

CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE

ON-SITE WAIVER APPLICATIONS FOR MOBILE CRANES AND DEDICATED PILE DRIVERS

- The following Step-by-Step Guide will outline the steps applicable to Mobile Cranes and Dedicated Pile Drivers (ONLY) 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](https://www.youtube.com/DOBNOW)



[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO)



[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP)



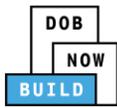
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Guidelines

DOB NOW: *Build* - NUMBERING FORMAT

1. **Initial CW:** The initial CD numbering will start with "CW" + 8 digits (where the ending two digits are the year that the Onsite Waiver is initially filed in and the digits immediately before that are the next sequentially available number) Example: CW00006790
2. The PE will assign a CD Number to the Onsite Waiver
3. **Amendment:** The CW amendment numbering will start with "-A"+ 6 digits to the CW number, starting at "000001" for each CW number and increasing sequentially for each subsequent Amendment on the given CW.
Example: CW00006789-A000001

ROLES & RESPONSIBILITIES

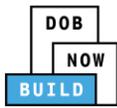
1. The Professional Engineer can file for an Onsite Waiver.
2. Up to 10 HMO's can be assigned at one time.

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](https://www.nyc.gov/dobnowinfo)



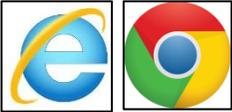
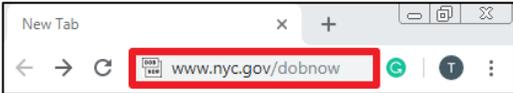
DOB NOW: *Build* – CRANES & DERRICKS STEP-BY-STEP GUIDE

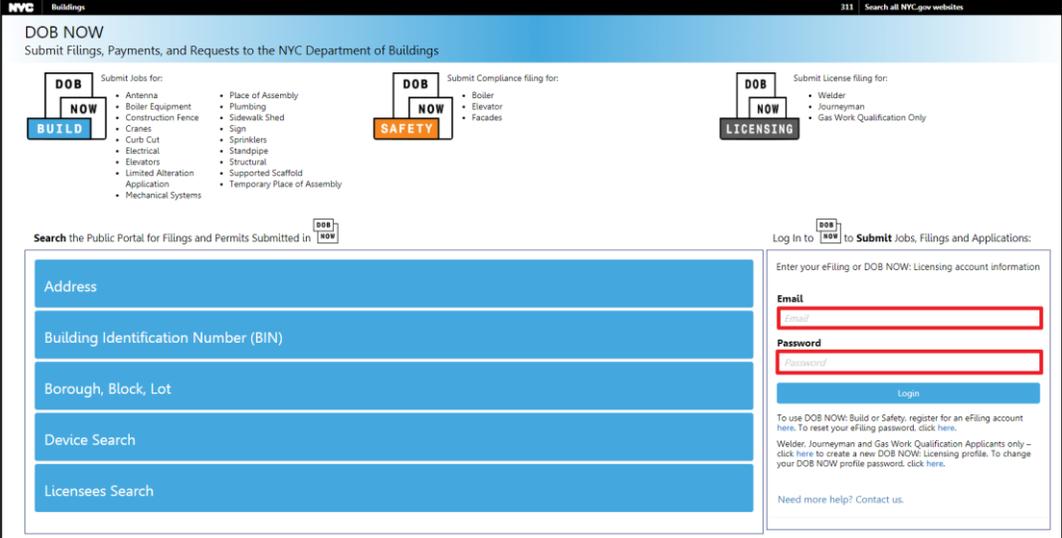
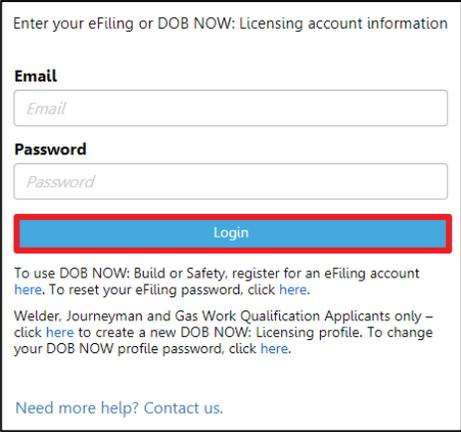
In these Step-by-Step Guides, you will learn how to:

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Log into DOB NOW

Complete the following steps to log into DOB NOW:

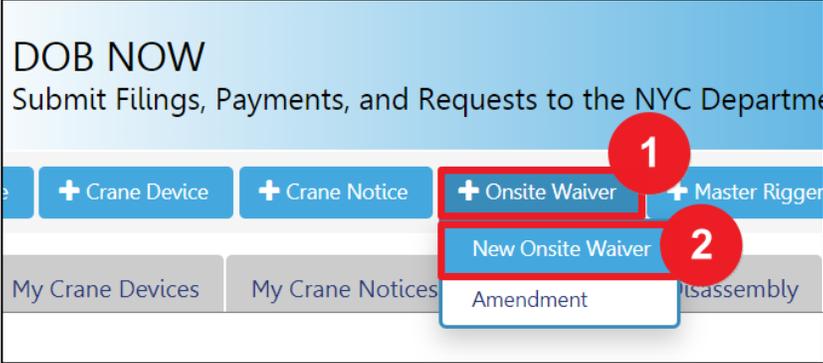
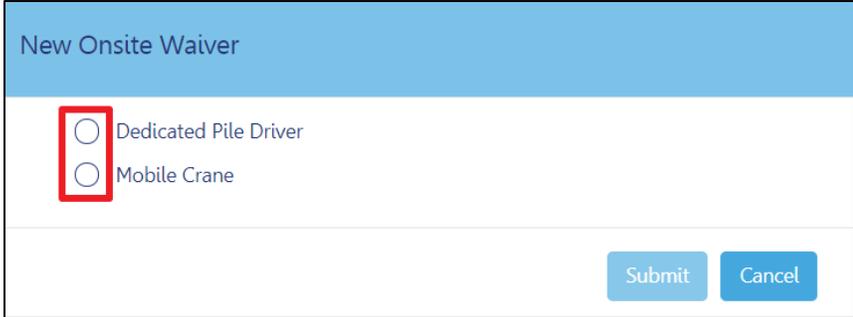
Step	Action
<p>Note:</p>	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp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

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

Step	Action										
6.	<p>The DOB NOW Welcome page displays.</p> <p>Hover the cursor over DOB NOW: <i>Build</i>.</p>										
7.	<p>Select Cranes from the drop-down list.</p>										
8.	<p>The DOB NOW Dashboard displays.</p> <p>The My Prototypes tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Type</th> <th>Prototype Number</th> </tr> </thead> <tbody> <tr> <td>CP00001586</td> <td>New</td> <td>Pre-filing</td> <td>Tower Crane</td> <td>PT00001586</td> </tr> </tbody> </table>	Job Number	Filing Type	Filing Status	Crane Type	Prototype Number	CP00001586	New	Pre-filing	Tower Crane	PT00001586
Job Number	Filing Type	Filing Status	Crane Type	Prototype Number							
CP00001586	New	Pre-filing	Tower Crane	PT00001586							
<p>You are now logged into DOB NOW: <i>Build</i>. Continue to the next section.</p>											

Submit Onsite Waiver Application: Derricks & Mobile Cranes ONLY

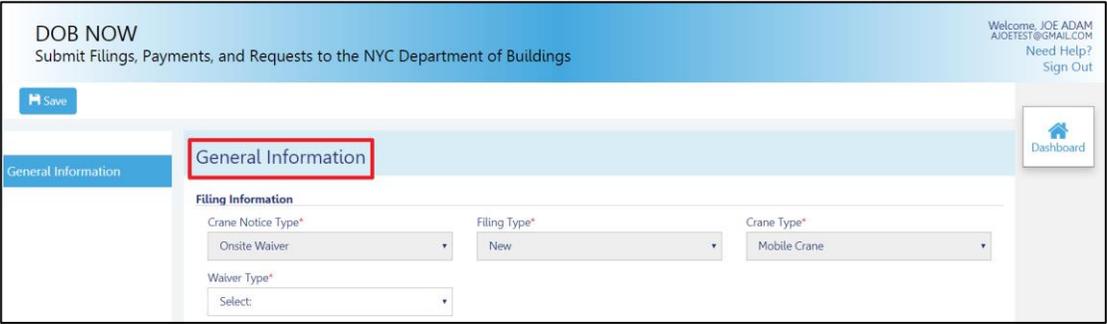
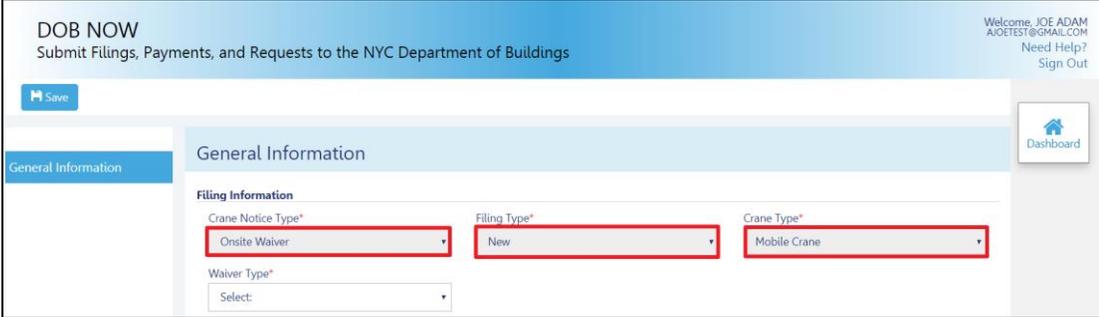
Complete the following steps to file an On-Site Waiver Application:

Step	Action
1.	<p>Hover the cursor over + Onsite Waiver and select New Onsite Waiver from the drop-down list.</p> 
2.	<p>A New Onsite Waiver pop-up window displays with Crane Device options: Dedicated Pile Driver Mobile Crane Select the applicable radio-button.</p> 

Step	Action
3.	<p>Click Submit to close the pop-up window and proceed.</p> <div data-bbox="302 336 1295 705" style="border: 1px solid black; padding: 10px;"> <p data-bbox="321 373 581 407">New Onsite Waiver</p> <p data-bbox="386 474 656 508"><input type="radio"/> Dedicated Pile Driver</p> <p data-bbox="386 525 574 558"><input checked="" type="radio"/> Mobile Crane</p> <div data-bbox="1003 625 1253 688" style="text-align: right;"> Submit Cancel </div> </div>
<p>You have begun the process for an Onsite Waiver.</p> <p>Continue to the Complete General Information tab section.</p>	

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:

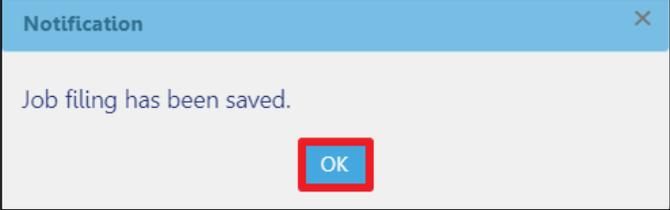
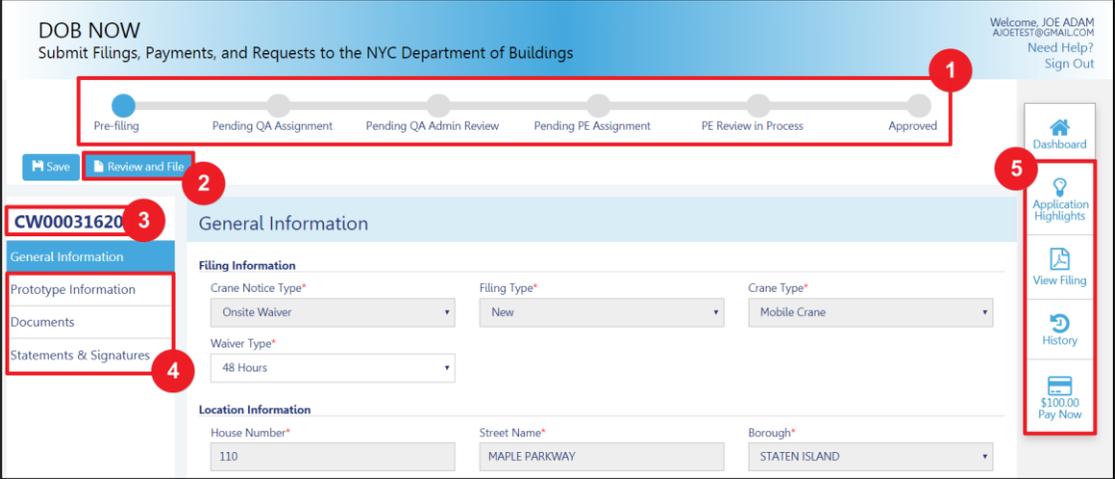
Step	Action
1.	<p>The General Information section displays.</p> 
Note:	<p><i>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</i></p> 

Step	Action
2.	<p>Select the Waiver Type (e.g. 48 Hours) from the Waiver Type drop-down list.</p> <div data-bbox="315 338 1305 825" style="border: 1px solid black; padding: 10px;"> <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type* <input type="text" value="Onsite Waiver"/></p> <p>Filing Type* <input type="text" value="New"/></p> <p>Waiver Type* <input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Clamshell"/> <input type="text" value="Pile-Driver"/> <input type="text" value="Service Crane"/> <input type="text" value="48 Hours"/></p> <p>Street Name* <input type="text"/></p> </div>

Step	Action																								
4.	<p>Enter the Applicant Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list <div data-bbox="315 478 1424 787" style="border: 1px solid black; padding: 5px;"> <p>Applicant Information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Zip Code	Business Telephone	Mobile Telephone																							
<input type="text"/>	<input type="text"/>	<input type="text"/>																							
5.	<p>Enter the Equipment User's Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the License Type (<i>e.g., Individual</i>) from the License Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list (click + Add New if the Business Name is not listed) <div data-bbox="315 1066 1424 1396" style="border: 1px solid black; padding: 5px;"> <p>Equipment User's information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email*	Last Name	First Name																							
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Business Address	City	State																							
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Zip Code	Business Telephone	Mobile Telephone																							
<input type="text"/>	<input type="text"/>	<input type="text"/>																							
6.	<p>If applicable, enter Additional Information.</p> <div data-bbox="315 1495 1424 1669" style="border: 1px solid black; padding: 5px;"> <p>Additional Information</p> <div style="border: 2px solid red; height: 40px; width: 100%;"></div> <p>255 characters remaining</p> </div>																								

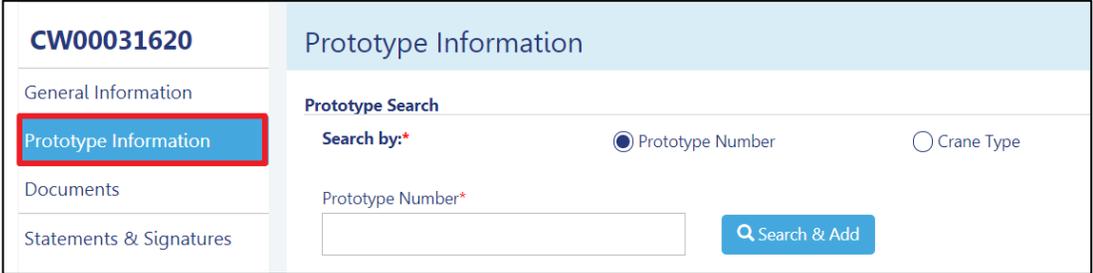
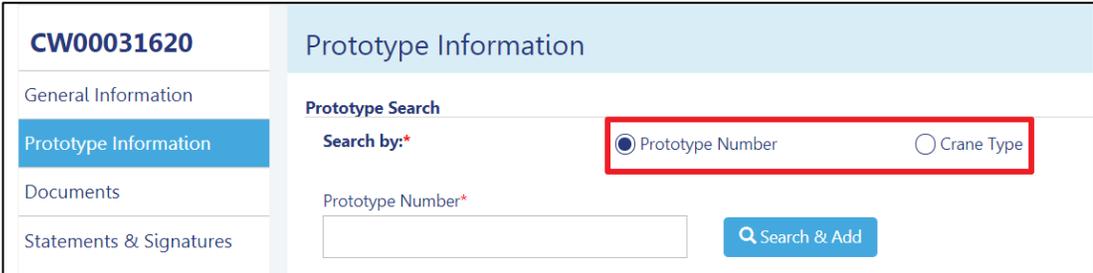
Step	Action									
7.	<p>If applicable, click + Add Representative to add Filing Representative.</p> <div data-bbox="315 338 1175 527" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p style="text-align: center;">+ Add Representative</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email						
First Name	Last Name	Email								
8.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p> <div data-bbox="315 680 1395 1161" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Details</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM </td> <td style="width: 33%;"> Last Name <input type="text"/> </td> <td style="width: 33%;"> First Name <input type="text"/> </td> </tr> <tr> <td> State <input type="text"/> </td> <td> Business Address <input type="text"/> </td> <td> City <input type="text"/> </td> </tr> <tr> <td> Business Telephone <input type="text"/> </td> <td> Zip Code <input type="text"/> </td> <td> Country Select: ▼ </td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>	Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM	Last Name <input type="text"/>	First Name <input type="text"/>	State <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>	Business Telephone <input type="text"/>	Zip Code <input type="text"/>	Country Select: ▼
Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM	Last Name <input type="text"/>	First Name <input type="text"/>								
State <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>								
Business Telephone <input type="text"/>	Zip Code <input type="text"/>	Country Select: ▼								
9.	<p>Click Save.</p> <div data-bbox="315 1262 750 1476" style="border: 1px solid black; padding: 5px;"> <p>Business Telephone</p> <input type="text" value="(458) 466-4485"/> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>									

Step	Action												
<p>Note:</p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <p>To add an additional Filing Representative repeat Steps 7 to 9 above.</p> <div data-bbox="315 556 1419 751" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>10.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 856 1036 1192" style="border: 1px solid black; padding: 5px;"> <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Depa</p> <p> Save</p> <p>General Information</p> <p>General Information</p> <p>Filing Information</p> </div>												
<p>11.</p>	<p>A Notification pop-up window displays with the message:</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> • Filing Information • Location Information <p>Click Save, to continue.</p> <div data-bbox="315 1503 1276 1877" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> • Filing Information • Location Information <p> </p> </div>												

