

## **DOB NOW: *Build***

# **CRANES & DERRICKS**

# **STEP-BY-STEP GUIDE:**

## **CD APPLICATIONS**

### **F O R T O W E R C R A N E S**

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



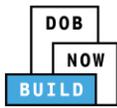
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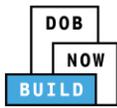
## Guidelines

### CRANE DEVICE NUMBER

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

### DOB NOW: *Build* - NUMBERING FORMAT

1. **Initial CD:** The initial CD numbering will start with "CD" + 8 digits (where the digits are the next sequentially available number).  
Example: CD00006790
2. **Amendment:** The CD amendment numbering will start with "-A"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Amendment on the given CD.  
Example: CD00006789-A000001
3. **Renewal:** The CD renewal numbering will start with "-R"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Renewal on the given CD.  
Example: CD00006789-R000001



### **ROLES & RESPONSIBILITIES**

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

### **For FILING REPRESENTATIVES only**

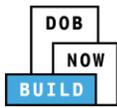
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot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

### **SYSTEM GUIDELINES**

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

### **ADDITIONAL HELP & INFORMATION**

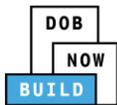
1. Video Tutorials: DOB NOW YouTube Channel
2. Presentations & Sessions: [nyc.gov/dobnowinfo](http://nyc.gov/dobnowinfo)



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

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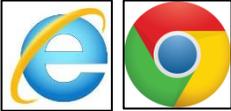
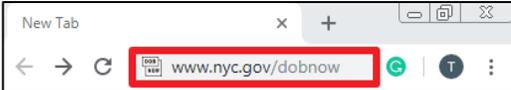
## DOB NOW: *Build* – CRANES & DERRICKS STEP-BY-STEP GUIDE

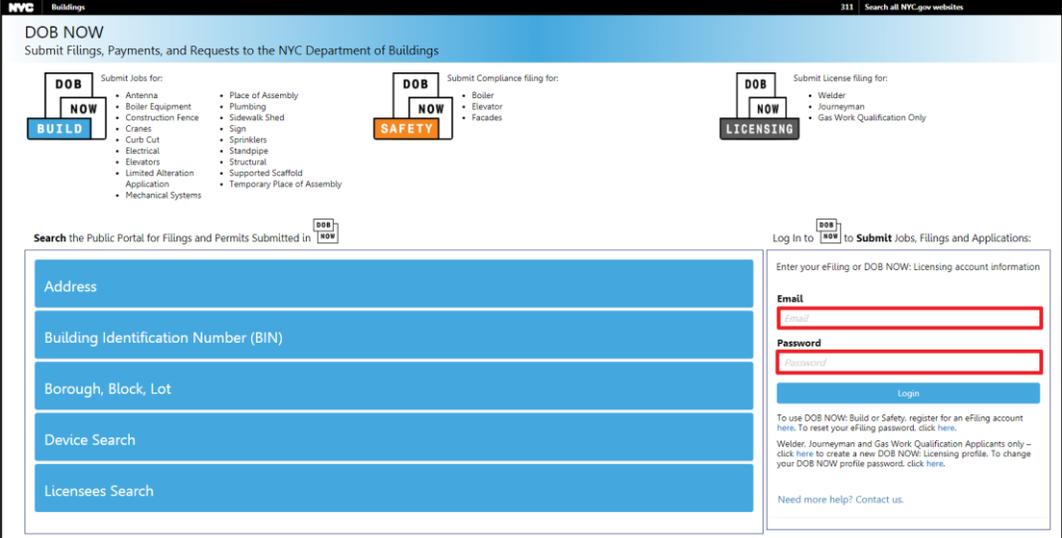
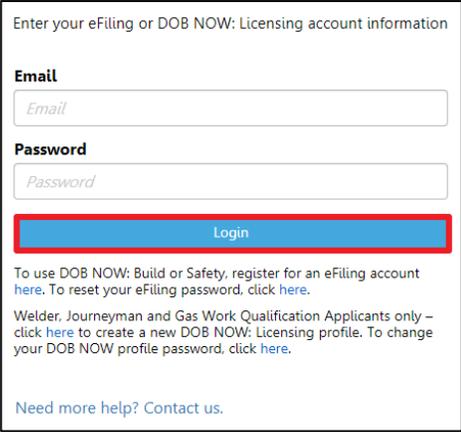
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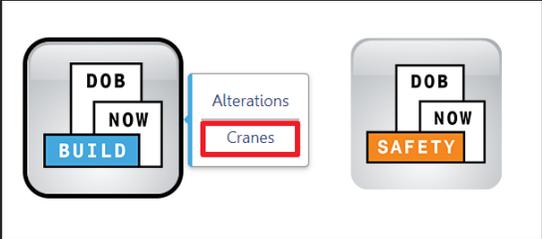
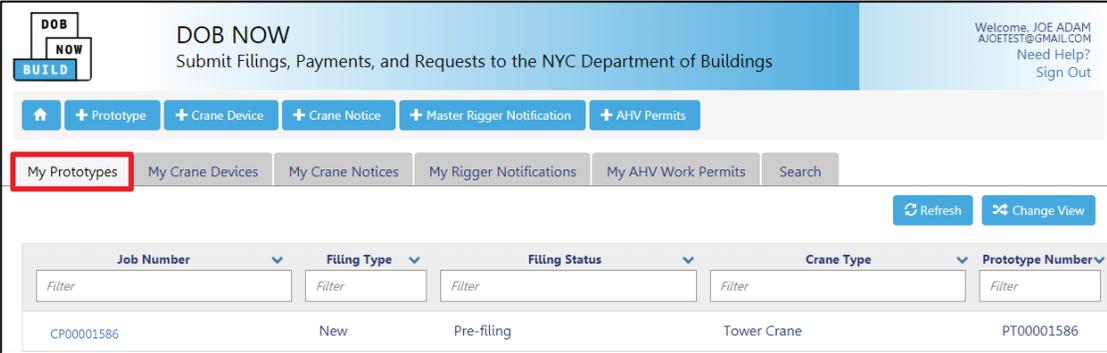
Complete Interchangeable Components Tab _____	98
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# Log into DOB NOW

Complete the following steps to log into DOB NOW:

