet
	Actual Jib 1000	Feet	Other Attachments 1000		Feet	Total 3000		Feet
	Actual Counterweight Config 1000 Min.(lbs)	1000 Max.(lbs)	Transmission Type* Mechanical		*	Power* Gas		*
	Carrier Type* Industrial Truck	•	Overall Carrier Leng 1000	th*	Feet	Overall C	arrier Width*	Feet
	Width with Outriggers Extend	ded* Feet	Overall Carrier Tails 100	wing*	Feet			
	Boom Type Information*	✓ Lattice	Luffing	✓ Telescopin	g	Otł	her	
Note:	The Cable Dr	um Informatio	on field is g	reyed-out and	d canr	not be	e edited.	
	Cable Drum Information* + Add Cable Drum						Total nu	mber of Cable Drums: 1
		Cable Size		Measuring Units Inches			Action	



Step	Action
11.	At the top-left of the screen, click Save .
	Save Review and File
	CD00001716- A000001 Equipment Information
12.	A Notification pop-up window displays with the message:
	Job filing has been saved.
	Click OK to continue.
1	Notification
	Job filing has been saved.
	OK
You hav	re completed the Complete Equipment Information tab. Continue to the next section.



Upload Documents

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





Step	Action
4.	Click Choose File to upload the Document Type selected.
	Upload Document
	Document Name*
	bill of Sale
	Document Type*
	Bill of Sale
	Document Choose File No file chosen
	Upload Cancel
5.	The Document pop-up window displays.
	Select the Document and click Open.
	© Open 🔯 © ♥ → (3 Administration → Training Team Tools → Forms PDF Documents to upload in filings ♥ 4 Search Forms PDF Documents P
	Organize • New folder 🗄 🕫 • 🛄 😧
	Desktop Name Date modified Type Size Downloads Differed.cocx 10/3/20174:35 PM Adobe Acrobat D 155 KB
	Second Places Declaration 8/30/2017 1:31 PM Adobe Acrobat D 43 KB Change Manage Dip 10/29/2018 11:13 Adobe Acrobat D 291 KB
	2 Notice to Proceed to Contractor 9/18/2017 9:29 AM Adobe Acrobat D 257 KB
	The second secon
	Documents ™ Physical Exam 10/29/2018 11:11 Adobe Acrobat D 475 KB Music ™ Physical Exam 8/30/2017 10:56 AM Adobe Acrobat D 339 KB
	📓 Pictures 📲 🔂 PlansSketch 9/15/2017 12:25 PM Adobe Acrobat D 339 KB
	Wideos Staffold 10/3/2017 4:34 PM Adobe Acrobet D 190 KB Shed 10/3/2017 4:32 PM Adobe Acrobet D 127 KB
	Image: Special Inspector bad upload 10/3/2017 4/32 PM Adobe Acrobat D 127 KB Image: Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB
	2 SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB
	Tal Design Applicant 8/30/2017 1:40 PM Adobe Acrobat D 636 KB Tal Progress Inspector 8/30/2017 2:13 PM Adobe Acrobat D 789 KB
	TRI Special Inspector 8/30/2017 12:12 PM Adobe Acrobat D 589 KB
	Image: The name: Manual Adobe Acrobat D
	Open Cancel
6.	The Document displays next to Choose File.
0.	Click Upload.
	Document Type* Manual
	Choose File Manual.pdf
	Upload Cancel



Ston	Action					
Step						
7.	A Notification pop-up wi	indow displays with the mo	essage:			
	Document has been uplo	oaded.				
	Click OK to continue.					
	Notification	×				
	Job filing has been saved.					
		к				
Note:	The Document uploa	ded displays within the Do	cument table			
		on to update the Documen				
) icon to delete the Docu				
	Click the upload (🗎) icon to replace the Docun	nent previous	sly uploaded	l.	
	Click the upload () icon to replace the Docun	nent previous	sly uploadec	l.	
	-) icon to replace the Docun	nent previous	sly uploaded	l.	
	Required Documents + Add Document Document Name	Document Type	Document Status	Uploaded On	Actions	
	Required Documents		-			
	Required Documents Add Document Document Name Test 2 Test	Document Type ACRIS Report Bill of Sale	Document Status Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2	Document Type ACRIS Report Bill of Sale	Document Status Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test At the top-left of the scree	Document Type ACRIS Report Bill of Sale	Document Status Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test	Document Type ACRIS Report Bill of Sale	Document Status Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test At the top-left of the scrue Save Review and File	Document Type ACRIS Report Bill of Sale een, click Save.	Document Status Pending Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test At the top-left of the scree	Document Type ACRIS Report Bill of Sale	Document Status Pending Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test At the top-left of the scrue CD00001716-	Document Type ACRIS Report Bill of Sale een, click Save.	Document Status Pending Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test 2	ACRIS Report Bill of Sale een, click Save. Required Document	Pending Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents • Add Document Document Name Test 2 Test At the top-left of the scrue • Save • Review and File CD00001716- A000001 General Information Equipment Information	ACRIS Report Bill of Sale een, click Save. Required Document	Pending Pending	Uploaded On 02/04/2020	Actions	
8.	Required Documents Add Document Document Name Test 2 Test 2	ACRIS Report Bill of Sale een, click Save. Required Document	Pending Pending	Uploaded On 02/04/2020	Actions	