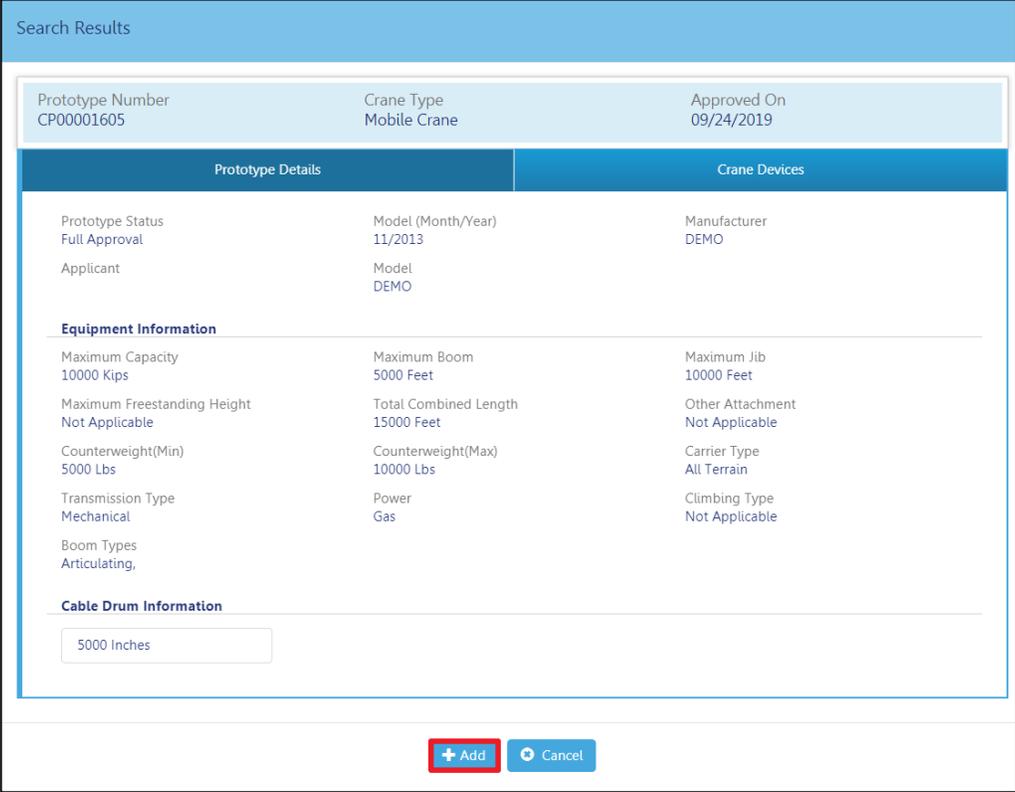
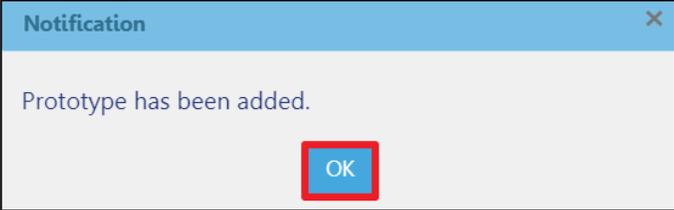
Step	Action
12.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>Note:</p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> 1. <i>Status Bar</i> 2. <i>Review and File</i> 3. <i>Onsite Waiver Filing Number</i> 4. Additional Tabs: <i>Prototype Information, Document and Statements & Signatures</i> 5. Application Information: <i>Application Highlights, View Filing, Trace & Payment History and Fee</i> 
<p>You have completed the Complete General Information tab. Continue to the next section.</p>	

Complete Prototype Information Tab

Complete the following steps to complete the Phase Information tab:

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

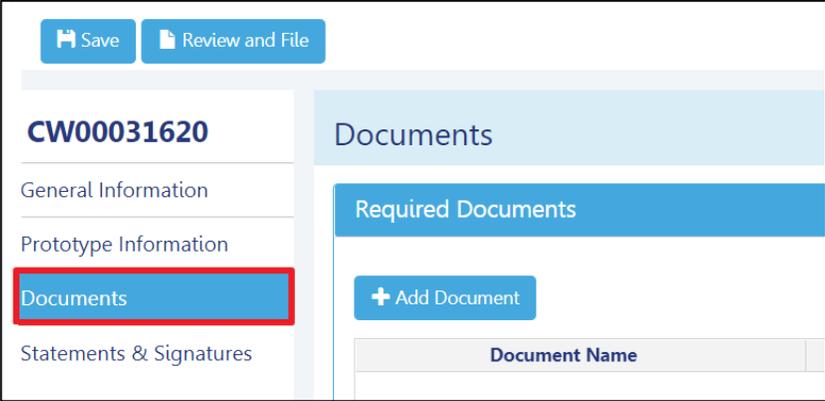
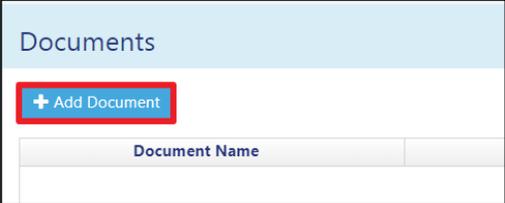
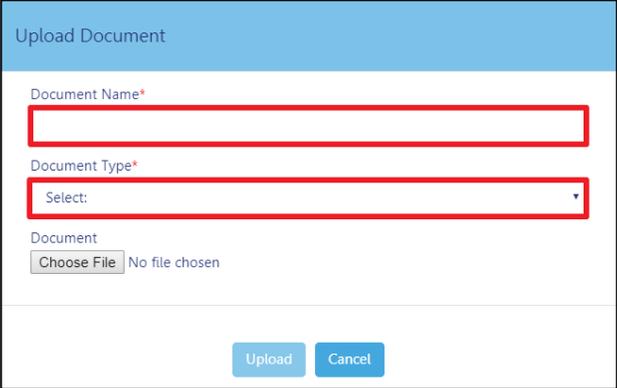
Step	Action
<p>Note:</p>	<p><i>To search by Prototype Number:</i></p> <p><i>Enter the Prototype Number in the Prototype Number field.</i></p> <div data-bbox="315 407 1190 604" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <div style="border: 2px solid red; width: 200px; height: 20px; display: inline-block;"></div> <input type="button" value="Search & Add"/> </div> <p><i>To search by Crane Type:</i></p> <p><i>Select the Crane Type from the Crane Type drop-down list.</i></p> <div data-bbox="315 762 1179 1087" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div style="border: 1px solid blue; padding: 2px;"> Select Crane Type: <ul style="list-style-type: none"> Select Crane Type: Tower Crane Self Erecting Tower Crane <li style="background-color: #007bff; color: white;">Mobile Crane Dedicated Pile Driver Derrick Mast Climber </div> <input type="button" value="Search & Add"/> <p>Crane Type*</p> <input type="text"/> <p>Manufacturer*</p> <input type="text"/> </div>
<p>3.</p>	<p>Click Search & Add to proceed.</p> <div data-bbox="315 1188 1333 1535" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #e1f5fe; padding: 5px;">Prototype Information</p> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">CP00001605</div> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-left: 10px;"> <input type="button" value="Search & Add"/> </div> </div>

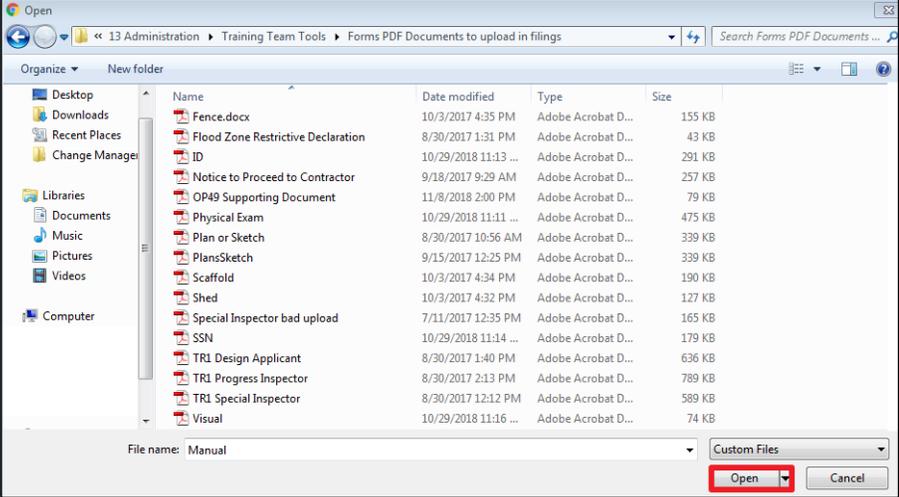
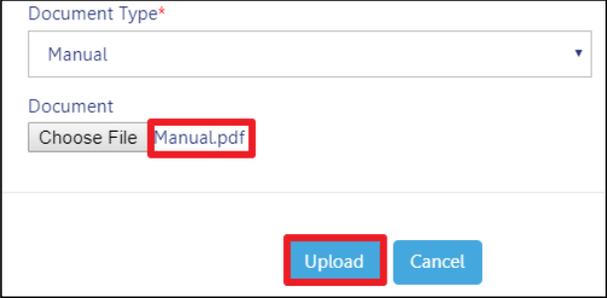
Step	Action
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> 
5.	<p>A Notification pop-up window displays with the message:</p> <p>Prototype has been added.</p> <p>Click OK to proceed.</p> 

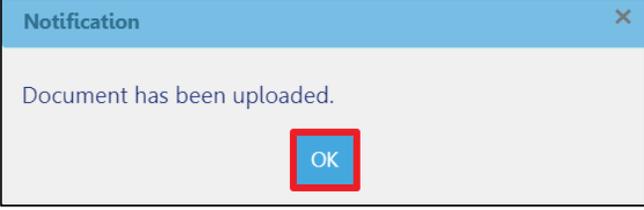
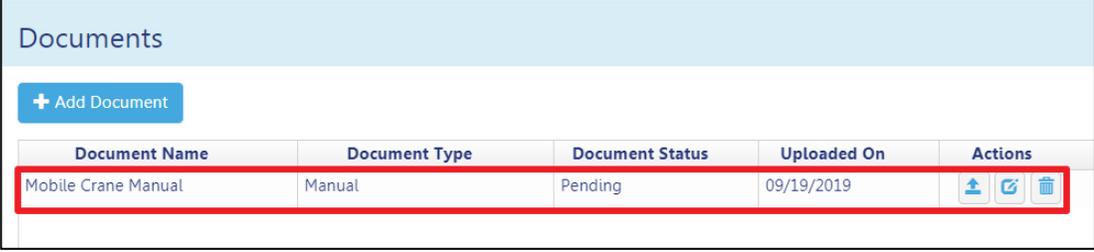
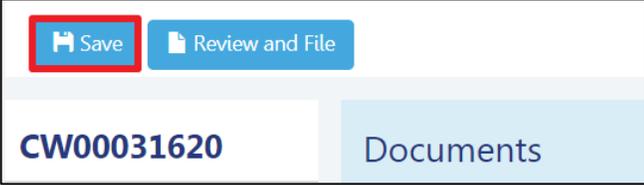
Step	Action																
<p>Note:</p>	<p>The Prototype added, displays within the Prototype Information.</p> <p>Click the details () icon to view the Prototype Information.</p> <p>Click the trash can () icon to delete the Prototype Number.</p> <div data-bbox="315 510 1414 863" style="border: 1px solid black; padding: 5px;"> <p>Prototype & Phase Information</p> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number* <input type="text" value="CP00001605"/> <input type="button" value="Search & Add"/></p> <p>Prototype Information (Max 2)</p> <table border="1" data-bbox="315 785 1414 856"> <tr> <td>Prototype Number</td> <td>Crane Type</td> <td>Review Status</td> <td>Maximum Boom</td> <td>Maximum Jib</td> <td>Total</td> <td><input type="button" value="Delete"/></td> <td><input type="button" value="Details"/></td> </tr> <tr> <td>CP00001605</td> <td>Mobile Crane</td> <td>Pre-filing</td> <td>5000 Feet</td> <td>10000 Feet</td> <td>15000 Feet</td> <td></td> <td></td> </tr> </table> </div>	Prototype Number	Crane Type	Review Status	Maximum Boom	Maximum Jib	Total	<input type="button" value="Delete"/>	<input type="button" value="Details"/>	CP00001605	Mobile Crane	Pre-filing	5000 Feet	10000 Feet	15000 Feet		
Prototype Number	Crane Type	Review Status	Maximum Boom	Maximum Jib	Total	<input type="button" value="Delete"/>	<input type="button" value="Details"/>										
CP00001605	Mobile Crane	Pre-filing	5000 Feet	10000 Feet	15000 Feet												
<p>6.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 968 1122 1272" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="button" value="Save"/> <input type="button" value="Review and File"/></p> <p>CW00082420 Prototype Information</p> <p>General Information</p> <p>Prototype Information</p> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number</p> </div>																
<p>7.</p>	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1476 1036 1707" style="border: 1px solid black; padding: 5px;"> <p>Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center;"><input checked="" type="button" value="OK"/></p> </div>																
<p>You have completed the Complete Prototype Information tab. Continue to the next section.</p>																	

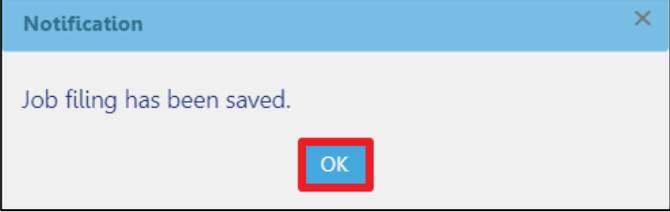
Upload Documents

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

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

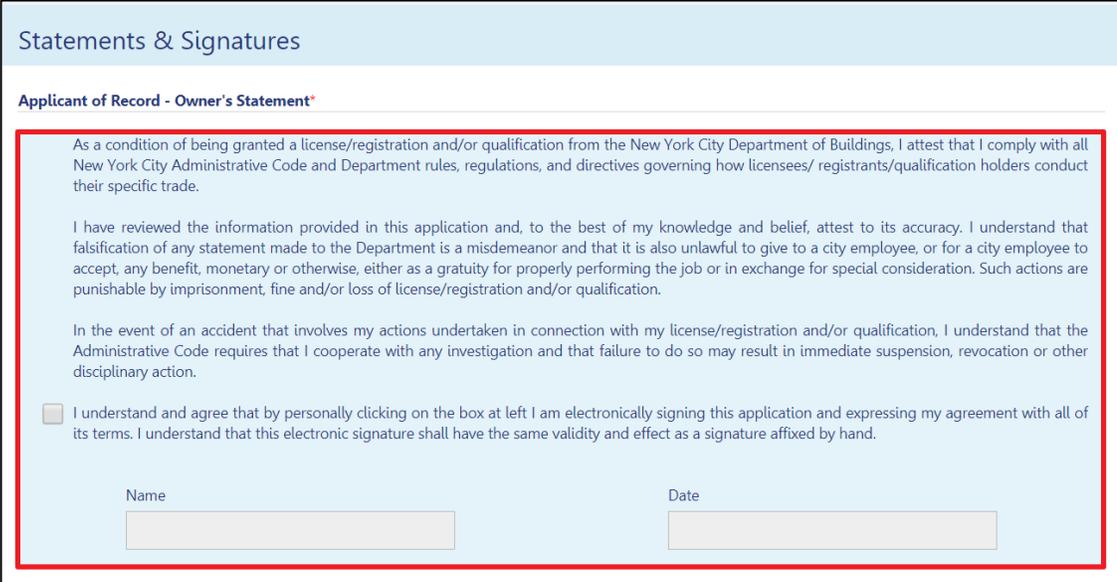
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

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

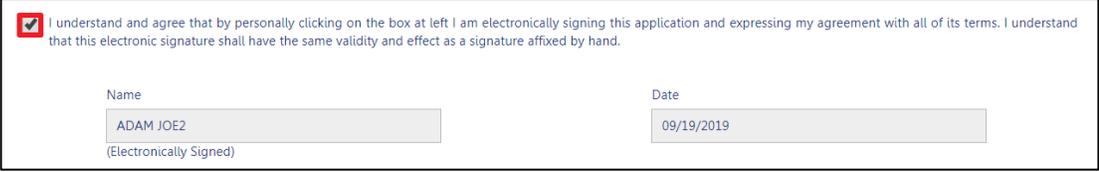
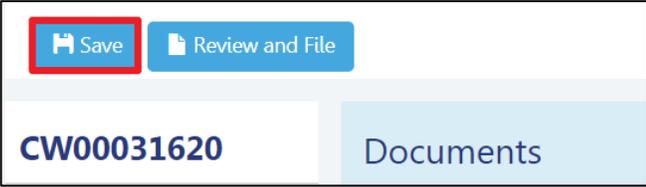
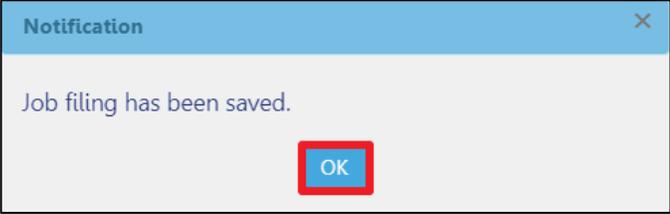
Step	Action
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Upload Documents. Continue to the next section.</p>	