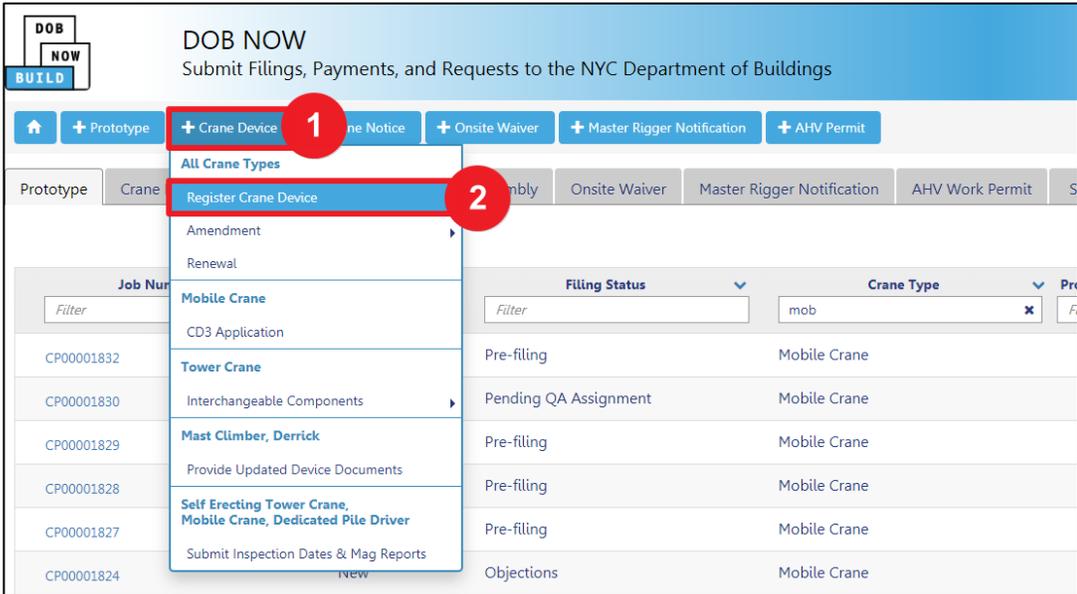
Step	Action
<b>Note:</b>	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp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

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

Step	Action
6.	<p>The DOB NOW Welcome page displays.</p> <p>Hover the cursor over <b>DOB NOW: <i>Build</i></b>.</p> 
7.	<p>Select <b>Cranes</b> from the drop-down list.</p> 
8.	<p>The DOB NOW Dashboard displays.</p> <p>The <b>My Prototypes</b> tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.</p> 
<p>You are now logged into <b>DOB NOW: <i>Build</i></b>.</p> <p>Continue to the next section.</p>	

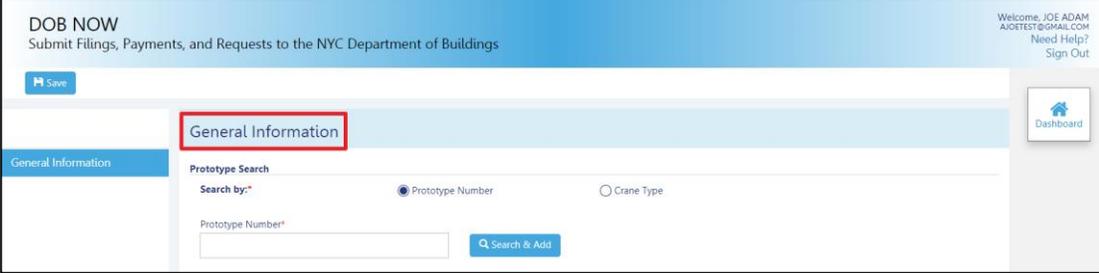
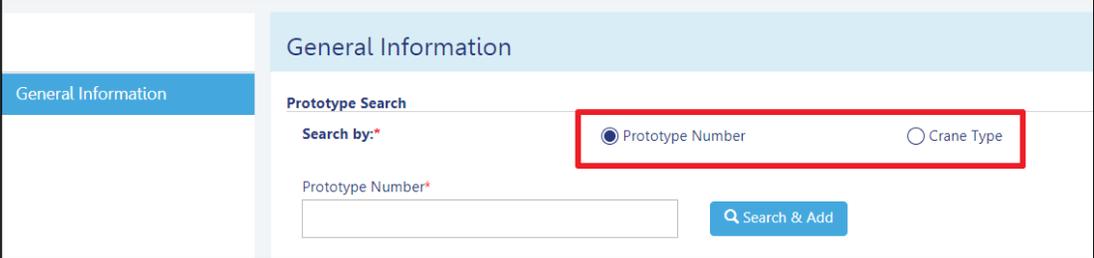
# Tower Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

Step	Action
1.	<p>Hover the cursor over <b>+Crane Device</b> and select <b>Register Crane Device</b> from the drop-down list.</p> 
2.	<p>A <b>Confirm</b> pop-up window displays with the message:            Confirm you want to register a new Crane Device.            Click <b>Yes</b> to proceed.</p> 
<p>You have begun the registration process for a Crane Device.            Continue to the <b>Complete General Information</b> tab section.</p>	

## Complete General Information Tab

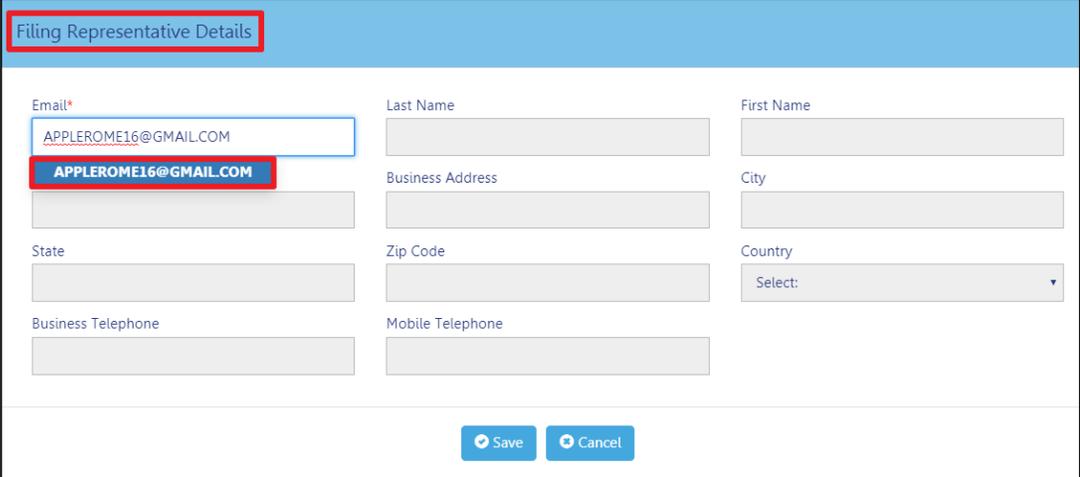
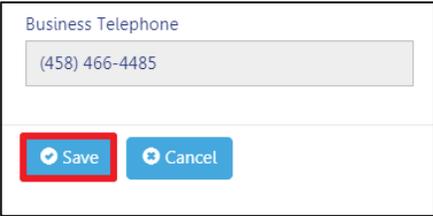
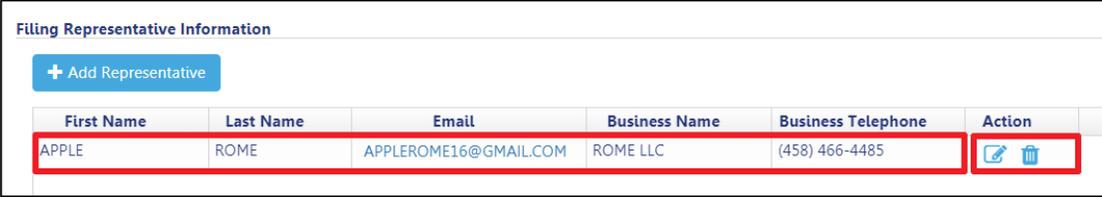
Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