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



Complete Statements & Signatures

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

Step	Action	
10.	Click Statements & Signature	es to display the Statements & Signatures section.
	🛱 Save 📔 Review and File	
	CD00001716- A000001	Statements & Signatures
	General Information	Owner's Statement*
	Equipment Information	As a condition of being granted a licens Administrative Code and Department rule
	Documents	I have reviewed the information provide statement made to the Department is a
	Statements & Signatures	otherwise, either as a gratuity for proper license/registration and/or gualification.
Note:		
	The statement applicable to t	he stakeholder that's logged in highlights in blue.
	Statements & Signatures	
	Owner's Statement*	
	Department rules, regulations, and directives governing I have reviewed the information provided in this appli	nd/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and how licensees/ registrants/qualification holders conduct their specific trade. cation and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the
	the job or in exchange for special consideration. Such ac	It 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 tions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.
		It in immediate suspension, revocation or other disciplinary action. The box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic nature affixed by hand.
	Name	Date



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



Complete Review and File

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

1. At the top-left of the screen, click Review and File.	
DOB NOW Submit Filings, Payments, and Requests t Save Review and File	
2. The Application Preview displays.	
Click Next to read and progress through the Application Preview to the	final page.
Application Preview	Page: 1 / 5
D08 NOVE BUILD Discretion Highlights Job Number CD00001694-A000001 Registration Type Amendment Crane Type Dedicated Pile Driver Prototype Number CD00001684 Crane Device Number CD00001694 Device Status Approved for Use Pending Inspection Current Filing Status Pre-filing	
Note: If errors are discovered when Review and File is selected, click Return to the errors, re-attest, and Review and File again.	Filing View, correct
File C Return to Filing View	
3. On the final page, click the checkbox to attest reviewing the application).
I understand and agree that by personally clicking on the box at left I am electronically signing this application with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signation. Name Date Image: Image	n and expressing my agreement iture affixed by hand.



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



Mobile Crane CD Number: Amendment: Device Amendment

Complete the following steps to register a Crane Device:





Step	Action		
3.	Click Submit.		
	Crane Device - Amendment		
	Crane Device Number* CD00001694		
		Submit	ncel
4.	DOB DOB NOW	ion section is displayed.	
	General Information	General Information	
			Cane Type
		Protetype Information Current Protetype Number CP00001849 Ogr2010	rear) Manufacturer e O ManuTest Rentow Dustais
You ha	ive begun the Device Ar	mendment process for a Cra	ane Device.
Contin	ue to the Complete Gen	neral Information tab sectio	n.



Complete General Information

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

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

Step	Action				
1.	The General Information section displays.				
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings	come, JOE ADAM ETEST@GMAIL.COM Need Help? Sign Out			
	M Save	Dashboard			
	General Information Prototype Search Search by:* Prototype Number				
	Prototype Number* Q. Search & Add				
2.	At the top-left of the screen, <i>click Save.</i>				
	H Save				
	General Information				
	Prototype Search				
	Search by:*				



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



Step	Action					
Note:						
	The page refreshes and displays the additional items:					
	· · · · · · · · · · · · · · · · · · ·					
	1. Status Bar					
	2. Review and File					
	3. Crane Notice Filing Number					
	 Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 					
	5. Application Information: Application Highlights, View Filing, History and Fee					
	Perding Inspection Supervisor Review Accepted Dashboard					
	CD00001694-A000002 3 General Information Equipment Information Documents Carrent Prototype Number CP00001649 00/2010 Model (Month/Year) Model (Month/Year) Model (Month/Year) Manufacturer					
	Statements & Signatures Filing information Registration Type* Amendment Type* Crane Type* Crane Type* Dedicated Pile Driver History Filing information Filing infor					



Step	Action				
5.	The Search Results pop-up window displays.If applicable, select the applicable Prototype Number.				
5.					
	Click +Add to prod	ceed.			
	Prototype Information				
	Prototype Number CP00001855	Crane Type Mobile Crane	Approved On 02/06/2020		
	Prototype Details	Crane Devices	Revoke History		
	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer		
	Model (Month/Year) 08/2015	Manufacturer manuTest			
	Model Test				
	Equipment Information			_	
	Maximum Rated Capacity 1000 Metric Tons	Maximum Boom 1000 Feet	Maximum Jib 1000 Feet		
	Maximum Freestanding Height Not Applicable	Total 3000 Feet	Maximum Other Attachments 1000 Feet		
	Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck		
	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable		
	Width with Outtriggers Extended 1000 Feet	Overall Carrier Length 1000 Feet	Overall Carrier Width 1000 Feet		
	Overall Carrier Tailswing 1000 Feet				
	Boom Types Articulating, Lattice, Luffing, Teleso	coping			
	Cable Drum Information				
	The Prototyne Inf	ormation field w	ill nonulate with t	he Current Prototype Number.	
6.		-			
	Click Details to vie	ew the Current Pi	rototype Number.		
	Prototype Information				
	Current Prototype Number CP00001849	Model (Month, 06/2010	(Year)	Manufacturer ManuTest Remove Details	