Complete Statements & Signatures

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

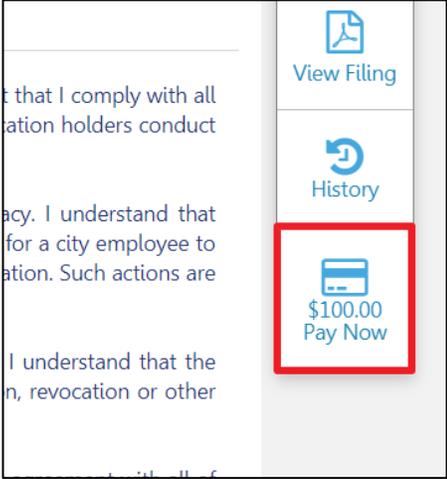
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
APPLICANT OF RECORD	
2.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> <div data-bbox="315 478 1417 646" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;">Name Date</p> <p style="text-align: center;">JOE ADAM 09/19/2019</p> <p style="text-align: center;"><small>(Electronically Signed)</small></p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 747 954 932" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px;"> Save</div> <div> Review and File</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;">CW00031620</div> <div style="border: 1px solid #ccc; padding: 5px; width: 60%; text-align: center;">Documents</div> </div> </div>
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div data-bbox="315 1136 985 1348" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> Notification ✕ </div> <p style="margin-top: 10px;">Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #0070c0; color: white; display: inline-block;">OK</div> </div> </div>
EQUIPMENT USER’S STATEMENT	
5.	<p>On the Statements & Signatures tab scroll-down to the Equipment User’s Statement.</p> <div data-bbox="315 1539 1424 1824" style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;">CW00031620</div> <div style="border: 2px solid red; padding: 2px 5px; background-color: #0070c0; color: white; display: inline-block;">Equipment User’s Statement*</div> </div> <div style="display: flex; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%; font-size: small;"> <p>General Information</p> <p>Prototype Information</p> <p>Documents</p> <p style="background-color: #0070c0; color: white; padding: 2px;">Statements & Signatures</p> </div> <div style="padding: 5px; font-size: small;"> <p>As a condition of being granted a license/registration and/or qualification from the New York City New York City Administrative Code and Department rules, regulations, and directives governing their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge, falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> </div> </div> </div>

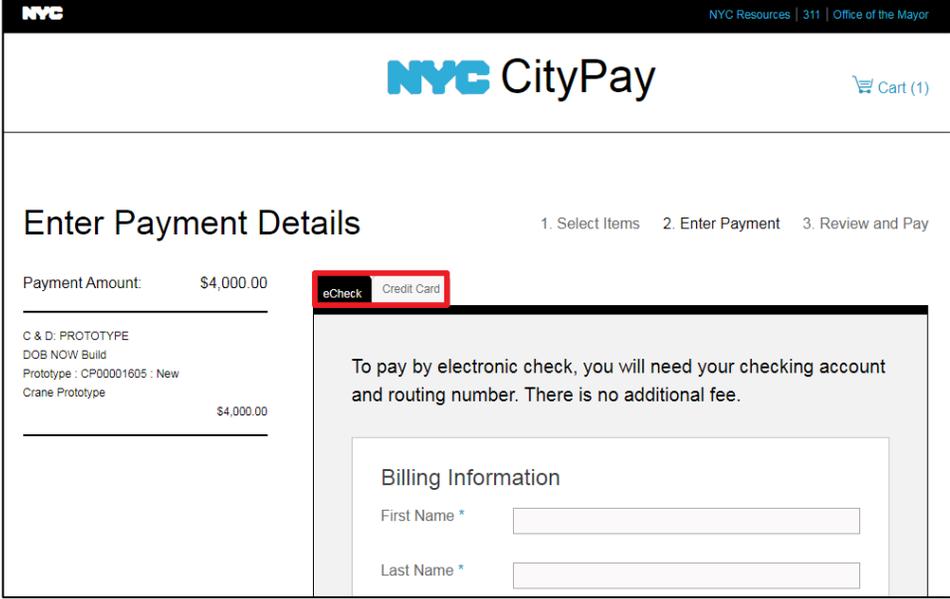
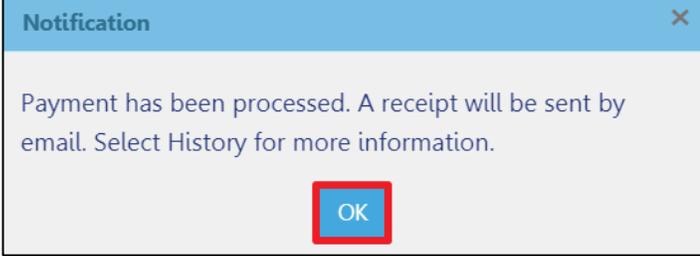
Step	Action
6.	<p>Click the Equipment User’s Statement checkbox to electronically attest. The Name and Date field’s auto-populate by the system.</p> 
7.	<p>At the top-left of the screen, click Save.</p> 
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Statement & Signatures section. Continue to the next section.</p>	

Pay Fees

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

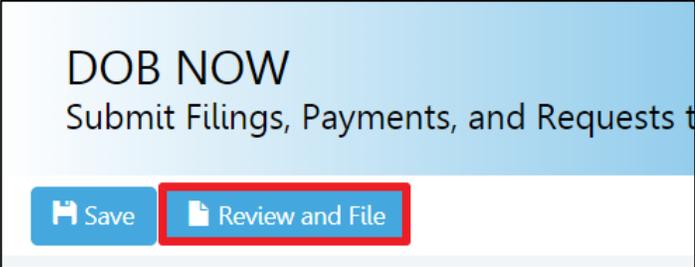
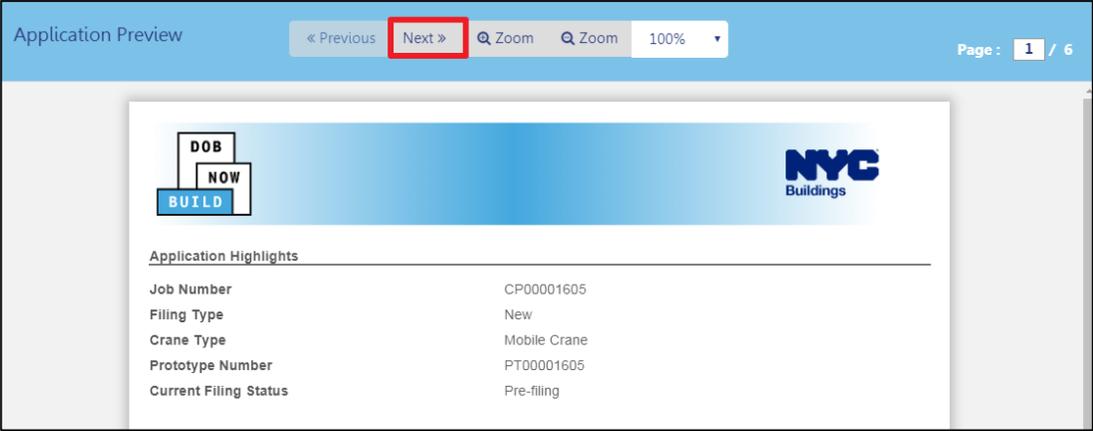
Step	Action
Note:	<i>The fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click Pay Now.</p> 

Step	Action
2.	<p>The Payment Confirmation pop-up window displays with the message (sample):</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Owner Type: Individual</p> <p>Are you sure you want to make a payment now for \$100.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click Yes, to proceed.</p> <div data-bbox="315 716 1263 1297" style="border: 1px solid black; padding: 10px;"> <p>Payment Confirmation</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <ul style="list-style-type: none"> • Owner Type: Individual <p>Are you sure you want to make a payment now for \$100.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p style="text-align: right;"> <input data-bbox="1081 1226 1159 1283" type="button" value="Yes"/> <input data-bbox="1170 1226 1248 1283" type="button" value="No"/> </p> </div>

Step	Action
3.	<p>The page is redirected to NYC City Pay.</p> <p>Pay the application fees via eCheck or Credit Card by selecting the applicable tab.</p> 
4.	<p>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.</p> <p>Click OK to proceed.</p> 
<p>You have completed the Pay Fees section.</p> <p>Continue to the next section.</p>	

Complete Review and File

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

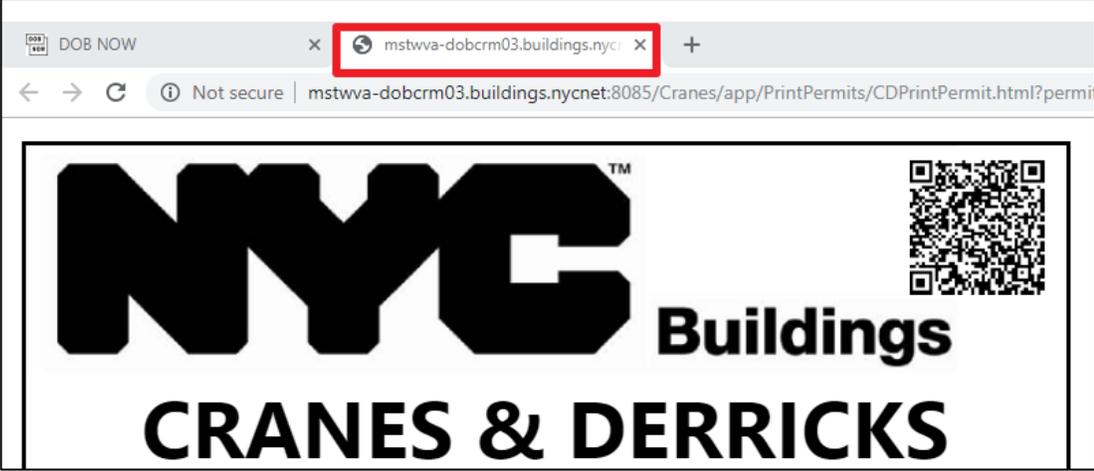
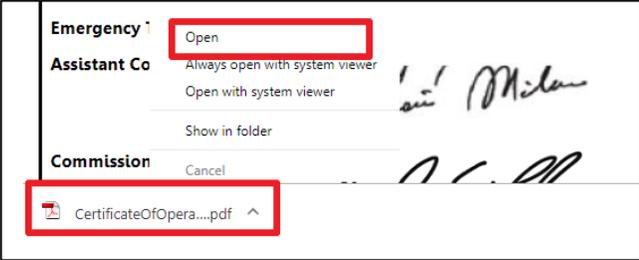
Step	Action
APPLICANT OF RECORD	
1.	<p>At the top-left of the screen, click Review and File.</p> 
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p> 
Note:	<p><i>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</i></p> 

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name <input type="text"/> Date <input type="text"/> <div style="text-align: right;"> ↗ File ↻ Return to Filing View </div> </div>
4.	<p>The Name and the Date field’s auto-populate after the check-box is clicked. Click File, to proceed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Name <input type="text" value="JOE ADAM"/> Date <input type="text" value="09/20/2019"/> <small>(Electronically Signed)</small> <div style="text-align: right;"> ↗ File ↻ Return to Filing View </div> </div>
5.	<p>A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">Notification ✕</div> <p style="text-align: center; margin: 10px 0;">Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: right; margin-top: 10px;"> OK View Filing </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA) </div> </div>
<p>You have completed the Submit Onsite Waiver Application Step-by-Step Guide.</p>	

Print Certificate Complete: From the Dashboard

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

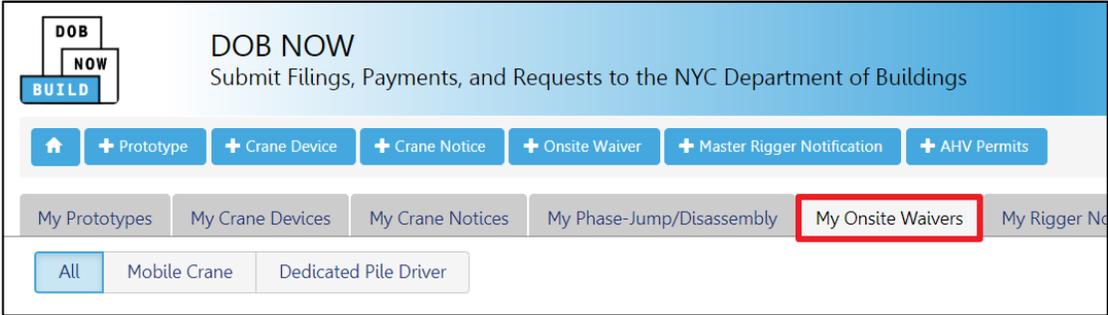
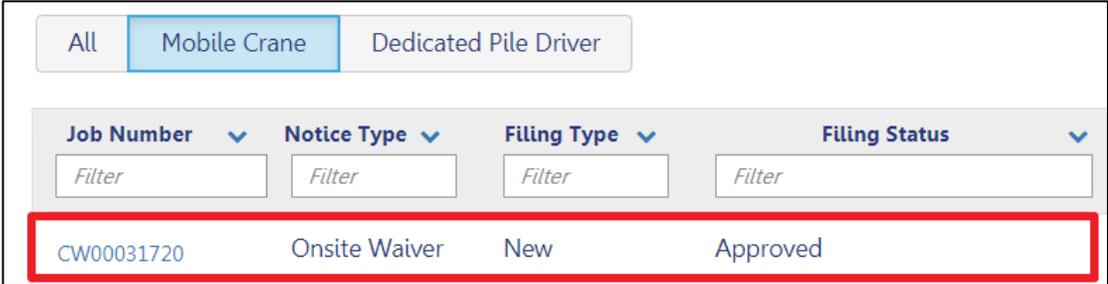
Step	Action
1.	<p>From the Dashboard, select the My Onsite Waivers tab.</p>  <p>The screenshot shows the DOB NOW dashboard with the 'My Onsite Waivers' tab highlighted in red. The dashboard includes a navigation bar with buttons for Prototype, Crane Device, Crane Notice, Onsite Waiver, Master Rigger Notification, and AHV Permits. Below the navigation bar are tabs for My Prototypes, My Crane Devices, My Crane Notices, My Phase-Jump/Disassembly, My Onsite Waivers, and My Rigger Notices. At the bottom, there are filter buttons for All, Mobile Crane, and Dedicated Pile Driver.</p>
2.	<p>Locate the Onsite Waiver application.</p> <p>Under the Actions column, click the Select Actions drop-down-list and click Print Certificate on the application.</p>  <p>The screenshot shows a table of Onsite Waiver applications. The table has columns for Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, Crane Type, and Actions. The 'Print Certificate' option is highlighted in red in the Actions column of the first row. A red circle with the number '1' is placed over the 'Select Action' dropdown menu, and a red circle with the number '2' is placed over the 'Print Certificate' button.</p>

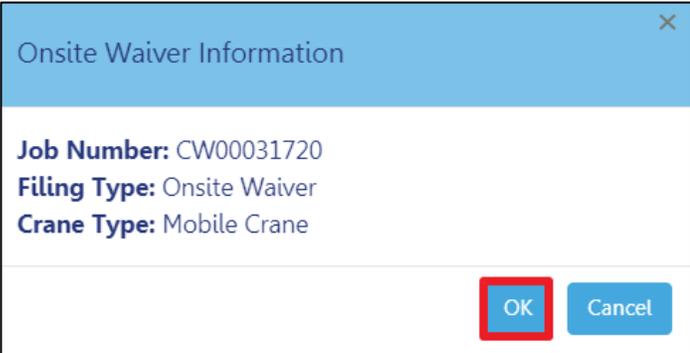
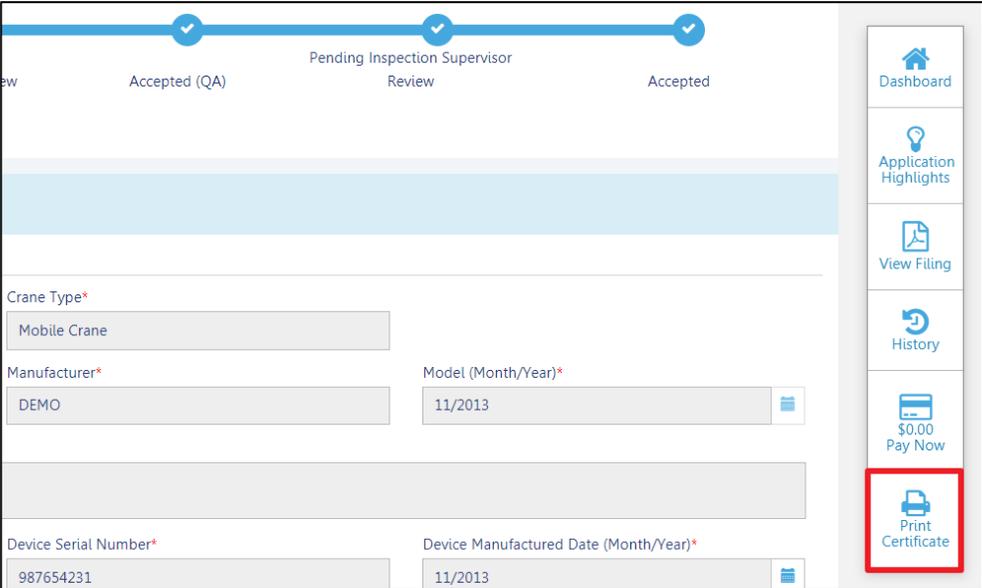
Step	Action
3.	<p>Ensure that your pop-up blocker is turned-off. The Onsite Certificate (Limited) opens in a second tab.</p> 
4.	<p>From the bottom of the page click Print to PDF.</p> 
5.	<p>The internet browser downloads the certificate. Click the file arrow and select Open.</p> 