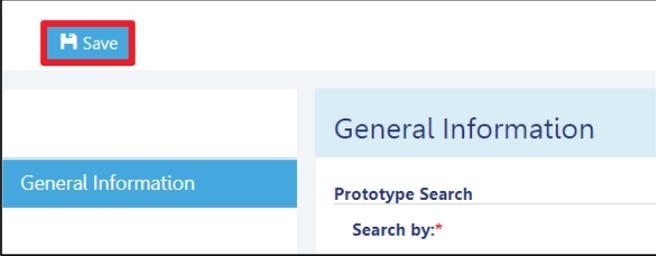
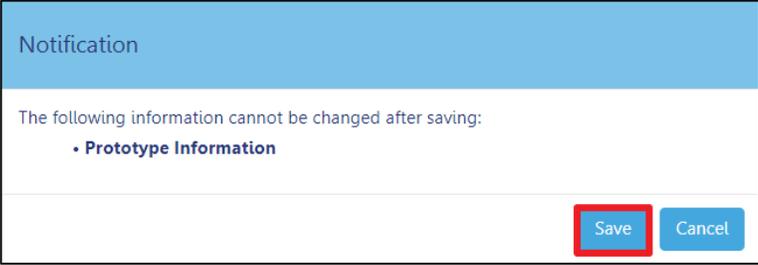
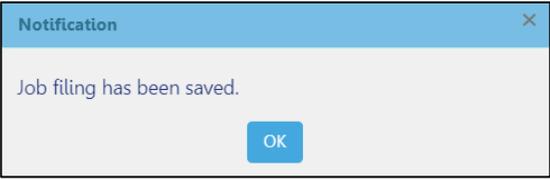
Step	Action
1.	<p>The <b>General Information</b> section displays.</p> 
2.	<p>Select the applicable <b>Search by</b> (e.g. <b>Prototype Number</b>) radio button in Prototype Search.</p> 

Step	Action
<p><b>Note:</b></p>	<p>To search by Prototype Number: Enter the <b>Prototype Number</b> in the <b>Prototype Number</b> field.</p> <div data-bbox="315 390 1190 590"> <p><b>Prototype Search</b></p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <input type="text"/> <input type="button" value="Search &amp; Add"/></div> <p>To search by Crane Type: Select the <b>Crane Type</b> from the <b>Crane Type</b> drop-down list.</p> <div data-bbox="315 716 1268 1119"> <p><b>Prototype Search</b></p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div data-bbox="354 869 781 1108"> <p>Tower Crane</p> <p>Select Crane Type:</p> <ul style="list-style-type: none"> <li>Tower Crane</li> <li>Self Erecting Tower Crane</li> <li>Mobile Crane</li> <li>Dedicated Pile Driver</li> <li>Derrick</li> <li>Mast Climber</li> <li>Prototype Number*</li> </ul> </div> <p><input type="button" value="Search &amp; Add"/></p> <p>Crane Type*</p> <input type="text" value="Tower Crane"/> <p>Manufacturer*</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 <b>+Add</b> to proceed.</p> <div data-bbox="315 457 1333 1251" style="border: 1px solid black; padding: 10px;"> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001605</td> <td style="width: 33%;">Crane Type Mobile Crane</td> <td style="width: 33%;">Approved On 09/24/2019</td> </tr> <tr> <th colspan="2">Prototype Details</th> <th>Crane Devices</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Model (Month/Year) 11/2013</td> <td>Manufacturer DEMO</td> </tr> <tr> <td>Applicant</td> <td>Model DEMO</td> <td></td> </tr> <tr> <th colspan="3">Equipment Information</th> </tr> <tr> <td>Maximum Capacity 10000 Kips</td> <td>Maximum Boom 5000 Feet</td> <td>Maximum Jib 10000 Feet</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total Combined Length 15000 Feet</td> <td>Other Attachment Not Applicable</td> </tr> <tr> <td>Counterweight(Min) 5000 Lbs</td> <td>Counterweight(Max) 10000 Lbs</td> <td>Carrier Type All Terrain</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Boom Types Articulating,</td> <td></td> <td></td> </tr> <tr> <th colspan="3">Cable Drum Information</th> </tr> <tr> <td colspan="3" style="text-align: center;">5000 Inches</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="+ Add"/> <input type="button" value="Cancel"/> </p> </div>	Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019	Prototype Details		Crane Devices	Prototype Status Full Approval	Model (Month/Year) 11/2013	Manufacturer DEMO	Applicant	Model DEMO		Equipment Information			Maximum Capacity 10000 Kips	Maximum Boom 5000 Feet	Maximum Jib 10000 Feet	Maximum Freestanding Height Not Applicable	Total Combined Length 15000 Feet	Other Attachment Not Applicable	Counterweight(Min) 5000 Lbs	Counterweight(Max) 10000 Lbs	Carrier Type All Terrain	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Boom Types Articulating,			Cable Drum Information			5000 Inches		
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Boom Types Articulating,																																					
Cable Drum Information																																					
5000 Inches																																					
<b>Note:</b>	<p><i>The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</i></p> <div data-bbox="315 1402 1430 1770" style="border: 1px solid black; padding: 10px;"> <p><b>Filing Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Registration Type* New</td> <td style="width: 33%;">Crane Type* Tower Crane</td> <td style="width: 33%;"></td> </tr> <tr> <td>Prototype Number* CP00001795</td> <td>Manufacturer* DEMO</td> <td>Model (Month/Year)* 05/2019</td> </tr> <tr> <td colspan="3">Model* ARbdbdk</td> </tr> <tr> <td>Crane Device Number Not Yet Issued</td> <td>Device Serial Number*</td> <td>Device Manufactured Date (Month/Year)*</td> </tr> </table> </div>	Registration Type* New	Crane Type* Tower Crane		Prototype Number* CP00001795	Manufacturer* DEMO	Model (Month/Year)* 05/2019	Model* ARbdbdk			Crane Device Number Not Yet Issued	Device Serial Number*	Device Manufactured Date (Month/Year)*																								
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Model* ARbdbdk																																					
Crane Device Number Not Yet Issued	Device Serial Number*	Device Manufactured Date (Month/Year)*																																			