	Action					
Click Close.						
[
	Prototype Details	Crane Devices	Revoke History			
	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer			
	Model (Month/Year) 06/2010	Manufacturer ManuTest				
	Model Test					
	Equipment Information Maximum Rated Capacity	Maximum Boom	Maximum Jib			
	1000 Metric Tons	1000 Feet	Not Applicable			
	Maximum Freestanding Height Not Applicable	Total 2000 Feet	Maximum Other Attachments 1000 Feet			
	Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck			
		Close				
E	Enter the Applicant Inform					
ר ו	Type the Device S Select the Device The Filing Information fie	Serial Number. Manufactured Date (Ma Anglistical Structures (Marching Structures)	onth/Year) Amendment Type, Crane Type, Crane Device Number are greye	ed-ou		
1 	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited.	Gerial Number. Manufactured Date (Materia (Materia) Anticipation Type, Nodel and Amendment Type*	Amendment Type, Crane Type, Crane Device Number are greye ^{Crane Type*}	ed-ou		
1 1	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment	Serial Number. Manufactured Date (Me elds: Registration Type, conth/Year), Model and	Amendment Type, Crane Type, Crane Device Number are greye	ed-ou		
ר ו	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited.	Gerial Number. Manufactured Date (Materia (Materia) Senth: Registration Type, Conth/Year), Model and	Amendment Type, Crane Type, Crane Device Number are greye ^{Crane Type*}	ed-ou		
1 1	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer*	Serial Number. Manufactured Date (Me elds: Registration Type, conth/Year), Model and	Amendment Type, Crane Type, Crane Device Number are greye Crane Type* Mobile Crane Crane Device Number*	ed-ou		
1 1	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer*	Serial Number. Manufactured Date (Me elds: Registration Type, conth/Year), Model and	Amendment Type, Crane Type, Crane Device Number are greye	cd-ou		
1 	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer*	Serial Number. Manufactured Date (Me elds: Registration Type, conth/Year), Model and	Amendment Type, Crane Type, Crane Device Number are greye	ed-oi		
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (Mic cannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest	Serial Number. Manufactured Date (Mo elds: Registration Type, conth/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 08/2015	Amendment Type, Crane Type, Crane Device Number are greye			
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest Device Manufactured Date (Month/Year)* 05/2018 The Applicant of Record - Applicant of Record -	Serial Number. Manufactured Date (Marchaelds: Registration Type, Ponth/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 08/2015	Amendment Type, Crane Type, Crane Device Number are greyed Crane Type* Mobile Crane Crane Device Number* CD00001716 Device Serial Number* 19860015 greyed-out and cannot be edited			
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest Device Manufactured Date (Month/Year)* 05/2018	Serial Number. Manufactured Date (Mo elds: Registration Type, conth/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 08/2015	Amendment Type, Crane Type, Crane Device Number are greye			
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (Micannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest Device Manufactured Date (Month/Year)* 05/2018 The Applicant of Record - Applicant of Record - Applicant of Record - Owner Information Email*	Serial Number. Manufactured Date (Me elds: Registration Type, onth/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 08/2015	Amendment Type, Crane Type, Crane Device Number are greye			
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest Device Manufactured Date (Month/Year)* 05/2018 The Applicant of Record - Applicant of Record - Applicant of Record - Owner Information Email* APPLEOME18@GMAIL.COM Business Name* ZXCVBINMASD ZXCVBINMASD ZXCVBINMASD ZX	Serial Number. Manufactured Date (Ma elds: Registration Type, fonth/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 08/2015 - Owner Information is Last Name ROME18 Business Address AR18	Amendment Type, Crane Type, Crane Device Number are greye Crane Type* Mobile Crane Crane Device Number* CD00001716 Device Serial Number* 19860015 Greyed-out and cannot be edited First Name APPLE City NYC			
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest Device Manufactured Date (Month/Vear)* 05/2018 The Applicant of Record - Applicant of Record - Manufactures Manufact	Serial Number. Manufactured Date (Mo elds: Registration Type, fonth/Year), Model and Amendment Type* Device Amendment Model (Month/Year)* 08/2015 - Owner Information is Last Name ROME18 Business Address	Amendment Type, Crane Type, Crane Device Number are greyed Crane Type* Mobile Crane Crane Device Number* CD00001716 Device Serial Number* 1986015 Greyed-out and cannot be edited First Name APPLE Cty			
	Type the Device S Select the Device The Filing Information fie Manufacturer, Model (M cannot be edited. Filing Information Registration Type* Amendment Manufacturer* manuTest Device Manufactured Date (Month/Year)* 05/2018 The Applicant of Record - Applicant of Record - Applicant of Record - Manufactures Manufactures Construction	Serial Number. Manufactured Date (Mo elds: Registration Type, fonth/Year), Model and Model (Month/Year)* 08/2015 - Owner Information is ROME18 Business Address AR18 Zip Code	Amendment Type, Crane Type, Crane Device Number are greye Crane Type* Mobile Crane Crane Device Number* CD00001716 Device Serial Number* 19860015 Greyed-out and cannot be edited First Name APPLE City NYC Business Telephone			