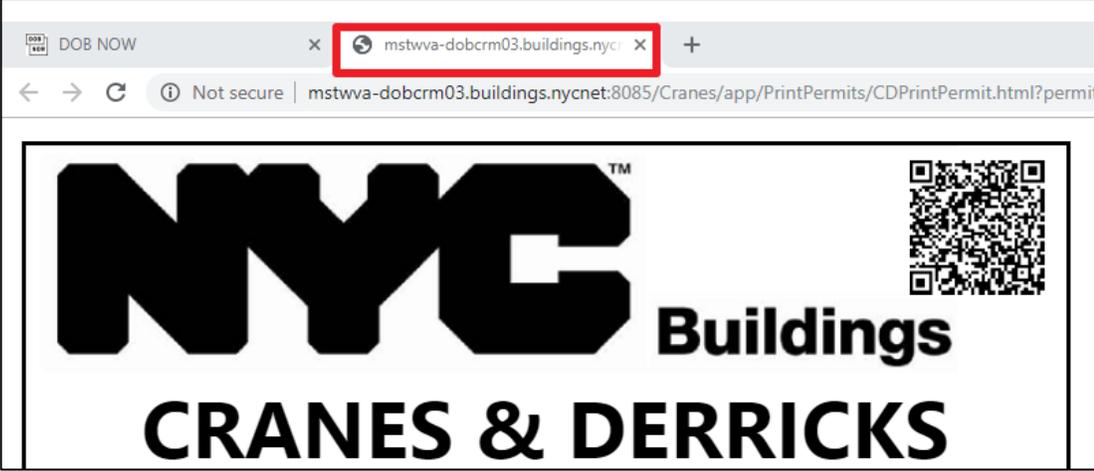
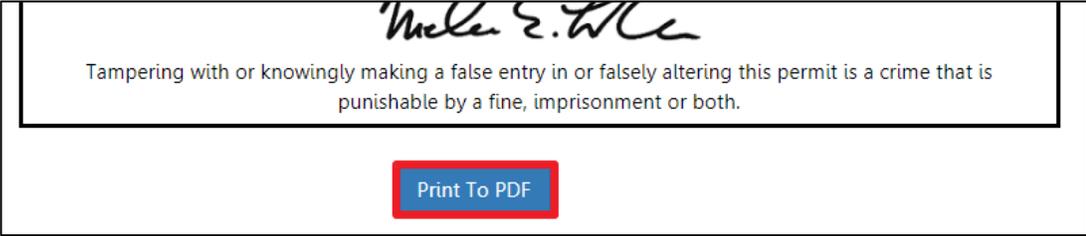
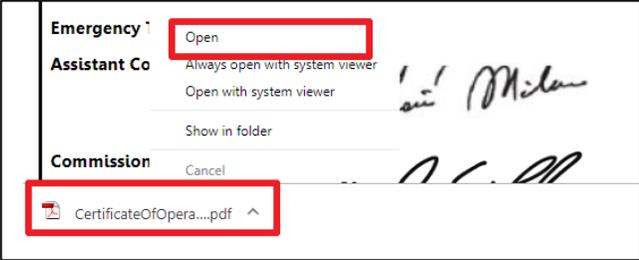
Step	Action
<p>6.</p>	<p>A third tab opens with the print options. Click Print.</p> 
<p>You have completed the Print a Certificate: From the Dashboard Step-by-Step Guide.</p>	

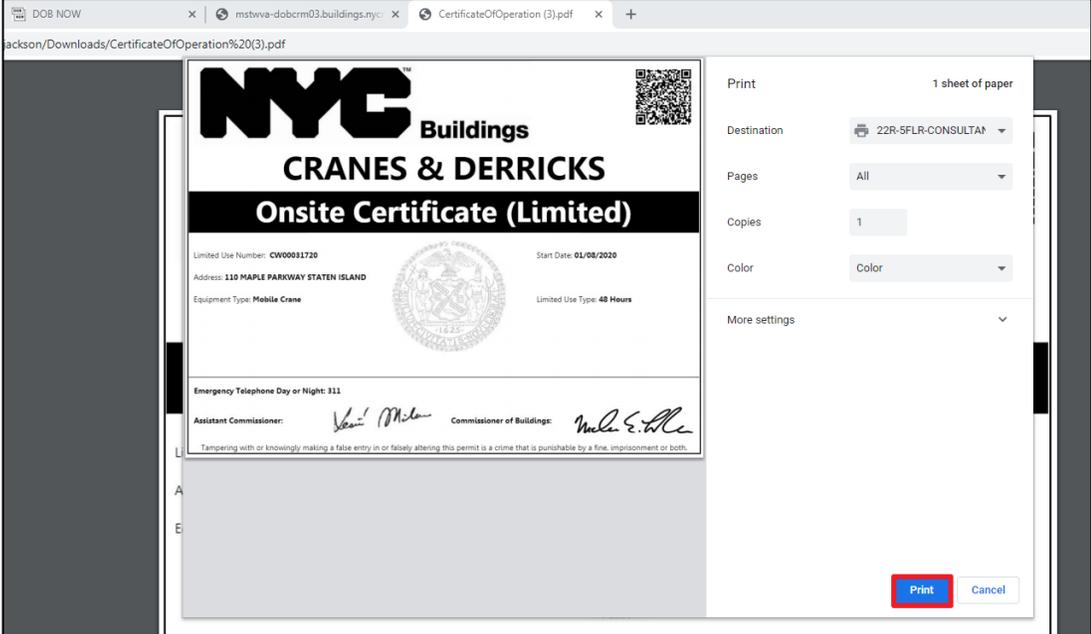
Print Certificate Complete: From within the Application

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

Step	Action
1.	<p>From the Dashboard, select the My Onsite Waivers tab.</p>  <p>The screenshot shows the DOB NOW dashboard with the 'My Onsite Waivers' tab selected and highlighted with a red box. The dashboard includes a navigation bar with buttons for 'Prototype', 'Crane Device', 'Crane Notice', 'Onsite Waiver', 'Master Rigger Notification', and 'AHV Permits'. Below the navigation bar, there are tabs for 'My Prototypes', 'My Crane Devices', 'My Crane Notices', 'My Phase-Jump/Disassembly', 'My Onsite Waivers', and 'My Rigger Notices'. The 'My Onsite Waivers' tab is highlighted with a red box. Below the tabs, there are buttons for 'All', 'Mobile Crane', and 'Dedicated Pile Driver'.</p>
2.	<p>Locate the Onsite Waiver application. Double-click the application.</p>  <p>The screenshot shows the Onsite Waiver application list. The 'Mobile Crane' tab is selected. The list has columns for 'Job Number', 'Notice Type', 'Filing Type', and 'Filing Status'. The first row of the list is highlighted with a red box, showing the application ID 'CW00031720', 'Onsite Waiver', 'New', and 'Approved'.</p>

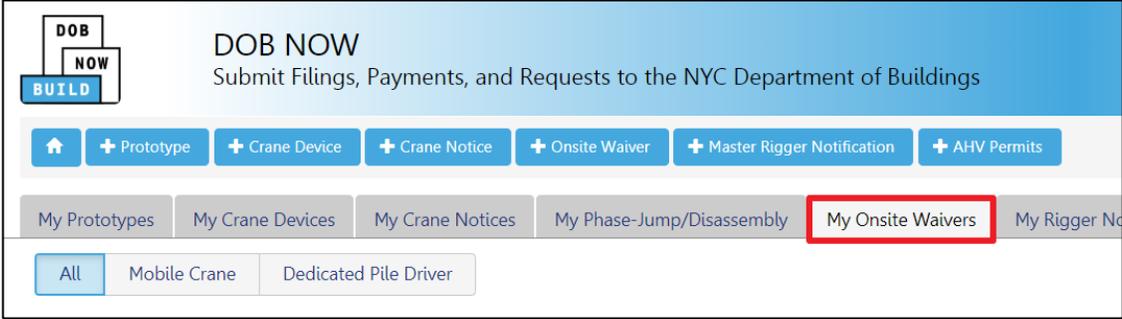
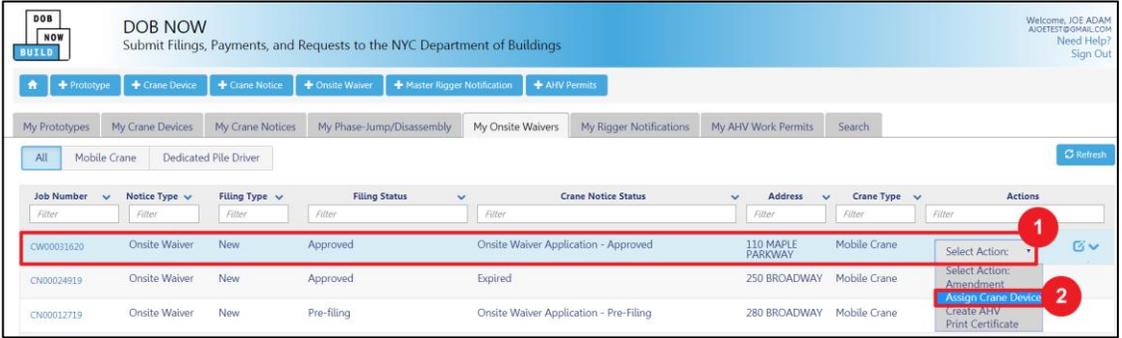
Step	Action
3.	<p>The Onsite Waiver Information pop-up window displays with the (sample) message:</p> <p>Job Number: CW00031720</p> <p>Filing Type: Onsite Waiver</p> <p>Crane Type: Mobile Crane</p> <p>Click OK to proceed.</p> 
4.	<p>The Onsite Waiver application displays.</p> <p>On the bottom-right, click Print Certificate.</p> 

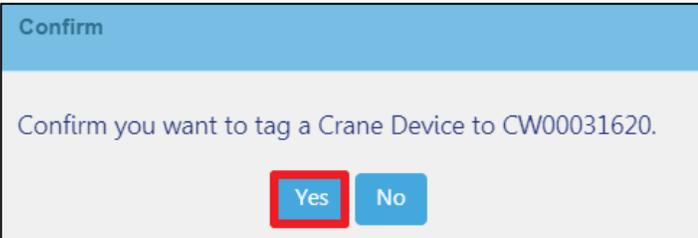
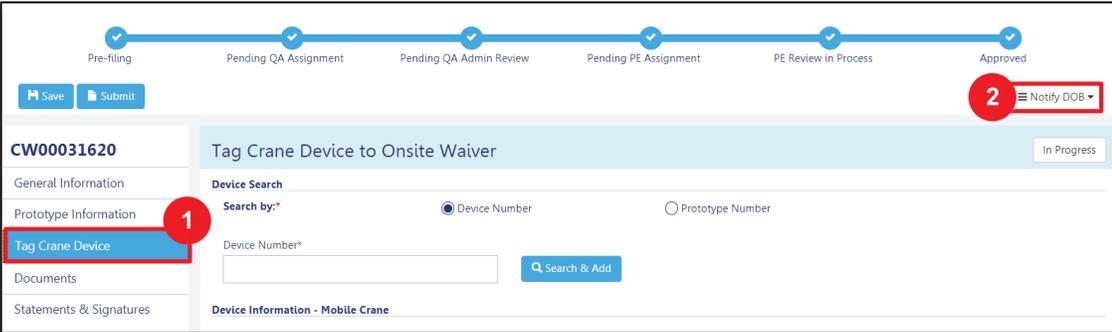
Step	Action
5.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes & Derricks Certificate of Operation opens in a second tab.</p> 
6.	<p>From the bottom of the page click Print to PDF.</p> 
7.	<p>The internet browser downloads the certificate.</p> <p>Click the file arrow and select Open.</p> 

Step	Action
8.	<p>A third tab opens with the print options. Click Print.</p> 
<p>You have completed the Print a Certificate: From within the Application Step-by-Step Guide. Continue to the next section.</p>	

Tag Crane Device

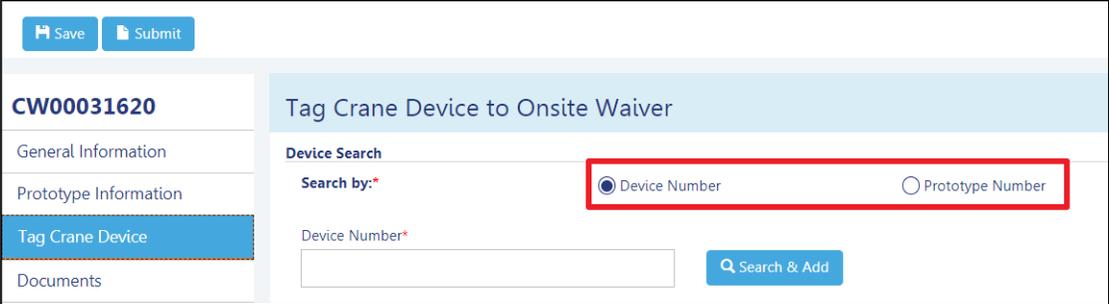
Complete the following steps to assign the CD to CN within the application:

Step	Action																																
APPLICANT OF RECORD																																	
Note:	<p><i>The initial Onsite Waiver Application must be approved before tagging a Crane Device. Only the PE can file for a CN Number.</i></p> <p><i>A single CD number can have one or many associated CN numbers but a CN number can only be associated with a single CD number.</i></p>																																
1.	<p>From the Dashboard, select the My Onsite Waivers tab.</p>  <p>The screenshot shows the DOB NOW dashboard with the 'My Onsite Waivers' tab highlighted in red. The dashboard includes navigation buttons for Prototype, Crane Device, Crane Notice, Onsite Waiver, Master Rigger Notification, and AHV Permits. Below these are tabs for My Prototypes, My Crane Devices, My Crane Notices, My Phase-Jump/Disassembly, My Onsite Waivers, and My Rigger Notifications. At the bottom, there are filters for All, Mobile Crane, and Dedicated Pile Driver.</p>																																
2.	<p>Locate the Onsite Waiver application.</p> <p>Under the Actions column, click the Select Actions drop-down list and select Assign Crane Device.</p>  <p>The screenshot shows a table of Onsite Waiver applications. The first row is highlighted in red. A red box around the 'Actions' column of this row shows a dropdown menu with 'Assign Crane Device' selected. Red circles with numbers 1 and 2 indicate the steps: 1 points to the dropdown arrow, and 2 points to the 'Assign Crane Device' option.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CW00031620</td> <td>Onsite Waiver</td> <td>New</td> <td>Approved</td> <td>Onsite Waiver Application - Approved</td> <td>110 MAPLE PARKWAY</td> <td>Mobile Crane</td> <td>Select Action: Amend/Cancel Assign Crane Device Create AHV Print Certificate</td> </tr> <tr> <td>CN00024919</td> <td>Onsite Waiver</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>250 BROADWAY</td> <td>Mobile Crane</td> <td></td> </tr> <tr> <td>CN00012719</td> <td>Onsite Waiver</td> <td>New</td> <td>Pre-filing</td> <td>Onsite Waiver Application - Pre-Filing</td> <td>280 BROADWAY</td> <td>Mobile Crane</td> <td></td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CW00031620	Onsite Waiver	New	Approved	Onsite Waiver Application - Approved	110 MAPLE PARKWAY	Mobile Crane	Select Action: Amend/Cancel Assign Crane Device Create AHV Print Certificate	CN00024919	Onsite Waiver	New	Approved	Expired	250 BROADWAY	Mobile Crane		CN00012719	Onsite Waiver	New	Pre-filing	Onsite Waiver Application - Pre-Filing	280 BROADWAY	Mobile Crane	
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Step	Action
<p>Note:</p>	<p>To filter the Onsite Waivers by Crane type select the respective tab (e.g., Mobile Crane).</p> 
<p>3.</p>	<p>A Confirm pop-up window displays with the message (sample): Confirm you want to tag a Crane Device to CW00031620. Click Yes to proceed.</p> 
<p>Note:</p>	<p>The page refreshes and displays the application and the following additional items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify DOB drop-down list <input type="checkbox"/> Additional Tab: Tag Crane Device 
<p>You have begun the process for Tagging a Crane Device to an Onsite Waiver. Continue to the Complete Tag Crane Device Tab section.</p>	

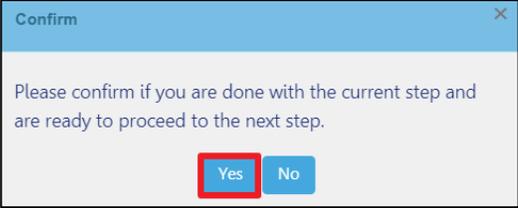
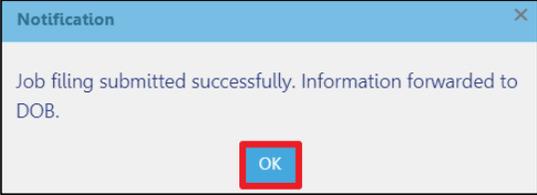
Complete Tag Crane Device Tab

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

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

Step	Action																															
2.	<p>Click Search & Add to proceed.</p> <div data-bbox="315 338 1174 543" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <p><input type="text" value="CP00001605"/> <input type="button" value="Search & Add"/></p> </div>																															
3.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> <div data-bbox="315 764 1430 1440" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>Selected : CD00001329 Filter Search Results From Here... <input type="button" value="Q"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Device Number</th> <th style="width: 25%;">Device Status</th> <th style="width: 15%;">Manufactured Date</th> <th style="width: 30%;">Serial Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td>CD00001329</td> <td>Approved for Use Pending Inspection</td> <td>11/2013</td> <td>987654231</td> </tr> </tbody> </table> <div style="font-size: small; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Crane Type Mobile Crane</td> <td style="width: 33%;">Device Expiry Date 10/03/2020</td> <td style="width: 33%;">Actual Rated Capacity 10000 Kips</td> </tr> <tr> <td>Actual Boom 4500 Feet</td> <td>Actual Jib Not Applicable</td> <td>Other Attachments Not Applicable</td> </tr> <tr> <td>Actual Freestanding Height Not Applicable</td> <td>Total 4500 Feet</td> <td>Actual Configuration (Min) 5000 Lbs</td> </tr> <tr> <td>Actual Configuration (Max) 10000 Feet</td> <td>Transmission Type Mechanical</td> <td>Power Gas</td> </tr> <tr> <td>Climbing Type Not Applicable</td> <td>Width with Outriggers Extended 5000 Feet</td> <td>Overall Carrier Length 10000 Feet</td> </tr> <tr> <td>Overall Carrier Width 10000 Feet</td> <td>Overall Carrier Tailswing 10000 Feet</td> <td></td> </tr> <tr> <td>Boom Types Articulating,</td> <td></td> <td></td> </tr> </table> </div> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="1 to 1 of 1 records"/> <input checked="" type="button" value="+ Add"/> <input type="button" value="Cancel"/> </p> </div>		Device Number	Device Status	Manufactured Date	Serial Number	<input checked="" type="radio"/>	CD00001329	Approved for Use Pending Inspection	11/2013	987654231	Crane Type Mobile Crane	Device Expiry Date 10/03/2020	Actual Rated Capacity 10000 Kips	Actual Boom 4500 Feet	Actual Jib Not Applicable	Other Attachments Not Applicable	Actual Freestanding Height Not Applicable	Total 4500 Feet	Actual Configuration (Min) 5000 Lbs	Actual Configuration (Max) 10000 Feet	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Width with Outriggers Extended 5000 Feet	Overall Carrier Length 10000 Feet	Overall Carrier Width 10000 Feet	Overall Carrier Tailswing 10000 Feet		Boom Types Articulating,		
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4.	<p>The Notification pop-up window displays with the message:</p> <p>Crane Device added successfully.</p> <p>Click OK to proceed.</p> <div data-bbox="315 1646 948 1843" style="border: 1px solid black; padding: 5px;"> <p>Notification ✕</p> <p>Crane Device added successfully.</p> <p style="text-align: center;"><input checked="" type="button" value="OK"/></p> </div>																															