Step	Action						
5.	<p>Enter the <b>Filing Information</b>:</p> <p>Device Serial Number</p> <p>Select the Device Manufactured Date (Date/year) from the calendar</p> <div data-bbox="315 432 1424 762" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Information</b></p> <p>Registration Type* <input type="text" value="New"/></p> <p>Crane Type* <input type="text" value="Mobile Crane"/></p> <p>Prototype Number* <input type="text" value="CP00001605"/></p> <p>Manufacturer* <input type="text" value="DEMO"/></p> <p>Model (Month/Year)* <input type="text" value="11/2013"/></p> <p>Model* <input type="text" value="DEMO"/></p> <p>Crane Device Number <input type="text" value="Not Yet Issued"/></p> <p>Device Serial Number* <input type="text" value="987654231"/></p> <p>Device Manufactured Date (Month/Year)* <input type="text" value="08/2015"/></p> </div>						
6.	<p>Enter the <b>Applicant of Record - Owner Information</b>:</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list</p> <p>Select the <b>Owner Type</b> (e.g., Individual) from the License Type drop-down list</p> <div data-bbox="315 999 1424 1293" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant of Record - Owner Information</b></p> <p>Email* <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business Name* <input type="text"/></p> <p>Business Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> <p>Country <input type="text"/></p> <p>Owner Type* <input type="text"/></p> </div>						
<b>Note:</b>	<p><i>Select + Add New if the Business Name is not listed.</i></p> <div data-bbox="315 1377 886 1566" style="border: 1px solid black; padding: 5px;"> <p>Business Name*</p> <p>Select: <input type="text"/></p> <p>Select: <input type="text"/></p> <p>JA LLC</p> <p><b>+ Add New</b></p> </div>						
7.	<p>If applicable, click <b>+Add Representative</b>.</p> <div data-bbox="315 1682 1175 1871" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><b>+ Add Representative</b></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><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

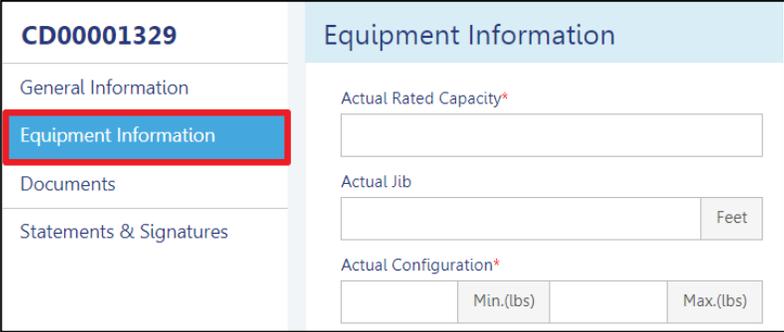
Step	Action
8.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> 
9.	<p>Click <b>Save</b>.</p> 
<b>Note:</b>	<p><i>The Filing Representative added displays within the Filing Representative information 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 Filing Representative.</i></p> <p><i>To add an additional Filing Representative repeat Steps 7 to 9 above.</i></p> 

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

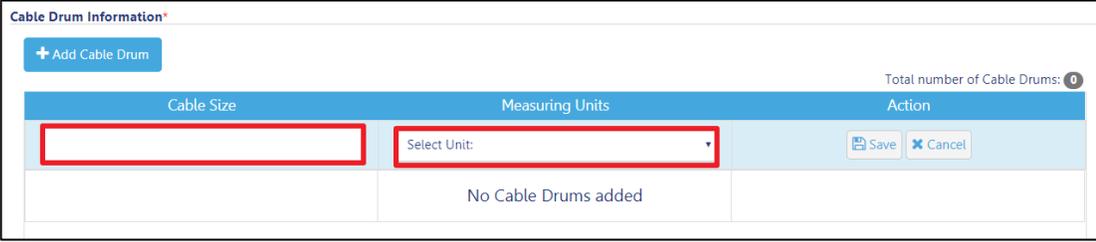
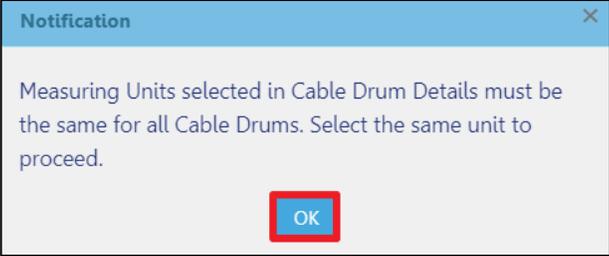
Step	Action
<p><b>Note:</b></p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Device Filing Number</li> <li>4. <b>Additional Tabs:</b> Equipment Information, Documents and Statements &amp; Signatures</li> <li>5. <b>Application Information:</b> Application Highlights, View Filing, Trace &amp; Payment History and Fee</li> </ol>
	<p>You have completed the <b>Complete General Information</b> tab.</p> <p>Continue to the next section.</p>

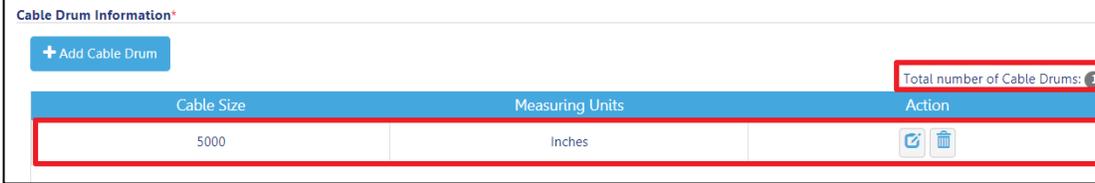
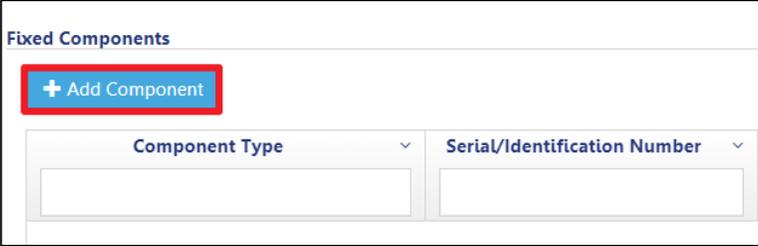
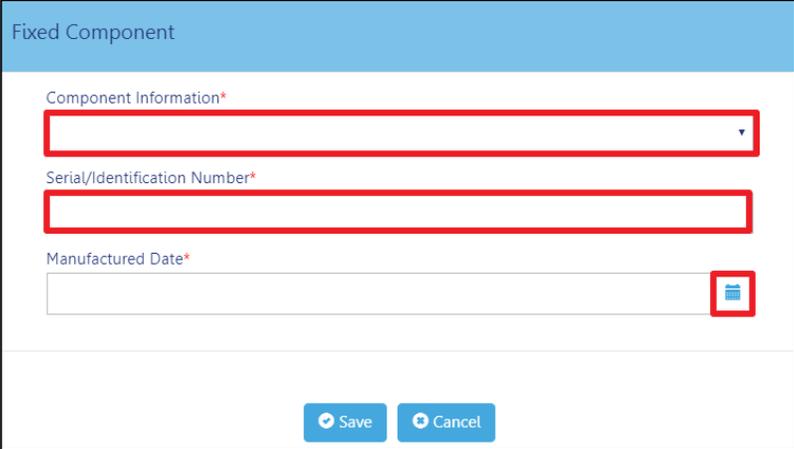
## Complete Equipment Information Tab