Step	Action			
10.	If applicable, click + Add Rep Filing Representative Information Add Representative First Name	Last Name	Email	
11.	The Filing Representative De Type the Email and then sele Filing Representative Details			
	APPLEROME16@GMAIL.COM APPLEROME16@GMAIL.COM State	Business Address Zip Code	City Country Select:	•
	Business Telephone	Mobile Telephone		
12.	Click Save. Business Telephone (458) 466-4485 Save Cancel			



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



Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

	nation to	o display the Equipment	Inform	ation and l	Воот Туре		
Information sections.							
Equipment Information							
Actual Rated Capacity*		pacity Units*	Actual Boom				
1000		Metric Tons 🔹 1000			Feet		
Actual Jib C		her Attachments	Total				
1000	Feet 1	L000 Feet	3000		Feet		
Actual Counterweight Configuration*	Tra	ansmission Type*	Power*				
1000 Min.(lbs) 1000 M	Max.(lbs)	Mechanical •	Gas		*		
Carrier Type*		verall Carrier Length*	Overall Carrie	er Width*			
Industrial Truck		1000 Feet	1000		Feet		
Width with Outriggers Extended* 1000		verall Carrier Tailswing*					
1000	Teet						
Boom Type Information*							
Articulating I Lattice	1	Luffing Telescoping	Other				
Enter the Filing Inform		Enter Actual Boom		Enter the A	Actual Rated Ca		
		Enter Actual Boom Other Attachments			Actual Rated Ca		
Enter the Actual Rated C		Other Attachments		Overall Ca	rrier Length		
Enter the Actual Rated C Enter Actual Jib				Overall Ca			
Enter the Actual Rated C Enter Actual Jib	Capacity	Other Attachments Width with Outriggers Extended	Actual Bo	Overall Ca Overall Ca	rrier Length		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information	Capacity	Other Attachments Width with Outriggers Extended		Overall Ca Overall Ca	rrier Length rrier Tailswing		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information Actual Rated Capacity* 1000	Capacity	Other Attachments Width with Outriggers Extended Comparison only be deselected Capacity Units* Metric Tons	Total	Overall Ca Overall Ca	rrier Length rrier Tailswing		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information Actual Rated Capacity* 1000 Actual Jib	Capacity	Other Attachments Width with Outriggers Extended Comparison only be deselected Capacity Units* Metric Tons Cher Attachments	Total	Overall Ca Overall Ca	rrier Length rrier Tailswing		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information Actual Rated Capacity* 1000 Actual Jib 1000 Actual Conterveight Configuration*	Capacity	Other Attachments Width with Outriggers Extended an only be deselected capacity Units* Metric Tons Other Attachments 1000 Feet ransmission Type*	• 1000 Total 3000	Overall Ca Overall Ca	rrier Length rrier Tailswing		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information Actual Rated Capacity* 1000 Actual Jib 1000 Actual Conterveight Configuration*	Capacity	Other Attachments Width with Outriggers Extended an only be deselected capacity Units* Metric Tons Other Attachments 1000 Feet ransmission Type*	Total 3000 Power* Gas	Overall Ca Overall Ca	rrier Length rrier Tailswing Feet		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information Actual Rated Capacity* 1000 Actual Jib 1000 Actual Counterweight Configuration* 1000 Min.(lbs) 1000	Capacity	Other Attachments Width with Outriggers Extended an only be deselected apacity Units* Metric Tons Duber Attachments 1000 Feet ransmission Type* Mechanical	 1000 Total 3000 Power* Gas Overall Case 	Overall Ca Overall Ca	rrier Length rrier Tailswing Feet		
Enter the Actual Rated C Enter Actual Jib Overall Carrier Width The Boom Type Inform Equipment Information Actual Rated Capacity* 1000 Actual Counterweight Configuration* 1000 Min.(lbs) 1000 Carrier Type*	Capacity	Other Attachments Width with Outriggers Extended Image: Comparison only be deselected Capacity Units* Metric Tons Wther Attachments 1000 Feet ransmission Type* Mechanical Verall Carrier Length*	 1000 Total 3000 Power* Gas Overall Case 	Overall Ca Overall Ca	rrier Length rrier Tailswing		



Step	Action						
Note:	The Equipment Information fields: Capacity Units, Other Attachments, Total, Transmission Type, Power, and Carrier Type, are greyed-out and cannot be edited.						
	Equipment Information						
	Actual Rated Capacity*	Capacity Units*	Actual Boom*				
	1000 Actual Jib	Metric Tons T	1000 Feet Total				
	1000 Feet	1000 Feet	3000 Feet				
	Actual Counterweight Configuration*	Transmission Type* Mechanical	Power* Gas				
	Carrier Type*	Overall Carrier Length* 1000 Feet	Overall Carrier Width* 1000 Feet				
	Width with Outriggers Extended*	Overall Carrier Tailswing*					
	1000 Feet	100 Feet					
3.	Click +Add Cable Drum to displa	y the Cable Size action field.					
	Cable Drum Information*						
	+ Add Cable Drum		Total number of Cable Drums: 🚺				
	Cable Size	Measuring Units	Action				
	1000	Inches					
Note:	A Notification pop-up windows of	displays with the message:					
	A maximum of 1 Cable Drums ca						
	Equipment Information). Anothe		ea.				
	Click OK to close the Notification	i pop-up window.					
	Notification	×					
	A maximum of 1 Cable Drums can be a						
	Device (based on the Prototype Equips Another Cable Drum cannot be added						
	OK						