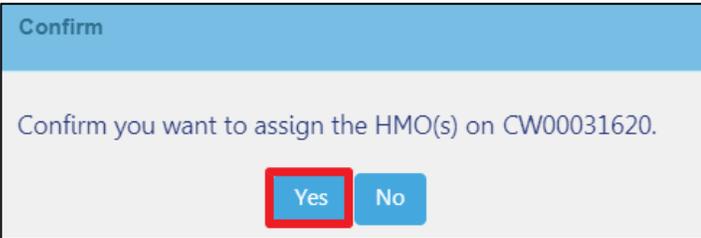
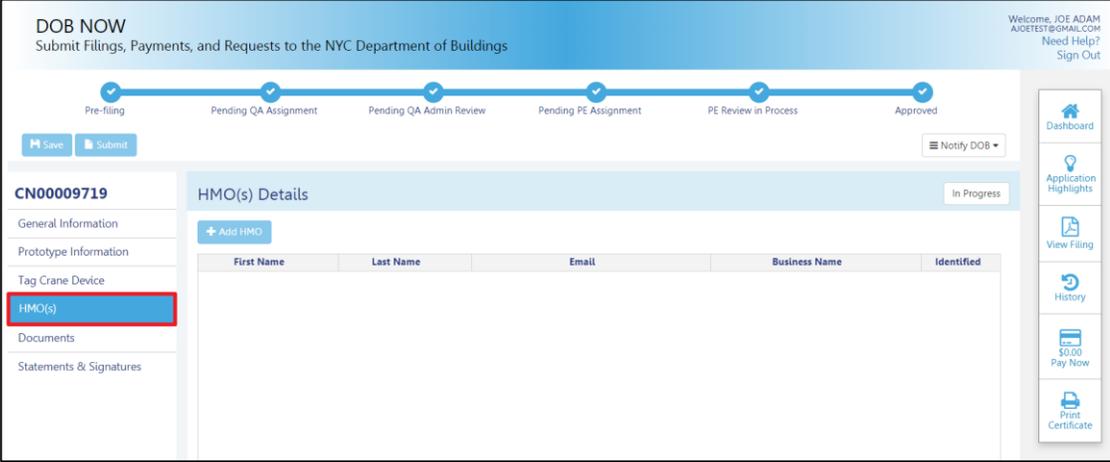
Step	Action					
<p>Note:</p>	<p>The Device Number added, displays within the Device Information – Mobile Crane.</p> <p>Click the details () icon to view the Device Number information.</p> <p>Click the trash can () icon to delete the Device Number.</p> <div data-bbox="315 478 1425 632" style="border: 1px solid black; padding: 5px;"> <p>Device Information - Mobile Crane</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Device Number CD00001329</td> <td style="width: 30%;">Device Status Approved for Use</td> <td style="width: 30%;">Review Status Pre-filing</td> <td style="width: 10%; text-align: center;"> Delete</td> <td style="width: 10%; text-align: center;"> Details</td> </tr> </table> </div>	Device Number CD00001329	Device Status Approved for Use	Review Status Pre-filing	 Delete	 Details
Device Number CD00001329	Device Status Approved for Use	Review Status Pre-filing	 Delete	 Details		
<p>5.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 764 1105 1066" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px;"> Save</div> <div> Submit</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>CW00031720</p> <p>General Information</p> <p>Prototype Information</p> </div> <div style="width: 50%; border-left: 1px solid #ccc; padding-left: 10px;"> <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> </div> </div> </div>					
<p>6.</p>	<p>A Notification pop-up window displays with the message: Job filing has been saved.</p> <p>Click OK to proceed.</p> <div data-bbox="315 1268 919 1461" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4a90e2; color: white; padding: 5px;">Notification ×</div> <div style="padding: 10px;"> <p>Job filing has been saved.</p> <div style="text-align: right; margin-top: 10px;">OK</div> </div> </div>					
<p>7.</p>	<p>At the top-left of the screen, click Submit.</p> <div data-bbox="315 1562 1062 1843" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> Save</div> <div style="border: 2px solid red; padding: 2px;"> Submit</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>CW00031720</p> <p>General Information</p> <p>Prototype Information</p> </div> <div style="width: 50%; border-left: 1px solid #ccc; padding-left: 10px;"> <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> </div> </div> </div>					

Step	Action
8.	<p>A Confirm pop-up window displays with the message: Please confirm if you are done with the current step and are ready to proceed to the next step. Click Yes to proceed.</p> 
9.	<p>A Notification pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click OK to proceed.</p> 
<p style="text-align: center;">You have completed the Tag Crane Device Tab Step-by-Step Guide. Continue to the next section.</p>	

Assign Hoist Machine Operator (HMO)

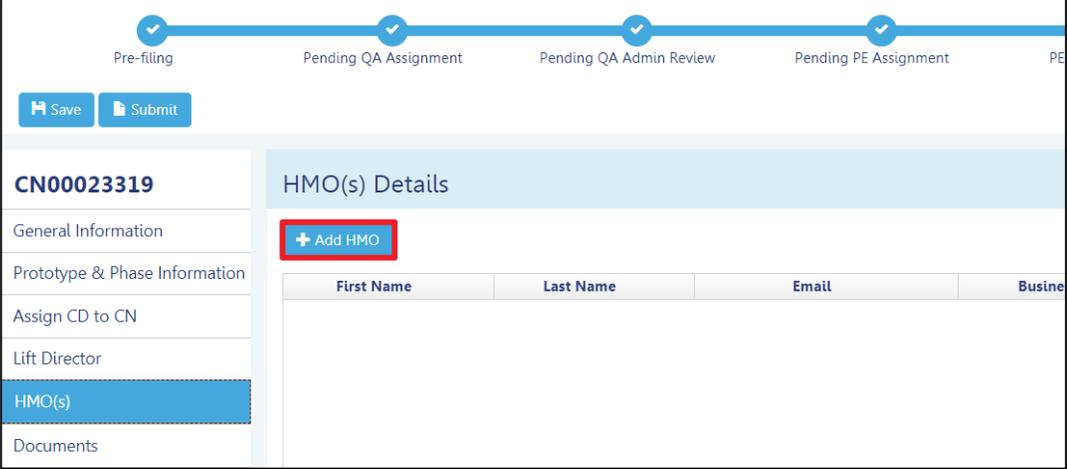
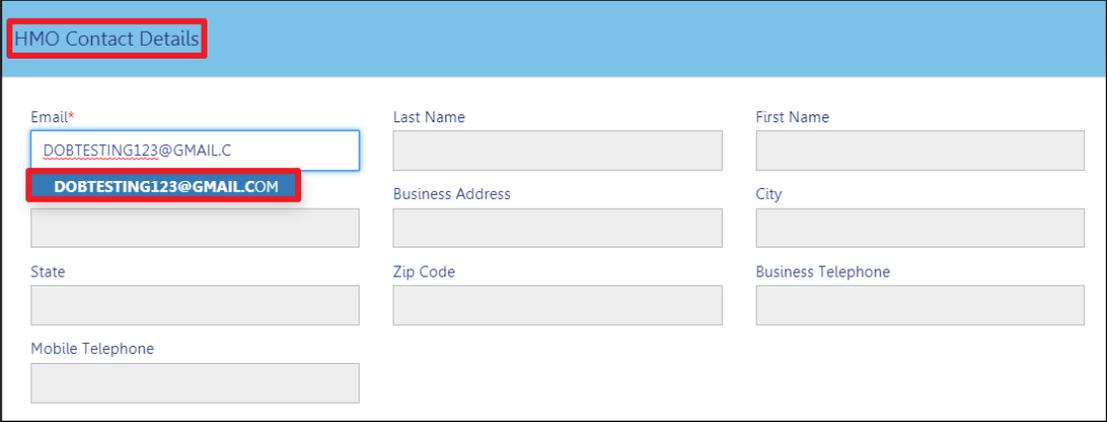
Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:

Step	Action
EQUIPMENT USER	
<p>Note:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Equipment User assigns the HMO and attest the form. The HMO must then login to the system to accept their assignment and provide their attestation. <input type="checkbox"/> Changing the HMO(s) is not viewed as a PAA and does not have an accompanying fee. If an HMO is no longer associated with a CN, the Equipment User can remove them from the CN as well, with no fee. <input type="checkbox"/> The system does not restrict the number of CN's to which an HMO is assigned, they can be assigned to multiple CNs at one time. <input type="checkbox"/> Once the first HMO is assigned to the CN, the system allows the list of assigned HMO's to be edited at any time, until the device is removed from the CN. 	
<p>1.</p>	<p>From the Dashboard, select the My Onsite Waivers tab.</p> 
<p>2.</p>	<p>Locate the Onsite Waiver application.</p> <p>Under the Actions column, click the Select Actions drop-down list and select Assign HMO(s).</p> 

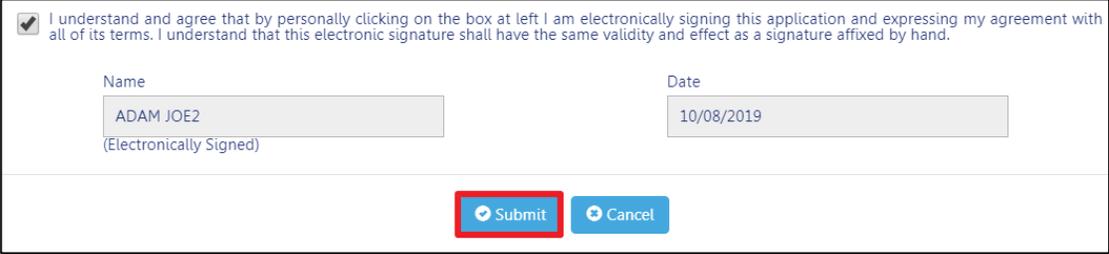
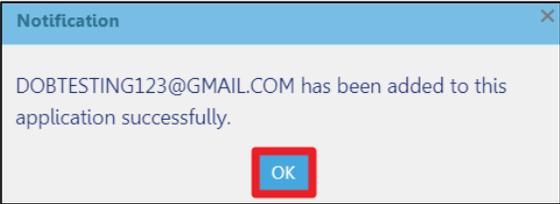
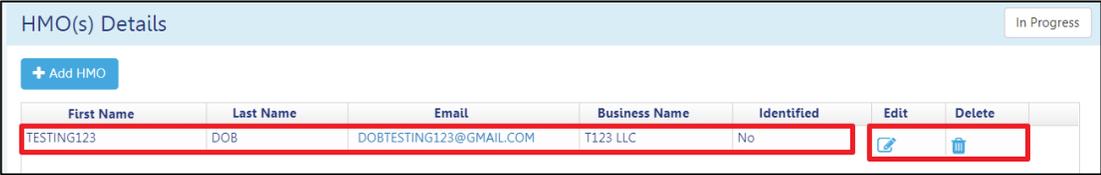
Step	Action
Note:	<p>To filter the Onsite Waivers by Crane Type select the respective tab (e.g., Mobile Crane).</p> 
3.	<p>A Confirm pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CW00031620. Click Yes to proceed.</p> 
Note:	<p>The page refreshes and displays the Additional Tab: HMO(s).</p> 
<p>You have begun the process for Assign HMO(s). Continue to the Complete HMO(s) Tab section.</p>	

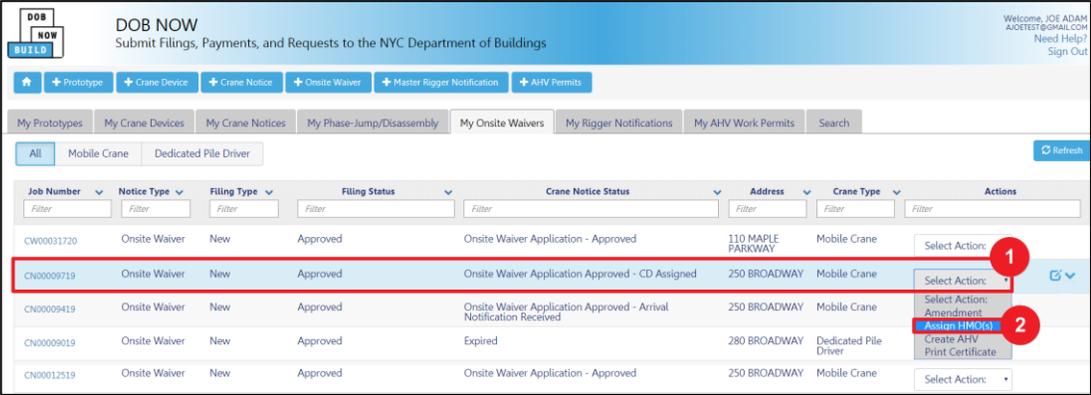
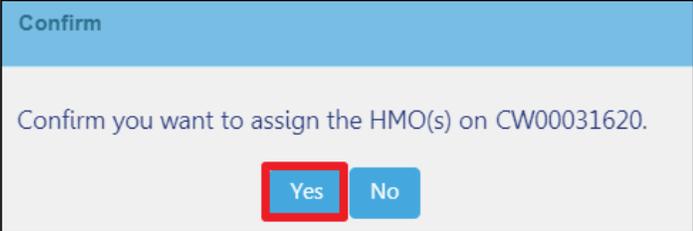
Complete HMO(s) Tab

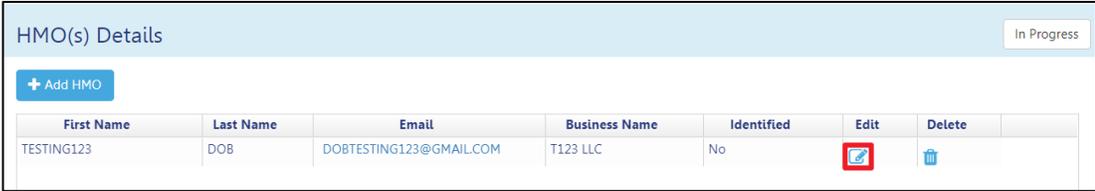
Complete the following steps to complete the HMO(s) tab for the application:

Step	Action
EQUIPMENT USER	
1.	<p>Within the HMO(s) tab, click + Add HMO.</p> 
2.	<p>The HMO Contact Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p> 

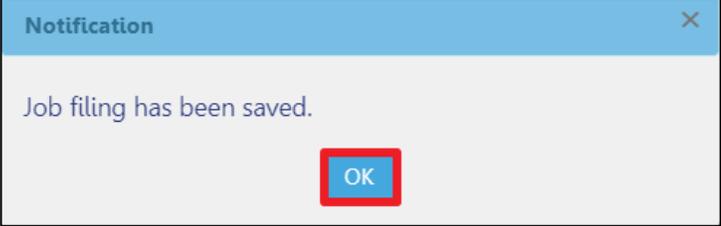
Step	Action																								
<p>Note:</p>	<p><i>The HMO Contact Details fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.</i></p> <div data-bbox="315 411 1427 835" style="border: 1px solid black; padding: 10px;"> <p>HMO Contact Details</p> <table border="0"> <tr> <td style="width: 25%;">Email*</td> <td style="width: 35%;">Last Name</td> <td style="width: 20%;">First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Name</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Mobile Telephone</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td colspan="2"></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	Business Name	Business Address	City	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Zip Code	Business Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile Telephone	<input type="text"/>		<input type="text"/>		
Email*	Last Name	First Name																							
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<input type="text"/>	<input type="text"/>	<input type="text"/>																							
Mobile Telephone	<input type="text"/>																								
<input type="text"/>																									
<p>Note:</p>	<p><i>The statement applicable to the Stakeholder that's logged in highlights in blue.</i></p> <div data-bbox="326 938 1422 1260" style="border: 1px solid black; padding: 10px;"> <p>Equipment User's Statement*</p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <table border="0"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Name	Date	<input type="text"/>	<input type="text"/>																				
Name	Date																								
<input type="text"/>	<input type="text"/>																								
<p>3.</p>	<p>Click the Equipment User's Statement checkbox to electronically attest.</p> <p>The Name and Date field's auto-populate by the system.</p> <div data-bbox="315 1430 1427 1755" style="border: 1px solid black; padding: 10px;"> <p>Equipment User's Statement*</p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <table border="0"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Date</td> </tr> <tr> <td><input type="text" value="ADAM JOE2"/> (Electronically Signed)</td> <td><input type="text" value="10/08/2019"/></td> </tr> </table> </div>	Name	Date	<input type="text" value="ADAM JOE2"/> (Electronically Signed)	<input type="text" value="10/08/2019"/>																				
Name	Date																								
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Step	Action
4.	<p>Below the Name and Date fields, click Submit.</p> 
5.	<p>A Notification pop-up window displays with the message: Email (e.g., DOBTESTING123@GMAIL.COM) has been added to this application successfully. Click OK to proceed.</p> 
Note:	<p><i>The HMO added displays within the HMO Details information table.</i></p> <p><i>Click the edit () icon to update the information.</i></p> <p><i>Click the trash can () icon to delete the HMO.</i></p> <p><i>To add an additional HMO, repeat Steps 1 to 5 and continue.</i></p> 

Step	Action
HOIST MACHINE OPERATOR (HMO)	
<p>6.</p>	<p>Locate the Onsite Waiver application.</p> <p>Under the Select Action column, select Assign HMO(s).</p> 
<p>Note:</p>	<p><i>To filter the Onsite Waivers by Crane Type select the respective tab (e.g., Mobile Crane).</i></p> 
<p>7.</p>	<p>A Confirm pop-up window displays with the message (sample):</p> <p>Confirm you want to assign the HMO(s) on CN00009719.</p> <p>Click Yes to proceed.</p> 