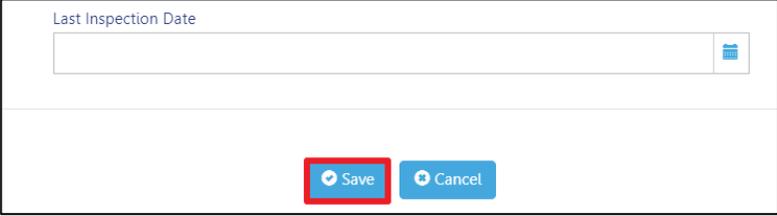
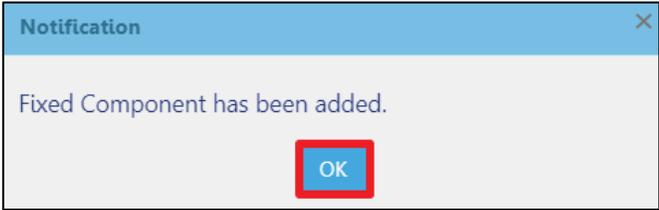
Complete the following steps to complete the Equipment Information tab:

Step	Action
1.	<p>Click <b>Equipment Information</b> to display the Equipment Information section.</p> 
<b>Note:</b>	<p><i>The Equipment Information fields: Capacity Units, Total, Transmission Type, Power, Power and Climbing Type are greyed-out and cannot be edited.</i></p> 

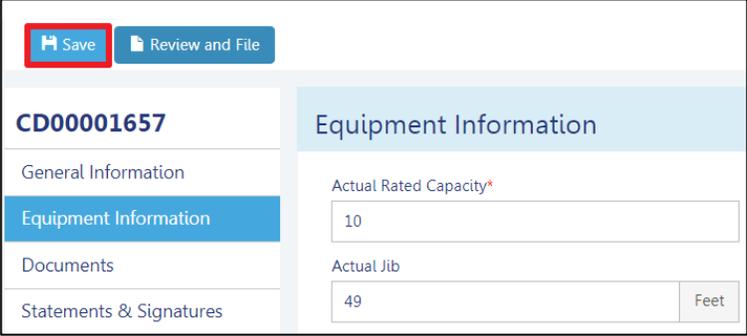
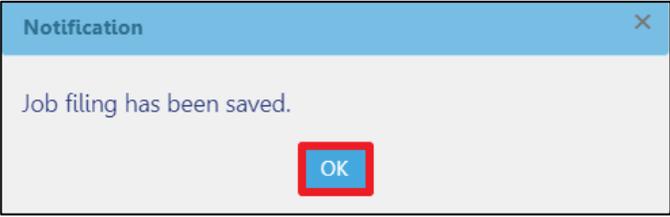


Step	Action
5.	<p>To add the <b>Cable Drum</b>:</p> <p>Type the Cable Size</p> <p>Select the Measuring Unit from the Select Unit drop-down list (e.g., Inches).</p> 
6.	<p>Under the Action column, click <b>Save</b>.</p> 
7.	<p>A <b>Notification</b> pop-up windows displays with a message:</p> <p>Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.</p> <p>Click <b>OK</b> to close the notification.</p> 

Step	Action
	<p>Note: <i>The Total number of Cable Drums updates.</i></p> <p><i>The Cable Drum added displays within the Cable Drum table.</i></p> <p><i>Click the edit (  ) icon to update the Cable Drum information.</i></p> <p><i>Click the trash can (  ) icon to delete the Cable Drum.</i></p> 
8.	<p>Click <b>+Add Component</b> to display the Fixed Component pop-up window.</p> 
9.	<p>To add each <b>Fixed Component</b>:</p> <p>Select the <b>Component Information</b> (e.g., <i>A-frame Information</i>) from the Component Information drop-down list</p> <p>Enter the Serial/Identification Number</p> <p>Select the <b>Manufactured Date</b> from the calendar</p> 

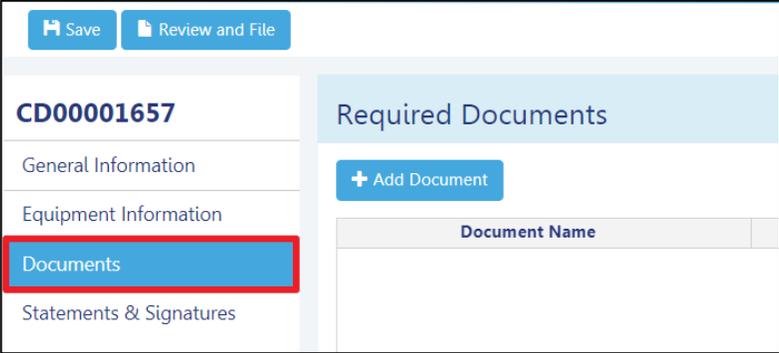
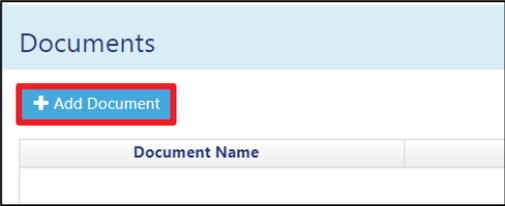
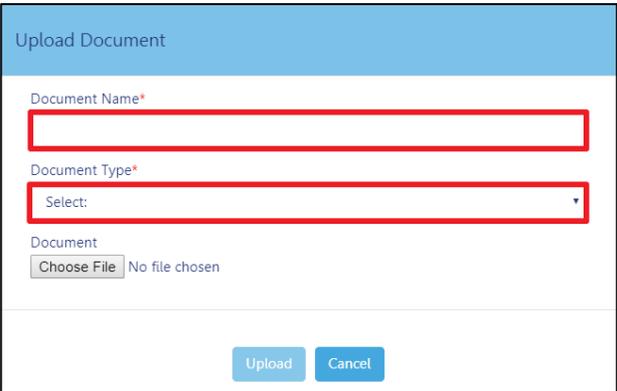
Step	Action
10.	<p>At the bottom of the pop-up window, click <b>Save</b>.</p> 
11.	<p>A <b>Notification</b> pop-up windows displays with a message: Component has been added. Click <b>OK</b> to close the notification.</p> 