Step	Action						
4.	To add the Cable Size:						
т.	Type the Cable Size						
	Cable Drum Information*						
	+ Add Cable Drum				_		
	Cable Size		Measuring Units		Total number of Cable Drums: 0 Action		
		Inches		•	Save X Cancel		
			No Cable Drums added				
	Under the Action column, o	lick Save					
5.		inch Suve.					
	Total n	umber of Cable [Drums:				
	Action						
	🖺 Save 🗙	Cancel					
6.	The Total number of Ca	ible Drums up	dates.				
0.	The Cable Drum added	displays with	in the Cable Dru	um table.			
	Click the edit (📝) icon						
		-					
	Click the trash can (🕮)	icon to delet	e the Cable Dru	im.			
	Cable Drum Information*						
	+ Add Cable Drum				Total number of Cable Drums: 1		
	Cable Size		Measuring Units		Action		
	5000		Inches				
7.	The Component Last In	spection Date	e can be update	d.			
	Components						
	+ Add Component						
	Component Type	✓ Serial/Identificati	on Number \vee Manufacto	ured Date	ction Date 🗸		
	67879900	11/2019	02/14/2020	Accepted	Image: Control = 1		
	78900	12/2019	02/07/2020	Accepted	<u>ده</u> یک ۲		
	987665	12/2019	02/07/2020	Accepted	C \$\$		
	56678 965433	11/2019 11/2019	02/07/2020 02/07/2020	Accepted Accepted			



Step	Action								
Step	Action								
8.	Components can be deleted and new Component can be added.								
	Click the icon for (SS) Delete.								
	Components								
	+ Add Component								
	Component Type V Serial/Ident		/Identification Number 🛛 👋	ification Number Y Manufactured Date Y		Status			
	Information	11111444	06/2008	02/01/2020	Accepted				
	in boom	148776	06/2009	02/09/2020	Accepted	B \$			
	rmation	87677858 5438753	09/2010	02/04/2020	Accepted	C %			
	mation	999635445	09/2013	02/08/2020	Accepted				
9.	A Confirma	tion pop-up wind	lows displays w	ith the messo	age:				
	Are you sur	re you want to de	lete this record	?					
	Click Yes								
	Confirm								
	Commi								
	A								
	Are you sure	you want to delete thi	s record?						
		Yes No							
10.	A Confirma	tion pop-up winde	ows displays wit	th the messag	je:				
	Component	t has been remove	ed.						
	Click OK								
	No. 10 and an			×					
	Notification								
	Component I	has been removed.							
		ОК							
11.		1				icon (🖏) for			
	Re-submission of the same Component.								
	Components								
	+ Add Componer								
	Compo	onent Type 🛛 🗸 Seria	l/Identification Number 🛛 👋	Manufactured Date 🛛 👋	Last Inspection Date 🛛 🗸	Status ~			
	Information	11111444	06/2008	02/01/2020	Accepted				
	in boom	148776	06/2009	02/09/2020	Accepted	B \$\$			
	on rmation	87677858 5438753	09/2010	02/04/2020	Accepted	团 %			
	mation	999635445	09/2013	02/08/2020	Accepted	C S			



Step	Action					
12.	A Confirmation pop-up windows displays with the message: Are you sure you want to add this component?					
12.						
	Click Yes	·				
	Confirm					
	Are you sure you want to	add this components ?				
		Yes No				
13.	The Component display	Pending Re-submission.				
	Components					
	+ Add Component					
	Component Type	Serial/Identification Number	ufactured Date Y Last	Inspection Date Y S	Status ~	
	Information 11111444	06/2008	02/01/2020	Pending Re-submission	B \$	
	in boom 148776	06/2009	02/09/2020	Removed by user	8 %	
	on 87677858	09/2010	02/04/2020	Accepted	8 %	
	rmation 5438753 mation 999635445	09/2006	02/04/2020 02/08/2020	Accepted Accepted	C %	
	110001 333033443	00/2020	02,00,2020	Accepted	G %	
Note:	To add a new Componer	nt click +Add Componen	t.			
	At the top-left of the scr	aan click Save +				
14.		een, ciick Save.+				
	🗎 Save 📑 Review and File					
	CD00001604 4000000	- · · · · ·				
	CD00001694-A000002	Equipment Information				
	General Information	Actual Rated Capacity*				
	Equipment Information	1000				
15.	A Notification pop-up w	indow displays with the	message:			
_0.	Job filing has been save	d.				
	Click OK to continue.					
	Notification		×			
	Job filing has been saved	d.				
		OK				
		OK				



You have completed the Complete Equipment Information tab. Continue to the next section.