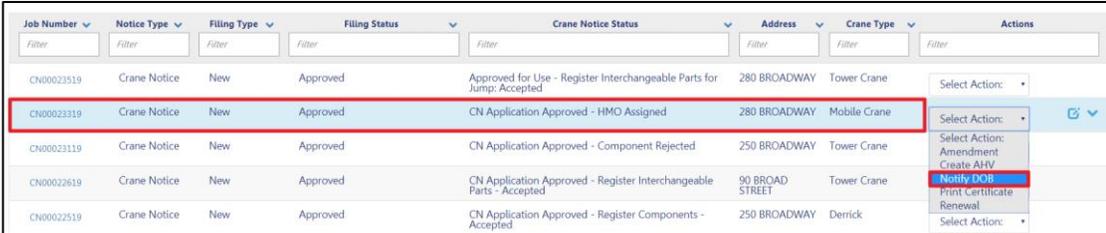
Step	Action
8.	<p>The page refreshes and displays the Onsite Waiver application.</p> <p>Select the HMO(s) tab.</p> 
9.	<p>Select the edit (✎) icon applicable to the HMO Details from the list.</p> 

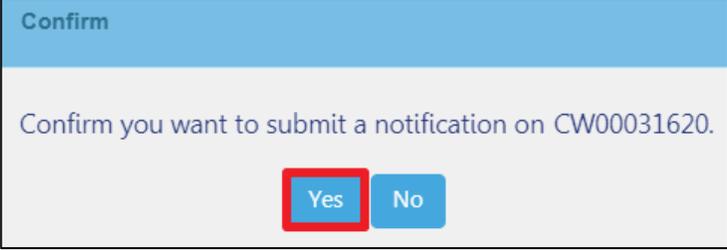
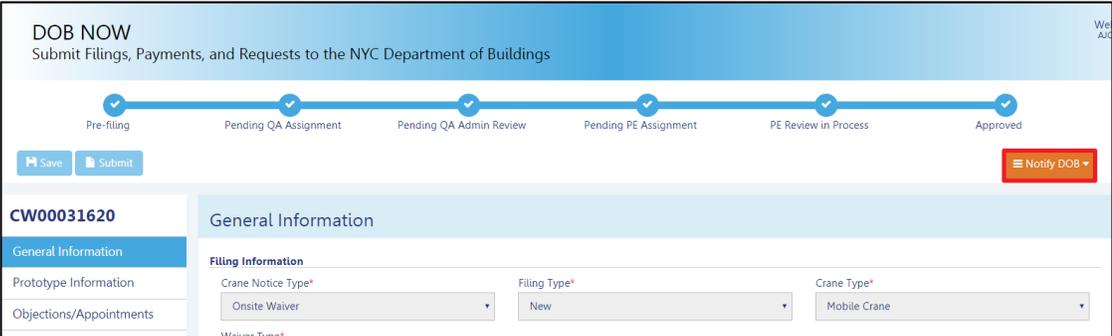
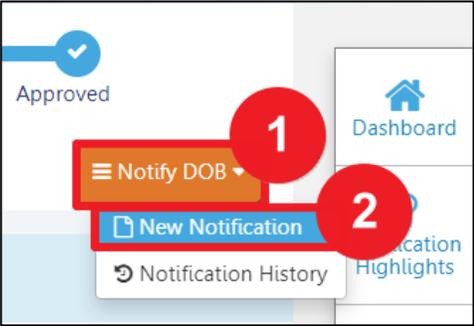
Step	Action																									
10.	<p>The HMO Contact Details pop-up window displays.</p> <p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> <p>Click the Equipment User’s Statement check-box to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> <div data-bbox="315 491 1430 1262" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #4F81BD; color: white; padding: 5px;">HMO Contact Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Email*</td> <td style="width: 33%;">Last Name</td> <td style="width: 33%;">First Name</td> </tr> <tr> <td><input type="text" value="DOBT TESTING123@GMAIL.COM"/></td> <td><input type="text" value="DOB"/></td> <td><input type="text" value="TESTING123"/></td> </tr> <tr> <td>Business Name</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td><input type="text" value="T123 LLC"/></td> <td><input type="text" value="T123 LLC"/></td> <td><input type="text" value="NYC"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td><input type="text" value="NY"/></td> <td><input type="text" value="10007"/></td> <td><input type="text" value="(201) 655-9888"/></td> </tr> <tr> <td>Mobile Telephone</td> <td colspan="2"><input type="text"/></td> </tr> </table> <p>HMO’s Statement*</p> <p style="font-size: small;">As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p style="font-size: small;">I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 40%;">Date</td> </tr> <tr> <td><input type="text" value="TESTING123 DOB"/> <small>(Electronically Signed)</small></td> <td><input type="text" value="10/08/2019"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="DOBT TESTING123@GMAIL.COM"/>	<input type="text" value="DOB"/>	<input type="text" value="TESTING123"/>	Business Name	Business Address	City	<input type="text" value="T123 LLC"/>	<input type="text" value="T123 LLC"/>	<input type="text" value="NYC"/>	State	Zip Code	Business Telephone	<input type="text" value="NY"/>	<input type="text" value="10007"/>	<input type="text" value="(201) 655-9888"/>	Mobile Telephone	<input type="text"/>		Name	Date	<input type="text" value="TESTING123 DOB"/> <small>(Electronically Signed)</small>	<input type="text" value="10/08/2019"/>
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Name	Date																									
<input type="text" value="TESTING123 DOB"/> <small>(Electronically Signed)</small>	<input type="text" value="10/08/2019"/>																									
11.	<p>Below the Name and Date fields, click Submit.</p> <div data-bbox="315 1360 1424 1619" style="border: 1px solid black; padding: 10px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 40%;">Date</td> </tr> <tr> <td><input type="text" value="ADAM JOE2"/> <small>(Electronically Signed)</small></td> <td><input type="text" value="10/08/2019"/></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> </div>	Name	Date	<input type="text" value="ADAM JOE2"/> <small>(Electronically Signed)</small>	<input type="text" value="10/08/2019"/>																					
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<input type="text" value="ADAM JOE2"/> <small>(Electronically Signed)</small>	<input type="text" value="10/08/2019"/>																									

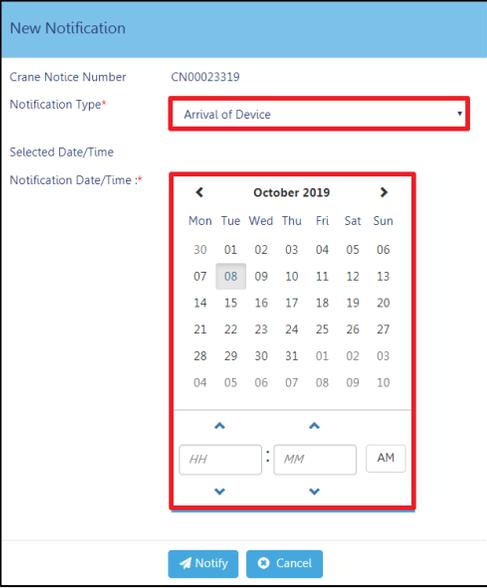
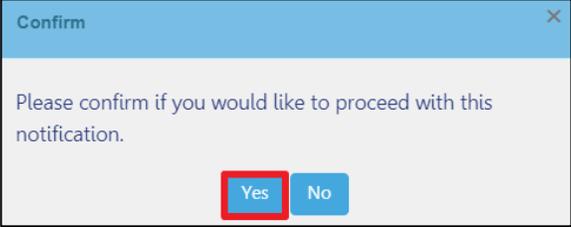
Step	Action
12.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to proceed.</p> 
<p style="text-align: center;">You have completed the Assign HMO(s) Tab Step-by-Step Guide. Continue to the next section.</p>	

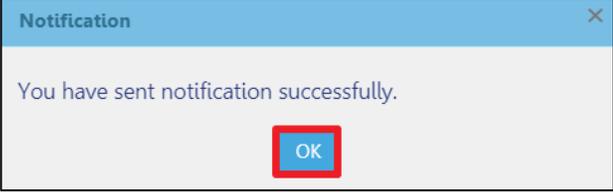
Notify DOB – Arrival of Device

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

Step	Action
EQUIPMENT USER	
1.	<p>From the Dashboard, select the My Onsite Waivers tab.</p> 
2.	<p>Locate the Onsite Waiver application.</p> <p>Under the Actions column, click the Select Actions drop-down list and select Notify DOB.</p> 
Note:	<p><i>To filter the Onsite Waivers by Crane Type select the respective tab (e.g., Mobile Crane).</i></p> 

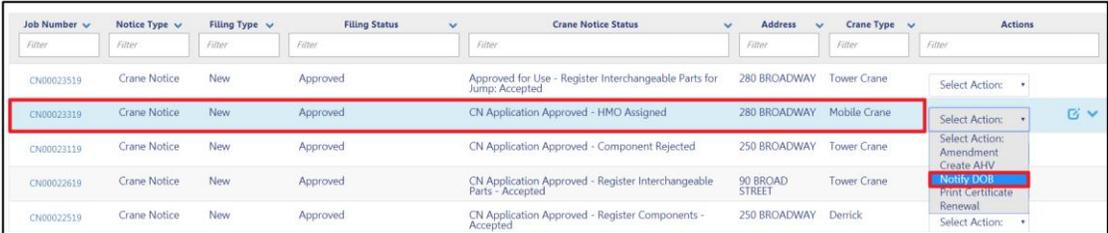
Step	Action
3.	<p>A Confirm pop-up window displays with the message (sample): Confirm you want to submit a notification on CW00009419. Click Yes to proceed.</p> 
Note:	<p><i>The page refreshes and displays the Additional Tab: HMO(s).</i></p> 
4.	<p>Hover over Notify DOB and select New Notification.</p> 

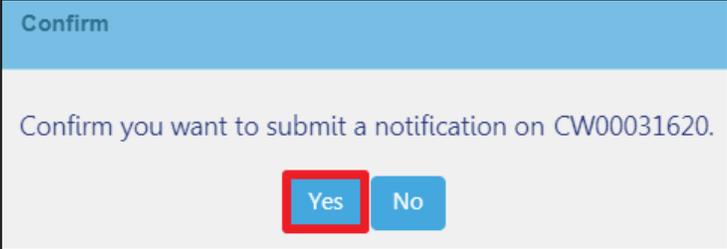
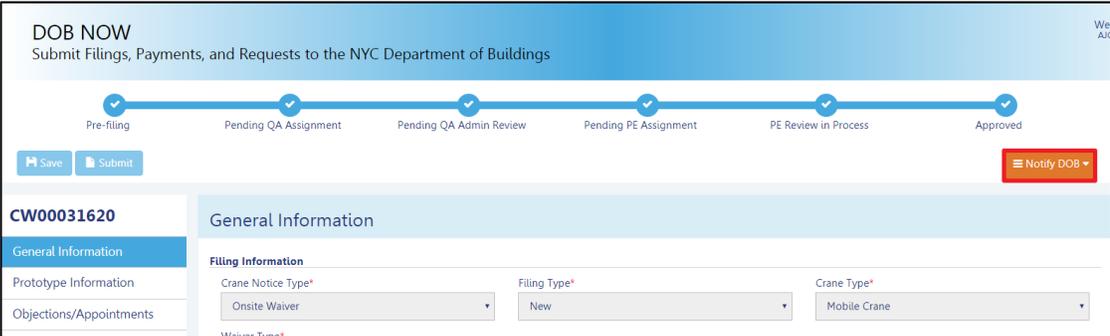
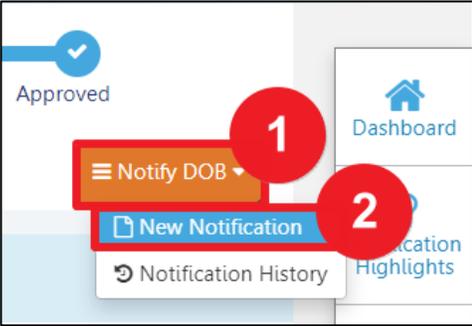
Step	Action
5.	<p>A New Notification pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Notification Type (e.g., Arrival of Device) <input type="checkbox"/> Select the Notification Date/Time <p>The selected Date/Time displays above the calendar.</p> 
6.	<p>Below the calendar, click Notify.</p> 
7.	<p>A Confirm pop-up window displays with the message: Please confirm if you would like to proceed with this notification. Click Yes to proceed.</p> 

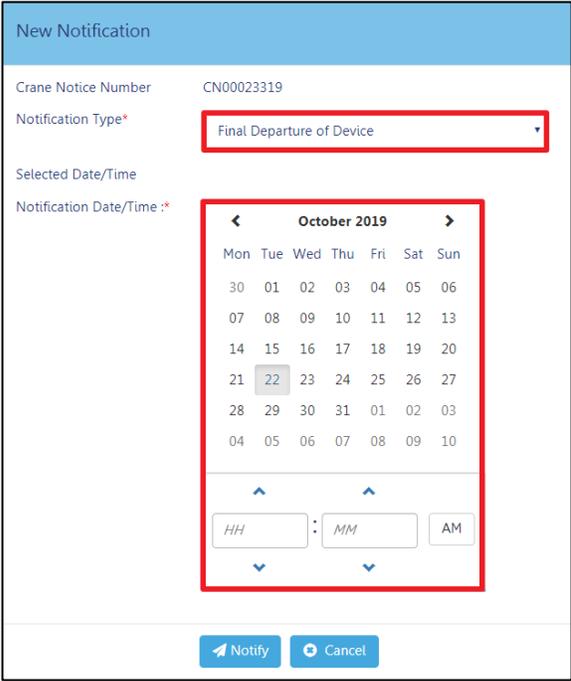
Step	Action
8.	<p>A Notification pop-up window displays with the message: You have sent notification successfully. Click OK to proceed.</p> 
<p>You have completed the Notify DOB – Arrival of Device Step-by-Step Guide. Continue to the next section.</p>	

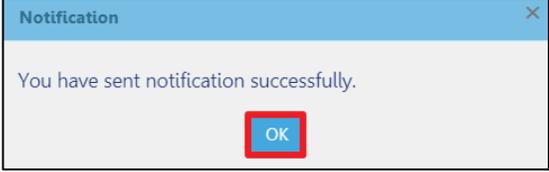
Notify DOB - Departure of Device

Complete the following steps to notify DOB on the Arrival of Device:

Step	Action
1.	<p>From the Dashboard, select the My Onsite Waivers tab.</p> 
2.	<p>Locate the Onsite Waiver application.</p> <p>Under the Actions column, click the Select Actions drop-down list and, select Notify DOB.</p> 
Note:	<p><i>To filter the Onsite Waivers by Crane Type select the respective tab (e.g., Mobile Crane).</i></p> 

Step	Action
3.	<p>A Confirm pop-up window displays with the message (sample): Confirm you want to submit a notification on CW00009419. Click Yes to proceed.</p> 
Note:	<p><i>The page refreshes and displays the Additional Tab: HMO(s).</i></p> 
4.	<p>Hover over Notify DOB and select New Notification.</p> 

Step	Action
5.	<p>A New Notification pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Notification Type (e.g., Final Departure of Device) <input type="checkbox"/> Select the Notification Date/Time <p>The selected Date/Time displays above the calendar.</p> 
6.	<p>Below the calendar, click Notify.</p> 
7.	<p>A Confirm pop-up window displays with the message:</p> <p>Please confirm if you would like to proceed with this notification.</p> <p>Click Yes to proceed.</p> 

Step	Action
8.	<p>A Notification pop-up window displays with the message: You have sent notification successfully. Click OK to proceed.</p> 
<p>You have completed the Notify DOB – Departure of Device Step-by-Step Guide.</p>	

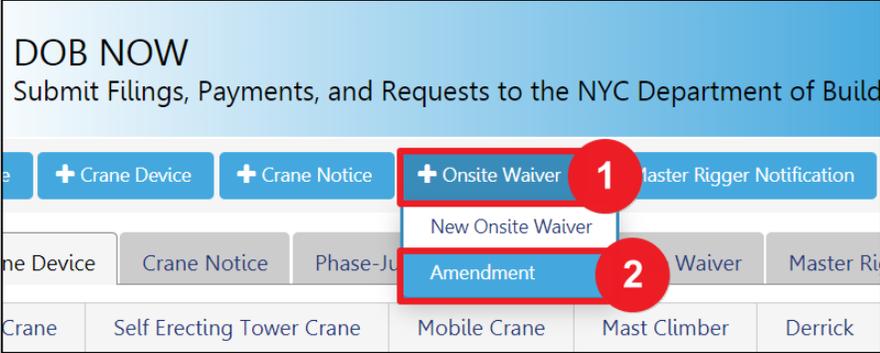
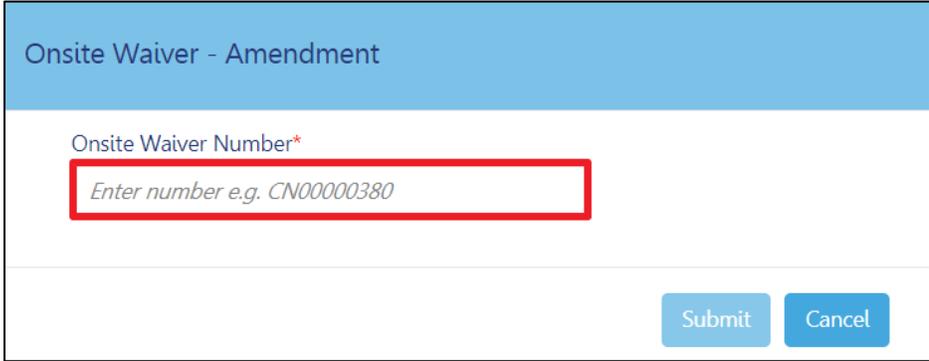
You have completed the DOB NOW: *Build* – Cranes & Derricks: **Onsite Waiver Application: Derricks & Mobile Cranes ONLY Step-by-Step Guide**.