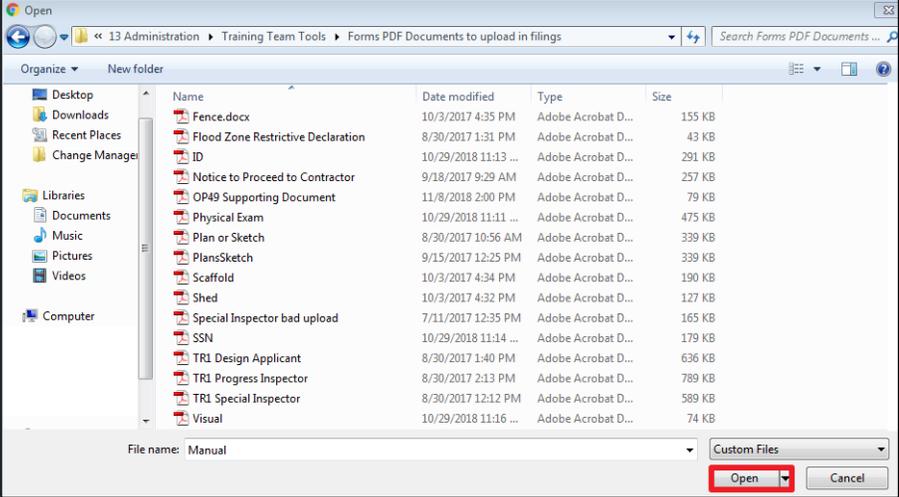
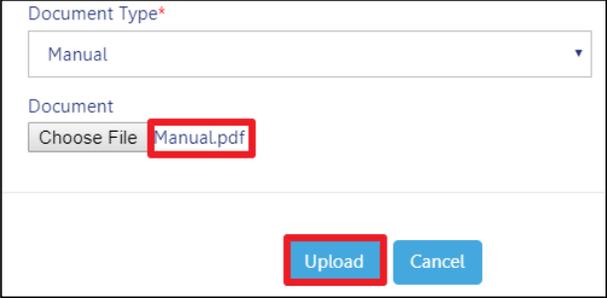
Step	Action																																				
	<p><b>Note:</b> Repeat Steps 8 to 10 to add additional Fixed Components.</p> <p>The Fixed Component added displays within the Fixed Component table.</p> <p>Click the edit (  ) icon to update the Fixed Component information.</p> <p>Click the trash can (  ) icon to delete the Fixed Component.</p> <p>The Total number of Fixed Component updates below the table.</p> <div data-bbox="315 596 1422 1178" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">+ Add Component</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Component Type</th> <th style="text-align: left;">Serial/Identification Number</th> <th style="text-align: left;">Manufactured Date</th> <th style="text-align: left;">Last Inspection Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Turntable Information</td> <td>1123198400</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td> </td> </tr> <tr style="border: 2px solid red;"> <td>Machine Deck Information</td> <td>1113201300</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td> </td> </tr> <tr style="border: 2px solid red;"> <td>Lattice Boom Information</td> <td>1012198800</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td> </td> </tr> <tr style="border: 2px solid red;"> <td>Jib/Luffing Jib Information</td> <td>01022013</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td> </td> </tr> <tr style="border: 2px solid red;"> <td>Jib Mast Information</td> <td>10032019</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td> </td> </tr> </tbody> </table> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <span>1 / 2</span> <span>5 Items Per Page</span> <span>1 - 5 of 8 items</span> </div> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 10px; margin-top: 10px; border: 2px solid red; padding: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Turntable Information</p> <p style="text-align: center;">Total Number of components (Max 10) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Machine Deck Information</p> <p style="text-align: center;">Total Number of components (Max 10) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Lattice Boom Information</p> <p style="text-align: center;">Total Number of components (Max 10) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Jib/Luffing Jib Information</p> <p style="text-align: center;">Total Number of components (Max 20) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Jib Mast Information</p> <p style="text-align: center;">Total Number of components (Max 3) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Hydraulic/solid main boom</p> <p style="text-align: center;">Total Number of components (Max 10) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Gantry (A-frames) Information</p> <p style="text-align: center;">Total Number of components (Max 1) - <span style="color: red; font-weight: bold;">1</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Live Mast Information</p> <p style="text-align: center;">Total Number of components (Max 1) - <span style="color: red; font-weight: bold;">1</span></p> </div> </div> </div>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Action	Turntable Information	1123198400	09/2019	09/11/2019	Pre-filing	 	Machine Deck Information	1113201300	09/2019	09/11/2019	Pre-filing	 	Lattice Boom Information	1012198800	09/2019	09/11/2019	Pre-filing	 	Jib/Luffing Jib Information	01022013	09/2019	09/11/2019	Pre-filing	 	Jib Mast Information	10032019	09/2019	09/11/2019	Pre-filing	 
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Jib Mast Information	10032019	09/2019	09/11/2019	Pre-filing	 																																
	<p><b>Note:</b> Click the <b>Fixed Component</b> to view the Fixed Component Information (e.g., <b>Status</b>).</p> <div data-bbox="315 1295 1422 1562" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; font-weight: bold;">Live Mast Information</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Serial/Identification Number</th> <th style="text-align: left;">Manufactured Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>10121988</td> <td>11/2013</td> <td>Pre-filing</td> <td> </td> </tr> </tbody> </table> </div>	Serial/Identification Number	Manufactured Date	Status	Action	10121988	11/2013	Pre-filing	 																												
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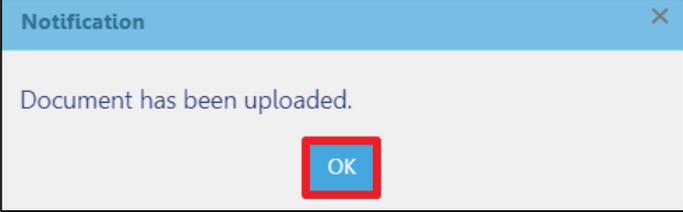
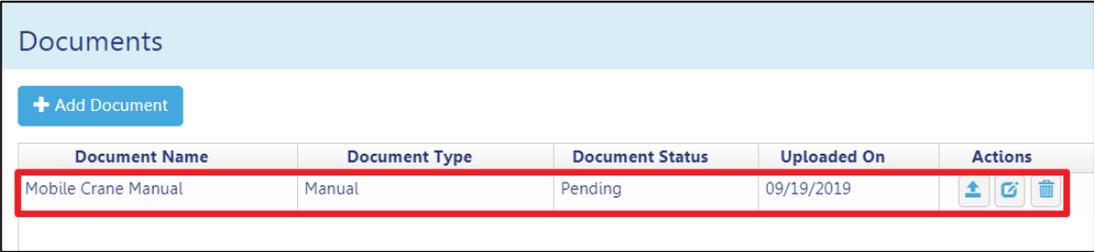
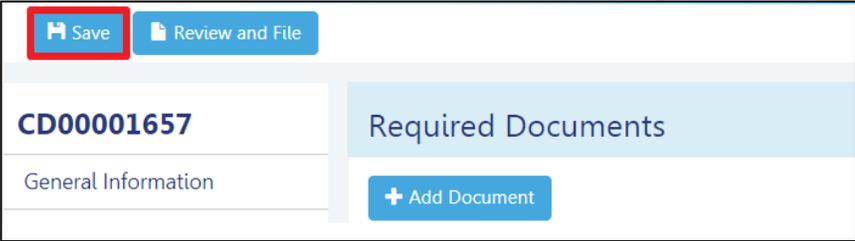
Step	Action
12.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
13.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Complete Equipment Information</b> tab. Continue to the next section.</p>	