Upload Documents

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

Step	Action					
1.	<i>Click Documents</i> to display the Documents section.					
	CD00001716- A000002 Required Documents					
	General Information					
	Equipment Information 143					
	Documents					
	Statements & Signatures					
2.	Click +Add Document.					
	Required Documents					
	+ Add Document					
	Document Name					
3.	The Upload Document pop-up window displays.					
	Type the Document Name. Select the Document Type (<i>e.g., Manual</i>) from the Document Type drop-down list.					
	Upload Document					
	Document Name*					
	Document Type* Select:					
	Document Choose File No file chosen					
	Upload Cancel					



Step	Action
4.	Click Choose File to upload the Document Type selected.
	Document Type* Mag Report for all components
	Document Choose File No file chosen
	Upload Cancel
5.	The Document pop-up window displays.
	Select the Document and <i>click Open.</i>
	Image: Second
	Image: Second Places Image: Se
	Interview Image: Constraint of the second of
	Water OrP49 Supporting Document 11///2012 00PM Addee Actoba D. 79 KB Operating Document 11///2012 00PM Addee Actoba D. 79 KB Music Operating Document 12//2018 1111. Addee Actoba D. 79 KB Photor Operating Document 0.79 KB 0.79 KB 0.79 KB Music Operating Document 0.79 KB 0.79 KB 0.79 KB Vectors Operating Document 0.79 KB 0.79 KB 0.79 KB Vectors Operating Document 0.70 Vectors D. 0.79 KB 0.79 KB Vectors Operating Document 0.70 Vectors D. 179 KB 0.89 KB Vectors Operating Document 0.70 Vectors D. 179 KB 0.89 KB Vectors Operating Document 0.70 Vectors D. 179 KB 0.89 KB Distribution 0.70 Vectors D. 0.89 KB 0.88 KB 0.88 KB
	Int Design Applicant 8/30/2017 1:40 PM Adobe Acrobat D 636 KB Int R Progress Inspector 8/30/2017 2:13 PM Adobe Acrobat D 789 KB Int Special Inspector 8/30/2017 2:12 PM Adobe Acrobat D
	File name: Manual File name: Manual Custom Files Custom Files Cancel
6.	The Document displays next to Choose File.
	Click Upload.
	Document Type*
	Document
	Choose File Manual.pdf
	Upload Cancel
7.	A Notification pop-up window displays with the message:
	Document has been uploaded.
	Click OK to continue.
	Notification
	Job filing has been saved.
	OK


Step	Action				
Note:	The Document uploaded displays within the Document table. Click the edit () icon to update the Document information. Click the trash can () icon to delete the Document.				
	Click the upload () icon to replace the Document previously uploaded.				
8.	At the top-left of the screen, <i>click Save</i> .				
9. You hay	A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue. Notification X Job filing has been saved. I or I or				
100 1100					



Complete Statements & Signatures

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

Step	Action					
10.	Click Statements & Signat	tures to display the Statements & Signatures section.				
	CD00001733- A000002	Statements & Signatures				
	General Information	Applicant of Record - Owner's Statement*				
	Equipment Information	As a condition of being granted a license/reg Administrative Code and Department rules, re				
	Documents Statements & Signatures	I have reviewed the information provided in statement made to the Department is a miss otherwise, either as a gratuity for properly pe				
Note:	license/registration and/or qualification.					
	The statement applicable	to the stakeholder that's logged in highlights in blue.				
	Statements & Signatures					
	Applicant of Record - Owner's Statement*					
	Administrative Code and Department rule I have reviewed the information provide statement made to the Department is a otherwise, either as a gratuity for proper license/registration and/or qualification.	e/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City es, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. ed in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or by performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code				
	requires that I cooperate with any investig	gation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. Illy clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I shall have the same validity and effect as a signature affixed by hand.				
	Name	Date				



Complete Review and File

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

Step	Action
1.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
2.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview
	D08 BUILD CDCC Application Highlights
Note:	If errors are discovered when Review and File is selected, <i>click Return to Filing View</i> , correct the errors, re-attest, and Review and File again.
	File C Return to Filing View
3.	On the final page, <i>click the checkbox</i> to attest reviewing the application.
	 I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date I File C Return to Filing View



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



Mobile Crane CD Number: Renewal

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

Step	Action				
1.	Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.				
	DOB DOB NOW BUILLD Submit Filings, Payments, and Requests to the NYC Department of Buildings				
	All Tower Crat Amendment bile Crane Mast Climber Derrick Dedicated Pile Driver Job Number Mobile Crane Crane Type Filling Status Filter C03 Application Filter Filter				
2.	Enter the Crane Device Number.				
	Crane Device - Renewal				
	Crane Device Number* Enter Device number e.g. CD00000380				
	Submit Cancel				
3.	Click Submit.				
	Crane Device - Renewal				
	Crane Device Number* CD00000916				
	Submit Cancel				



Step	Action					
4.	The General Information section is displayed, all sections are greyed-out.				l-out.	
	H Save					
		General Informa	ation			
	General Information	Filing Information				
		Registration Type*		Crane Type*		Manufacturer*
		Renewal			•	TRINWELD
		Model*				
		1YXSKS2				
		248 characters remainin	g			
		Crane Device Number*	~	Device Serial Number*		Device Manufactured Date (Month/Year)*
		CD00001652		3060-5151		08/2014
5. The Applicant of Record - out. Applicant of Record - Owner Information Email* AJOETEST@GMAILCOM Business Name* JA LLC State NJ Mobile Telephone		r Information	Last Name ADAM Business Address JA LLC Zip Code 07302 Country United States		First Name JOE City JERSEY C Business T (545) 550 Owner Typ Individu	e CITY Felephone 6-8622 be* ial T
6.	If applicable, cli Filing Representative + Add Representative First Nan	Information	Last Name	o add Filing Rep	Email	<i>ie.</i>