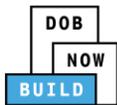
For more resources visit:

- YouTube Channel: DOB NOW
- Step-by-Step Guides and Manual: nyc.gov/dobnowinfo
- Customer Service: nyc.gov/dobnowhelp

Submit Onsite Waiver Amendment Application: Derricks & Mobile Cranes ONLY

Complete the following steps to file an Amendment on an On-Site Waiver Application:

Step	Action
1.	<p>Hover the cursor over + Onsite Waiver and select Amendment from the drop-down list.</p> 
2.	<p>A Onsite Waiver - Amendment pop-up window displays: Enter the initial Onsite Waiver Number.</p> 
3.	<p>Click Submit to close the pop-up window and proceed.</p> 

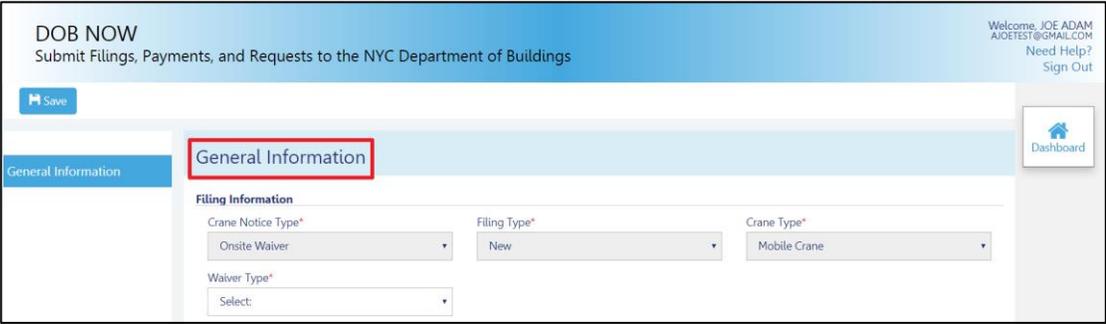
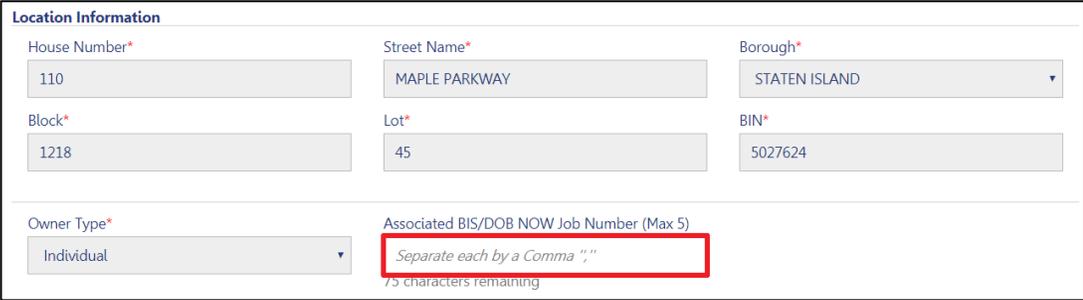


DOB NOW: *Build* – CRANES & DERRICKS STEP-BY-STEP GUIDE

Step	Action
	<p>You have begun the process for an Onsite Waiver Amendment Application.</p> <p>Continue to the Complete General Information tab section.</p>

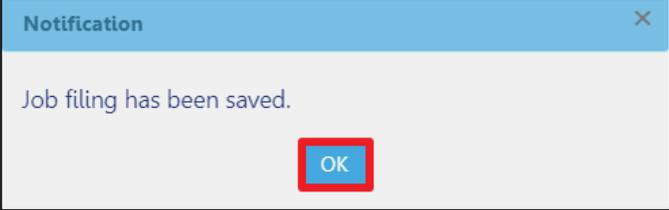
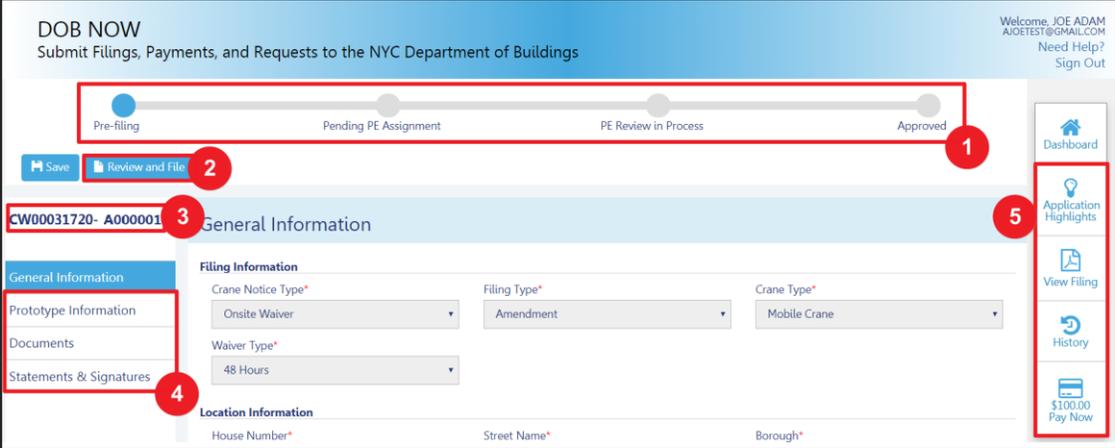
Complete General Information Tab

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.	<p>The General Information section displays.</p> 
Note:	<p><i>The Filing Information, Location Information, Applicant Information and Equipment Information fields, are greyed-out and cannot be edited.</i></p> 
2.	<p>Enter the Associated BIS/DOB NOW Job Number (max5).</p> 

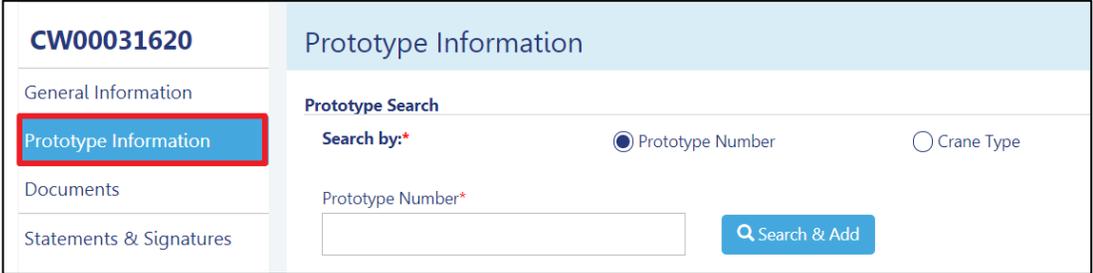
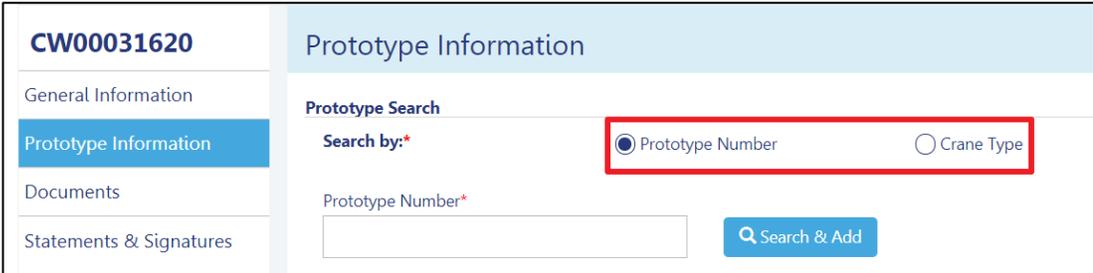
Step	Action
3.	<p>If applicable, enter Additional Information.</p> <div data-bbox="315 338 1427 510"> <p>Additional Information</p> <div style="border: 1px solid red; height: 40px; width: 100%;"></div> <p>255 characters remaining</p> </div>

Step	Action												
<p>Note:</p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <p>To add an additional Filing Representative repeat Steps 7 to 9 above.</p> <div data-bbox="315 556 1419 751" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>7.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 856 1036 1192" style="border: 1px solid black; padding: 5px;"> <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Depa</p> <p> Save</p> <p>General Information</p> <p>General Information</p> <p>Filing Information</p> </div>												
<p>8.</p>	<p>A Notification pop-up window displays with the message (sample):</p> <p>Are you sure you want to continue with amendment of following crane notice number. Please verify details before saving:</p> <ul style="list-style-type: none"> • CW00031720 <p>Click Save, to continue.</p> <div data-bbox="315 1486 1201 1787" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with amendment of following crane notice number. Please verify details before saving:</p> <ul style="list-style-type: none"> • CW00031720 <p> </p> </div>												

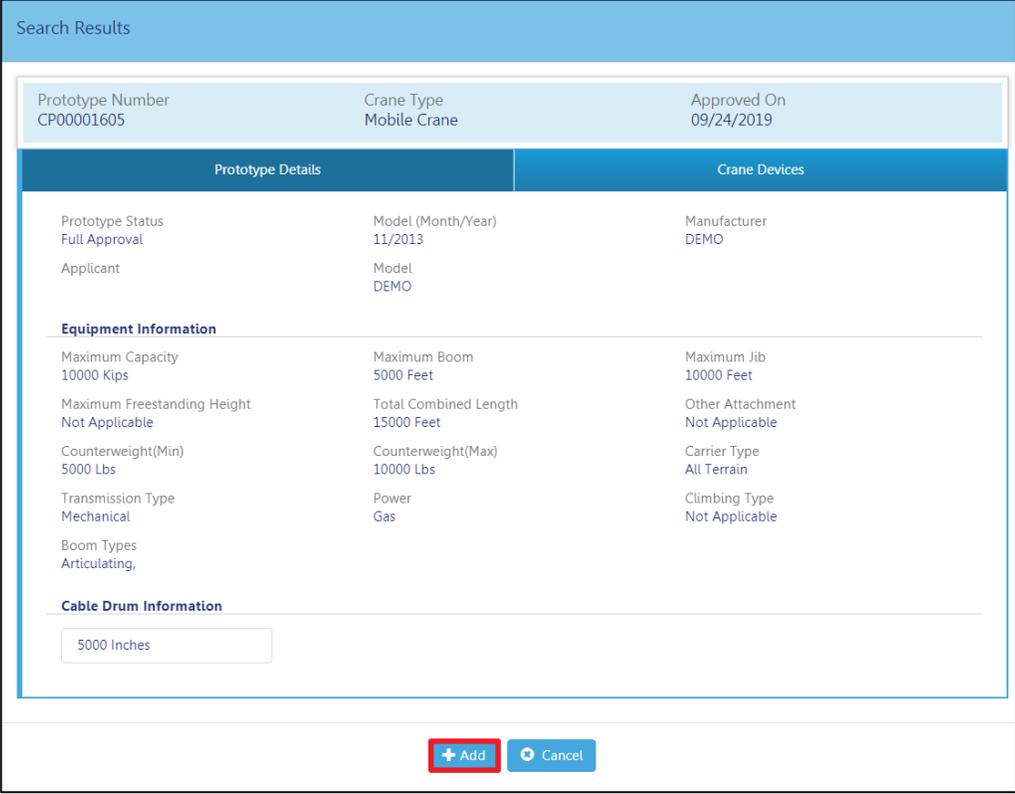
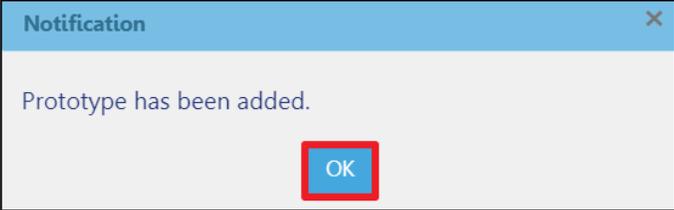
Step	Action
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
Note:	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> <i>Status Bar</i> <i>Review and File</i> <i>Onsite Waiver Amendment Filing Number</i> Additional Tabs: <i>Prototype Information, Documents and Statements & Signatures</i> Application Information: <i>Application Highlights, View Filing, Trace & Payment History and Fee</i> 
<p>You have completed the Complete General Information tab. Continue to the next section.</p>	

Complete Prototype Information Tab

Complete the following steps to complete the Phase Information tab:

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

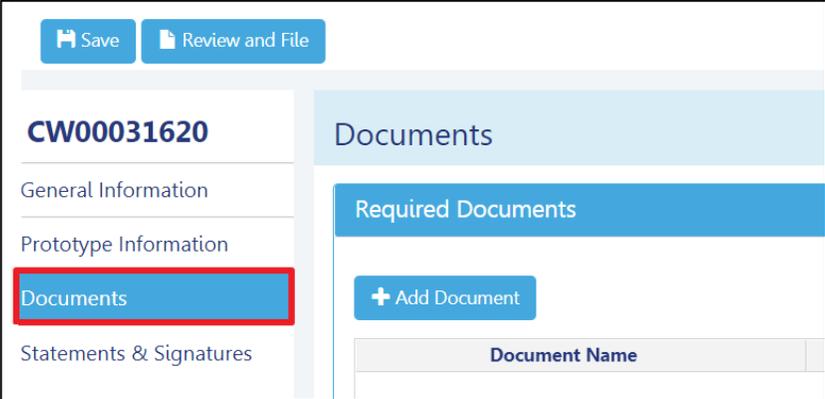
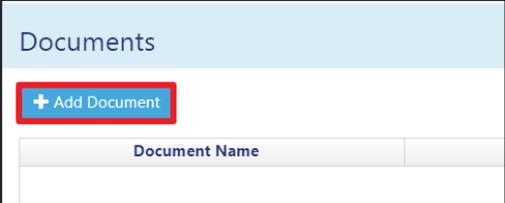
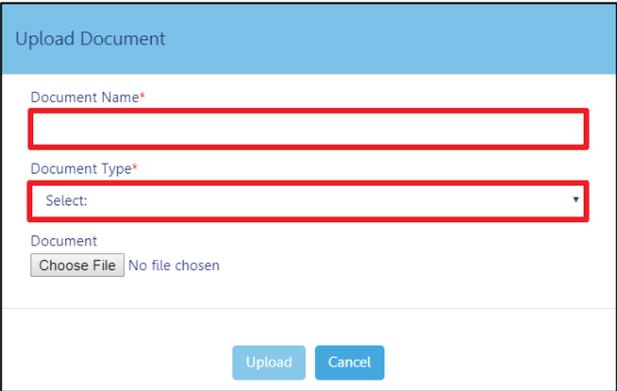
Step	Action
<p>Note:</p>	<p><i>To search by Prototype Number:</i></p> <p><i>Enter the Prototype Number in the Prototype Number field.</i></p> <div data-bbox="315 407 1188 604" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <div style="border: 2px solid red; width: 200px; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: right;"><input type="button" value="Search & Add"/></p> </div> <p><i>To search by Crane Type:</i></p> <p><i>Select the Crane Type from the Crane Type drop-down list.</i></p> <div data-bbox="315 762 1179 1087" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div style="border: 1px solid blue; padding: 2px;"> <p>Select Crane Type: ▼</p> <p>Select Crane Type:</p> <ul style="list-style-type: none"> Tower Crane Self Erecting Tower Crane <li style="background-color: #007bff; color: white;">Mobile Crane Dedicated Pile Driver Derrick Mast Climber </div> <p style="text-align: right;"><input type="button" value="Search & Add"/></p> <p>Crane Type*</p> <div style="border: 1px solid gray; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p>Manufacturer*</p> </div>
<p>3.</p>	<p>Click Search & Add to proceed.</p> <div data-bbox="315 1188 1333 1537" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #e1f5fe; padding: 5px;">Prototype Information</p> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <div style="border: 1px solid gray; padding: 2px; width: 250px; margin-bottom: 5px;"> <p>CP00001605</p> </div> <p style="text-align: right;"><div style="border: 2px solid red; padding: 2px;"><input type="button" value="Search & Add"/></div></p> </div>

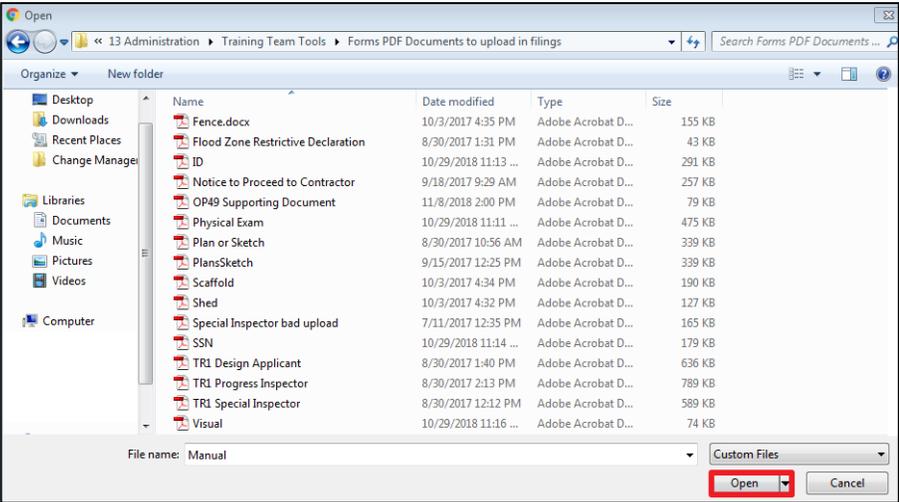
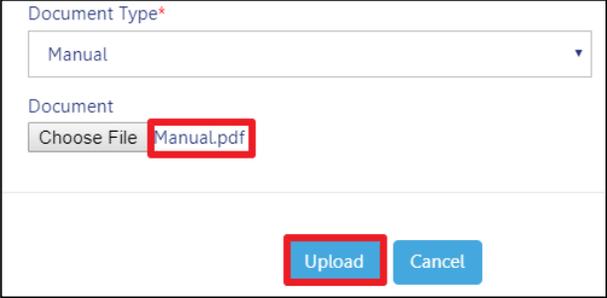
Step	Action
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> 
5.	<p>A Notification pop-up window displays with the message:</p> <p>Prototype has been added.</p> <p>Click OK to proceed.</p> 