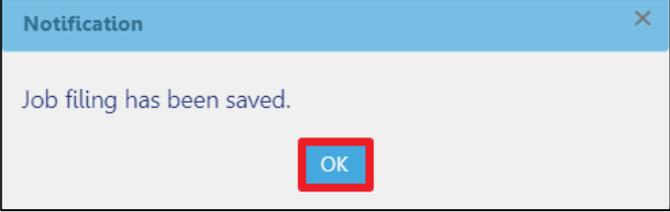
## Upload Documents

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

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The <b>Upload Document</b> pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the Document Type (e.g., <i>Bill of Sale</i>) from the Document Type drop-down list.</p> 

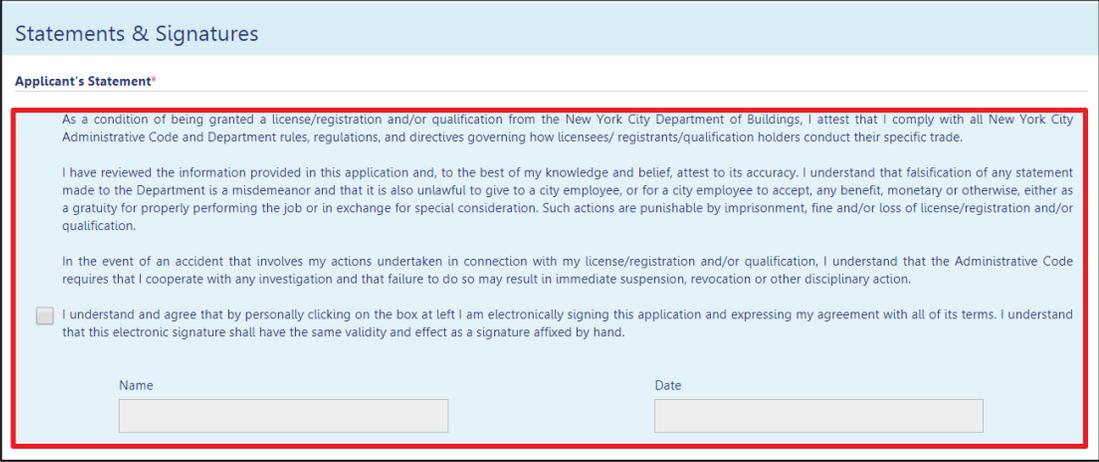
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 

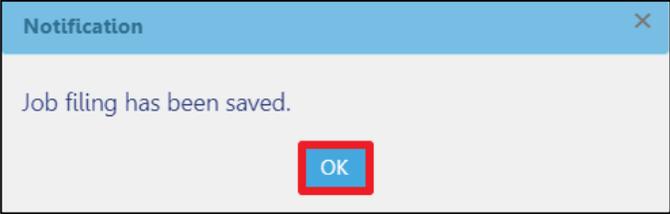
Step	Action																				
7.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded. Click <b>OK</b> to continue.</p> 																				
Note:	<p><i>The Document uploaded displays within the Document table.</i> Click the edit (✎) icon to update the Document information. Click the trash can (🗑) icon to delete the Document. Click the upload (📄) icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 953 1409 1205"> <thead> <tr> <th colspan="5">Documents</th> </tr> <tr> <th colspan="5">+ Add Document</th> </tr> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Mobile Crane Manual</td> <td>Manual</td> <td>Pending</td> <td>09/19/2019</td> <td>📄 ✎ 🗑</td> </tr> </tbody> </table>	Documents					+ Add Document					Document Name	Document Type	Document Status	Uploaded On	Actions	Mobile Crane Manual	Manual	Pending	09/19/2019	📄 ✎ 🗑
Documents																					
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8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 																				

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

## Complete Statements & Signatures

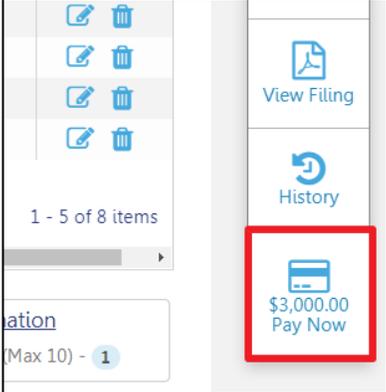
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click <b>Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<p><b>Note:</b></p>	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
<b>APPLICANT OF RECORD</b>	
2.	<p>Click the <b>Applicant's Statement</b> checkbox to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> 