Step	Action				
7.	The Filing Representative Details pop-up window displays. Once Save is click the user can type the Email and then select the Email Address from the blue drop-down.				
	Filing Representative Details				
	Email* Last Name First Name APPLEROME16@GMAILCOM Business Address City				
	State Zip Code Country Business Telephone Mobile Telephone				
	Save Cancel				
8.	Click Save.				
	H Sole 248 characters remaining General Information 248 characters remaining Crane Device Number* Device Serial Number* Device Manufactured Date (Month/Vear)* CD00001652 3060-5151 08/2014 Image: Comparison of the second s				
9.	A Notification pop-up window displays with the message: Are you sure you want to continue with renewal of following crane device number. Please verify before saving: • CD00001652				
	Click Save Notification				
	Are you sure you want to continue with renewal of following crane device number. Please • CD00001652 Save Cancel				



Step	Action
10.	A Notification pop-up window displays with the message: Job filing has been saved. Click OK
	Notification × Job filing has been saved.
Note:	 The page refreshes and displays the additional items: 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
You have	ecompleted the Complete General Information tab. Continue to the next section.



Complete Equipment Information Tab

Step	Action						
11.	Click Equipment Information to display the Equipment Information section.						
	CD00001652- R000001	Equipment Inform	nation				
	General Information	Actual Rated Capacity*		Capacity Units*	*	Actual Boom*	Feet
	Equipment Information	Actual Jib		Other Attachments		Total	
	Documents	49	Fe		Feet	190	Feet
	Statements & Signatures	Actual Counterweight Con 14 Min.(lbs)	figuration* 500 Max.(lb	s) Transmission Type*	*	Power* Diesel	•
		Carrier Type*		Overall Carrier Length*		Overall Carrier Width*	
		All Terrain Width with Outriggers Exte	ended*	37.4 Overall Carrier Tailswing*	Feet	8.4	Feet
		20.3	Fe		Feet		
Note:	The Cable I		ion field is	greyed-out and c	annot be		number of Cable Drums: 1
		Cable Size		Measuring Units		Action	
		1000		Inches		C i	
You ha	ve completed the	e Complete Eq	uipment lı	nformation tab. C	ontinue t	o the next se	ction.

Complete the following steps to complete the Equipment Information tab:



Upload Documents

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





Step	Action					
•	Click Choose File to upload the Document Type selected.					
	Upload Document					
	Document Name*					
	Mag Report					
	Document Type*					
	Mag Report for all components					
	Document Choose File Mags Report.docx					
	Upload Cancel					
	The Document pop-up window displays.					
•	Select the Document and click Open.					
	Open					
	Compe de la « 13 Administration → Training Team Tools → Forms PDF Documents to upload in filings v 4 Search Forms PDF Documents					
	E Desktop A Name Date modified Type Size					
	Downloads Downloads					
	D 10/29/2018 11:13 Adobe Acrobat D 291 KB					
	Ibinaries Image: Solution to Proceed to Contractor 9/18/2017 9:29 AM Adobe Acrobat D 257 KB Image: Solution to Proceed to Contractor 11/8/2018 2:00 PM Adobe Acrobat D 79 KB					
	Documents Dysical Exam 10/29/2018 11:11 Adobe Acrobat D 475 KB					
	Image: The second sec					
	😸 Videos 🔁 Scaffold 10/3/2017 4:34 PM Adobe Acrobet D 190 KB					
	Computer Description 7/11/2017 12:35 PM Adobe Acrobat D 127 KB Mail Computer Description 7/11/2017 12:35 PM Adobe Acrobat D 165 KB					
	55N 10/29/2018 11:14 Adobe Acrobat D 179 KB					
	TRI Design Applicant 8/30/2017 1:40 PM Adobe Acrobat D 636 KB TRI Progress Inspector 8/30/2017 2:13 PM Adobe Acrobat D 789 KB					
	TRI Special Inspector 8/30/2017 12:12 PM Adobe Acrobat D 589 KB					
	- 2 Visual 10/29/2018 11:16 - Adobe Acrobat D 74 KB					
	File name: Manual Custom Files					
	The Document displays next to Choose File.					
•	Click Upload.					
	Upload Document					
	Document Name*					
	Mag Report					
	Document Type* Mag Report for all components					
	Document					
	Choose File Mags Report.docx					
	Upload Cancel					