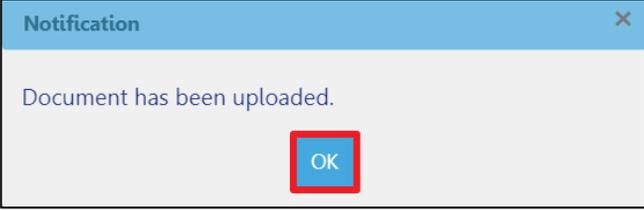
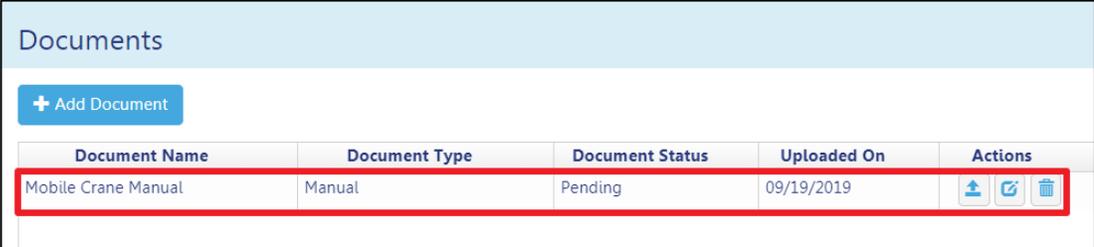
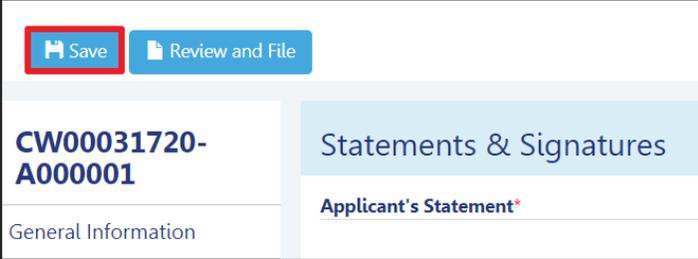
Step	Action																
<p>Note:</p>	<p>The Prototype added initially, displays within the Prototype Information.</p> <p>Click the details () icon to view the Prototype Information.</p> <p>Click the trash can () icon to delete the Prototype Number.</p> <div data-bbox="315 510 1414 863" style="border: 1px solid #ccc; padding: 10px;"> <p>Prototype & Phase Information</p> <p>Prototype Search</p> <p>Search by: <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <p><input type="text" value="CP00001605"/> <input type="button" value="Search & Add"/></p> <p>Prototype Information (Max 2)</p> <table border="1" data-bbox="315 779 1414 856"> <tr> <td>Prototype Number</td> <td>Crane Type</td> <td>Review Status</td> <td>Maximum Boom</td> <td>Maximum Jib</td> <td>Total</td> <td><input type="button" value="Delete"/></td> <td><input type="button" value="Details"/></td> </tr> <tr> <td>CP00001605</td> <td>Mobile Crane</td> <td>Pre-filing</td> <td>5000 Feet</td> <td>10000 Feet</td> <td>15000 Feet</td> <td></td> <td></td> </tr> </table> </div>	Prototype Number	Crane Type	Review Status	Maximum Boom	Maximum Jib	Total	<input type="button" value="Delete"/>	<input type="button" value="Details"/>	CP00001605	Mobile Crane	Pre-filing	5000 Feet	10000 Feet	15000 Feet		
Prototype Number	Crane Type	Review Status	Maximum Boom	Maximum Jib	Total	<input type="button" value="Delete"/>	<input type="button" value="Details"/>										
CP00001605	Mobile Crane	Pre-filing	5000 Feet	10000 Feet	15000 Feet												
<p>6.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 968 1032 1276" style="border: 1px solid #ccc; padding: 10px;"> <p>DOB NOW</p> <p>Submit Filings, Payments, and Requests to the NYC Depa</p> <p><input type="button" value="Save"/></p> <p>General Information</p> </div>																
<p>7.</p>	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1480 1032 1711" style="border: 1px solid #ccc; padding: 10px;"> <p>Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																
<p>You have completed the Complete Prototype Information tab.</p> <p>Continue to the next section.</p>																	

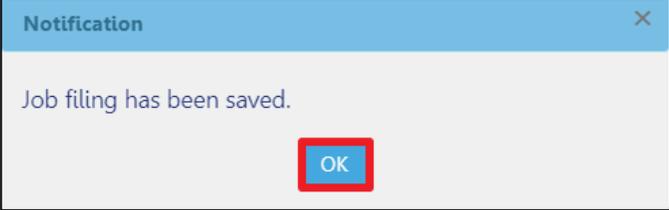
Upload Documents

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

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

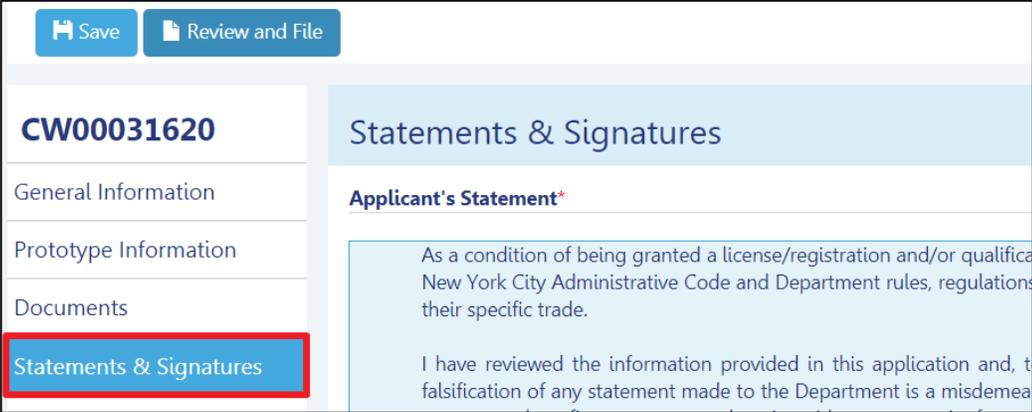
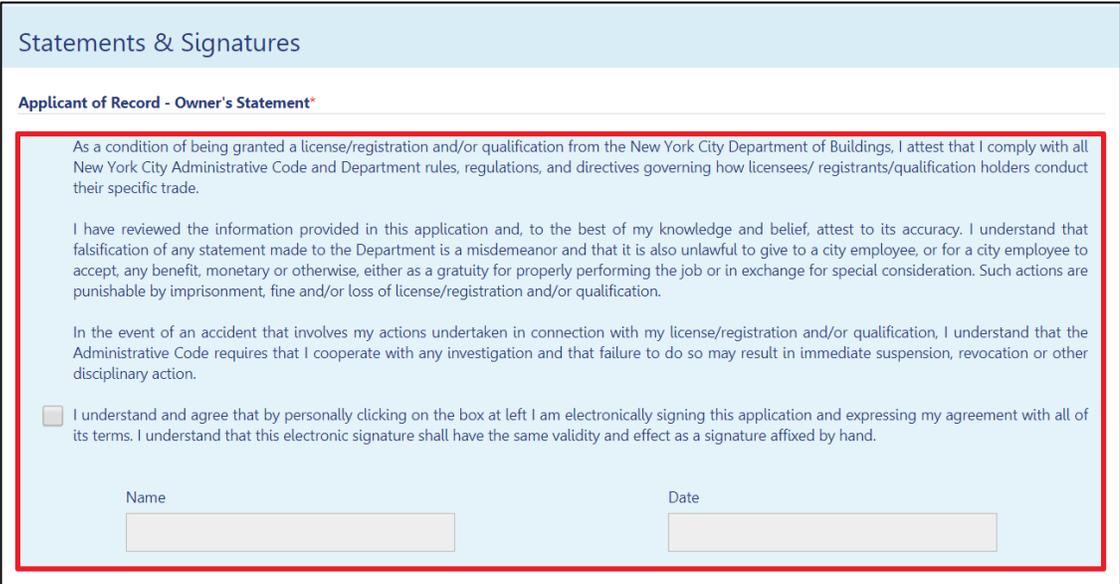
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

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

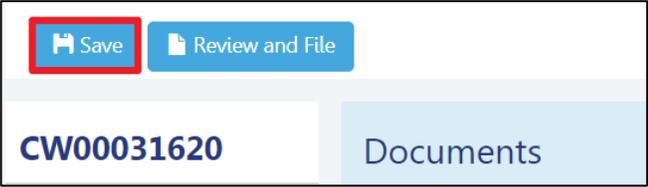
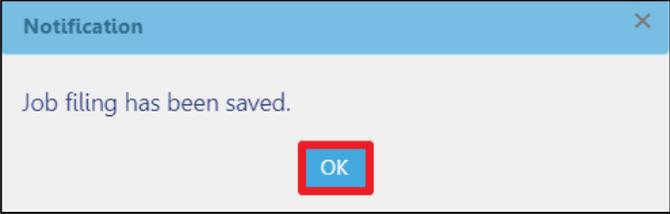
Step	Action
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p style="text-align: center;">You have completed the Upload Documents. Continue to the next section.</p>	

Complete Statements & Signatures

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

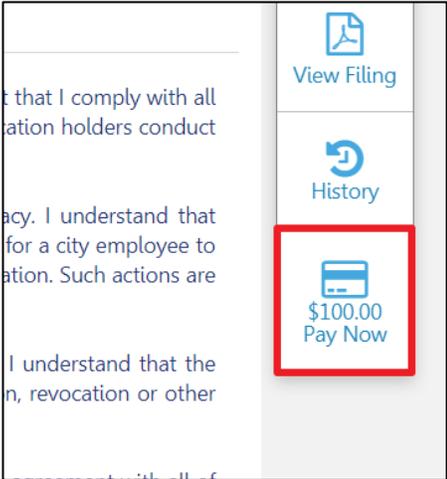
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 

Step	Action
APPLICANT OF RECORD	
2.	<p>Click the Applicant’s Statement checkbox to electronically attest. The Name and Date field’s auto-populate by the system.</p> <div data-bbox="315 478 1417 646" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed) Date: <input type="text" value="09/19/2019"/></p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 747 954 932" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="button" value="Save"/> <input type="button" value="Review and File"/></p> <p>CW00031620 Documents</p> </div>
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1136 985 1348" style="border: 1px solid black; padding: 5px;"> <p>Notification [X]</p> <p>Job filing has been saved.</p> <p><input checked="" type="button" value="OK"/></p> </div>
EQUIPMENT USER’S STATEMENT	
5.	<p>On the Statements & Signatures tab scroll-down to the Equipment User’s Statement.</p> <div data-bbox="315 1539 1424 1824" style="border: 1px solid black; padding: 5px;"> <p>CW00031620 Equipment User’s Statement*</p> <p>General Information</p> <p>Prototype Information</p> <p>Documents</p> <p>Statements & Signatures</p> <p>As a condition of being granted a license/registration and/or qualification from the New York City New York City Administrative Code and Department rules, regulations, and directives governing their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge, falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> </div>

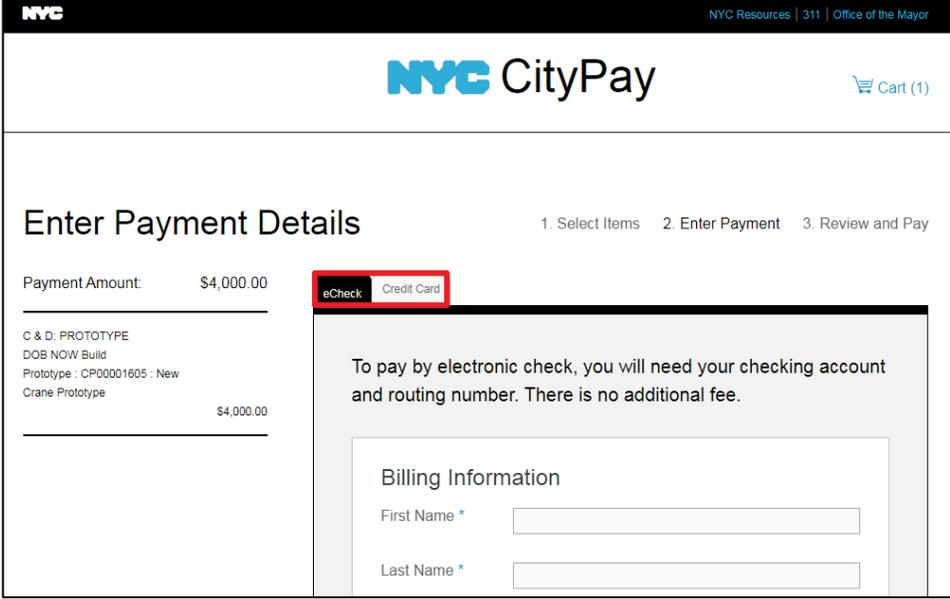
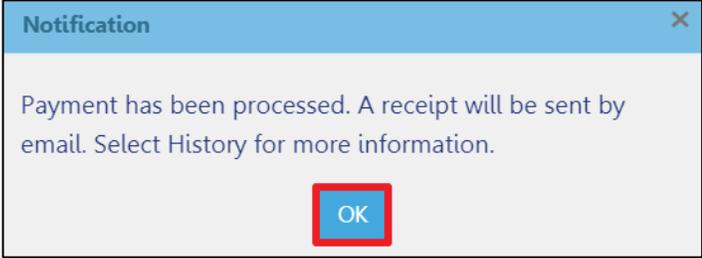
Step	Action
6.	<p>Click the Equipment User’s Statement checkbox to electronically attest. The Name and Date field’s auto-populate by the system.</p> 
7.	<p>At the top-left of the screen, click Save.</p> 
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Statement & Signatures section. Continue to the next section.</p>	

Pay Fees

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

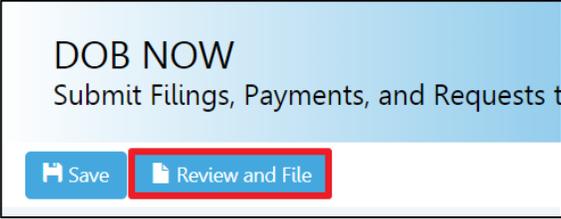
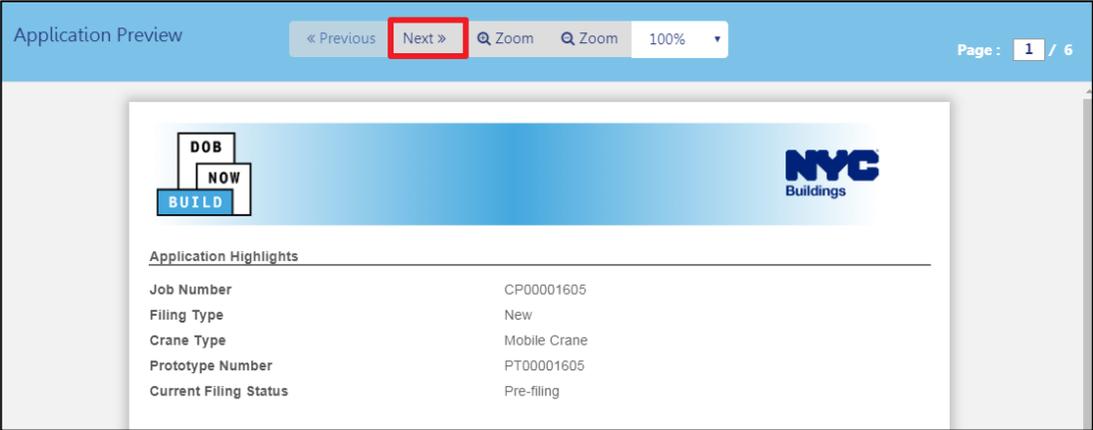
Step	Action
Note:	<i>The fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click Pay Now.</p> 

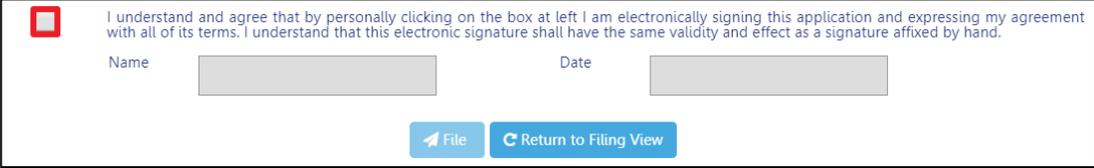
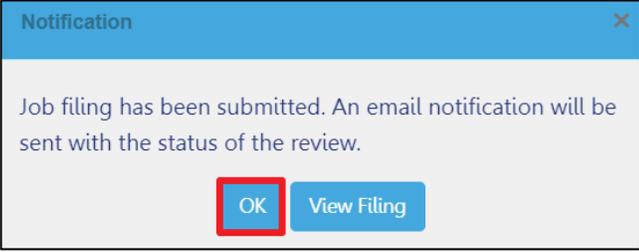
Step	Action
2.	<p>The Payment Confirmation pop-up window displays with the message (sample):</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Owner Type: Individual</p> <p>Are you sure you want to make a payment now for \$100.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click Yes, to proceed.</p> <div data-bbox="315 716 1263 1297" style="border: 1px solid black; padding: 10px;"> <p>Payment Confirmation</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <ul style="list-style-type: none"> • Owner Type: Individual <p>Are you sure you want to make a payment now for \$100.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <div style="text-align: right;"> <input data-bbox="1081 1226 1159 1283" type="button" value="Yes"/> <input data-bbox="1170 1226 1248 1283" type="button" value="No"/> </div> </div>

Step	Action
3.	<p>The page is redirected to NYC City Pay.</p> <p>Pay the application fees via eCheck or Credit Card by selecting the applicable tab.</p> 
4.	<p>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.</p> <p>Click OK to proceed.</p> 
<p>You have completed the Pay Fees section.</p> <p>Continue to the next section.</p>	

Complete Review and File

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

Step	Action												
APPLICANT OF RECORD													
1.	<p>At the top-left of the screen, click Review and File.</p> 												
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1" style="margin-left: 20px; margin-top: 10px;"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CP00001605</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Mobile Crane</td> </tr> <tr> <td>Prototype Number</td> <td>PT00001605</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CP00001605	Filing Type	New	Crane Type	Mobile Crane	Prototype Number	PT00001605	Current Filing Status	Pre-filing
Application Highlights													
Job Number	CP00001605												
Filing Type	New												
Crane Type	Mobile Crane												
Prototype Number	PT00001605												
Current Filing Status	Pre-filing												
Note:	<p><i>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.</i></p> 												

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 
4.	<p>The Name and the Date field’s auto-populate after the check-box is clicked. Click File, to proceed.</p> 
5.	<p>A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.</p> 
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending PE Assignment).</i></p> 
<p>You have completed the Submit Onsite Waiver Amendment Application Step-by-Step Guide.</p>	