Step	Action				
•	A Notification pop-up window displays with the message:				
•	Document has been u	ploaded.			
	Click OK to continue.				
	Notification		×		
	Job filing has been saved.				
		ОК			
Note:	The Document up	loaded displays within the	e Document table.		
	Click the edit (🐼 🤅) icon to update the Docu	ument information.		
	Click the trash can	(💼) icon to delete the D	Document.		
	Click the upload () icon to replace the Deplace the Depla	Oocument previously uploaded.		
	Required Documents				
	+ Add Document				
	Document Name Test 2	Document Type	Document Status Uploaded On Actions Pending 02/04/2020		
	Test	Bill of Sale	Pending 02/04/2020 Image: Control of the second se		
	At the top-left of the s	croop click Squa			
•	At the top-left of the s	screen, chck Suve.			
	Review and File				
	CD00001694-A000001	Required Documents			
	General Information	+ Add Document			
	Equipment Information	Document Name			
	Documents	Test 2 Test	ACRIS Report Bill of Sale		
	Statements & Signatures				
•	A Notification pop-up	window displays with th	he message:		
	Job filing has been say	ved.			
	Click OK to continue.				
	Notification		×		
	Joh Cline has been sound				
	Job filing has been saved.				
		ОК			
You hav		d Documents. Continue t			



Complete Statements & Signatures

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

Step	Action		
13.	Click Statements & Sign	natures to display the Stateme	ents & Signatures section.
	💾 Save 📄 Review and File]
	CD00001652- R000001	Statements & Signatures	
	General Information	Applicant of Record - Owner's Statement*	-
	Equipment Information	As a condition of being granted a licer Administrative Code and Department m	
	Documents	I have reviewed the information provi statement made to the Department is	
	Statements & Signatures	otherwise, either as a gratuity for prop license/registration and/or qualification	be
Note:			
	The statement applicab	le to the stakeholder that's log	gged in highlights in blue.
	Statements & Signatures		
	Applicant of Record - Owner's Statement*		
	y Department of Buildings, I attest that I comply with all New York City gistrants/qualification holders conduct their specific trade. and belief, attest to its accuracy. I understand that falsification of any y employee, or for a city employee to accept, any benefit, monetary or ation. Such actions are punishable by imprisonment, fine and/or loss of		
		ives my actions undertaken in connection with my license/reg estigation and that failure to do so may result in immediate su	istration and/or qualification, I understand that the Administrative Code ispension, revocation or other disciplinary action.
		sonally clicking on the box at left I am electronically signing ure shall have the same validity and effect as a signature affixe	g this application and expressing my agreement with all of its terms. I ad by hand.
	Name		Date
OWNER	t		



Action	
	ecord - Owner's Statement checkbox to electronically attest.
-	d's auto-populate by the system.
Statements & Signatures	
Applicant of Record - Owner's Statement*	
	se/registration and/or qualification from the New York City Department of Buildings. I attest that I comply with all New York City es, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.
statement made to the Department is a	ed in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or rly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of
	my actions undertaken in connection with my license/registration and/or qualification. I understand that the Administrative Code gation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.
	ally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I shall have the same validity and effect as a signature affixed by hand.
Name	Date
JOE ADAM	02/24/2020
(Electronically Signed)	
CD00001652- R000001 General Information Equipment Information Documents Statements & Signatures	Statements & Signatures Applicant of Record - Owner's Statement As a condition of being granted a l Administrative Code and Departmen I have reviewed the information pr statement made to the Departmen otherwise, either as a gratuity for p license/registration and/or qualificat
A Notification pop-up w	indow displays with the message:
lob filing has been save	d.
Click OK to continue.	
Notification	×
Notification	
Job filing has been saved	
Job hang has been saved	
	OK



Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
1.	At the bottom-right of the screen, click Pay Now.



Step	Action
2.	The Payment Confirmation pop-up window displays with the message: Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for \$200.00 ? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click Yes , to proceed. Payment Confirmation
	Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for \$200.00 ? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Yes No
3.	The page is redirected to NYC City Pay. Pay the application fees via eCheck or Credit Card by selecting the applicable tab. Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pay Item Total: \$200.00 Service Free: \$200.00 C & D. CO RENEWAL Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable. C & D. CO RENEWAL Source DOB NOV bud Source Care Device \$00.00 Service free Source Source Source Care Device Source Source Source United States Source



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



Complete Review and File

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

Step	Action
1.	At the top-left of the screen, click Review and File.
	DOB NOW Submit Filings, Payments, and Requests t
2.	The Application Preview displays.
	Click Next to read and progress through the Application Preview to the final page.
	Application Preview
	DOB NOW BUILD
	Application Highlights
	Job Number CD00001652-R000001 Registration Type Renewal Crane Type Mobile Crane
	Crane Type Mobile Crane Crane Device Number CD00001652 Device Status Approved for Use
	Current Filing Status Pre-filing
Note:	If errors are discovered when Review and File is selected, click Return to Filing View, correct
	the errors, re-attest, and Review and File again.
	✓ File C Return to Filing View
3.	On the final page, click the checkbox to attest reviewing the application.
	I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.
	Name Date
	✓ File C Return to Filing View



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



Print On-Site Certificate: From the Dashboard

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

Step	Action
1.	From the Dashboard, select the My Crane Notices tab.
	+ Prototype + Crane Device + Crane Notice + Master Rigger Notification + AHV Permits
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work P
	All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick
2.	Locate the Crane Notice application.
	Under the Actions column drop-down list, click the Print Certificate on the application.
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.
	EXAMPLE AND CHARGE
	CRANES & DERRICKS



Step	Action
4.	From the bottom of the page click Print to PDF.
5.	The internet browser downloads the certificate. Click the file arrow and select Open .
6.	<text></text>
You have completed the On-Site Certificate: From the Dashboard Step-by-Step Guide.	