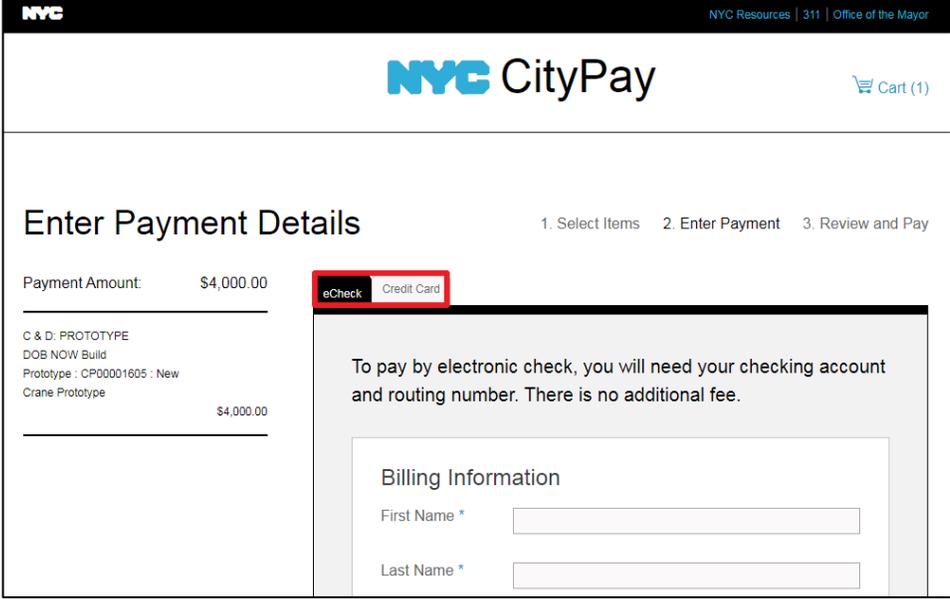
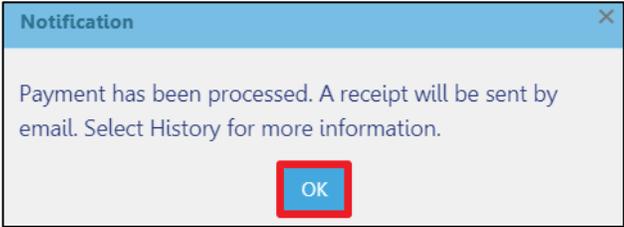
Step	Action
3.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
4.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Statement &amp; Signatures</b> section.            Continue to the next section.</p>	

## Pay Fees

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

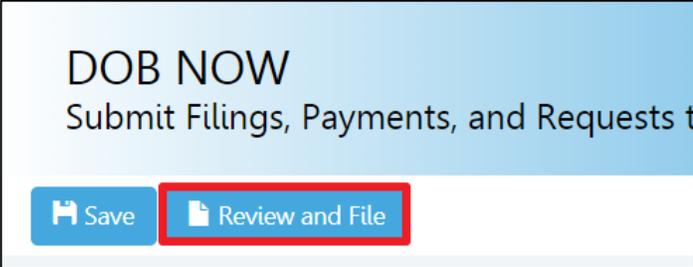
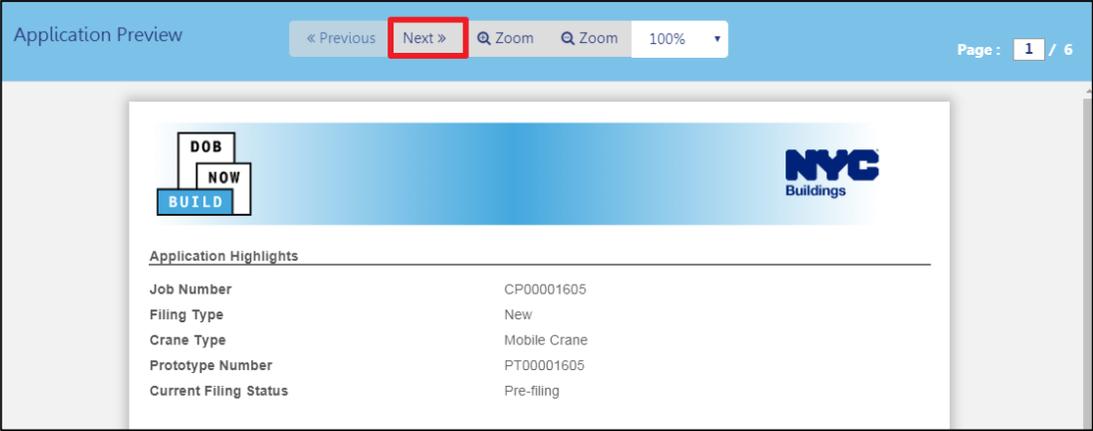
Step	Action
<b>Note:</b>	<i>The fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p>  <p>The screenshot shows a sidebar menu on the left with icons for editing and deleting items, and a main content area on the right. The main content area contains a 'View Filing' button, a 'History' button, and a 'Pay Now' button with a credit card icon and the amount '\$3,000.00'. The 'Pay Now' button is highlighted with a red rectangular box.</p>

Step	Action
2.	<p>The <b>Payment Confirmation</b> 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 \$3,000.00?</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. Click <b>Yes</b>, to proceed.</p> <div data-bbox="315 701 1203 1251" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Payment Confirmation</b></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"> <li>• Owner Type: <b>Individual</b></li> </ul> <p>Are you sure you want to make a payment now for <b>\$3,000.00</b>?</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><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 5px;">Yes</span> <span style="padding: 2px 5px;">No</span> </div> </div>

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

## Complete Review and File

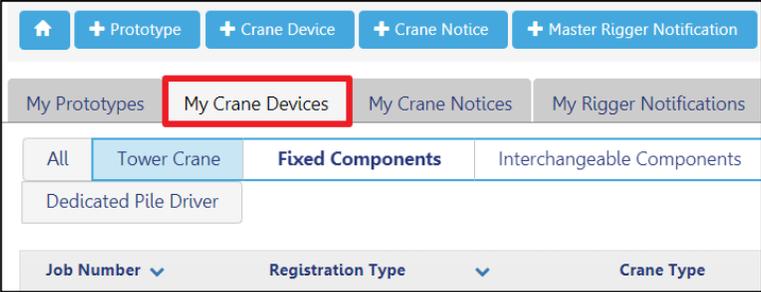
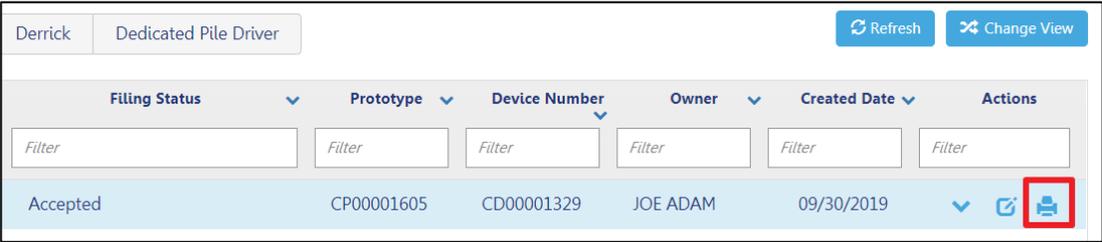
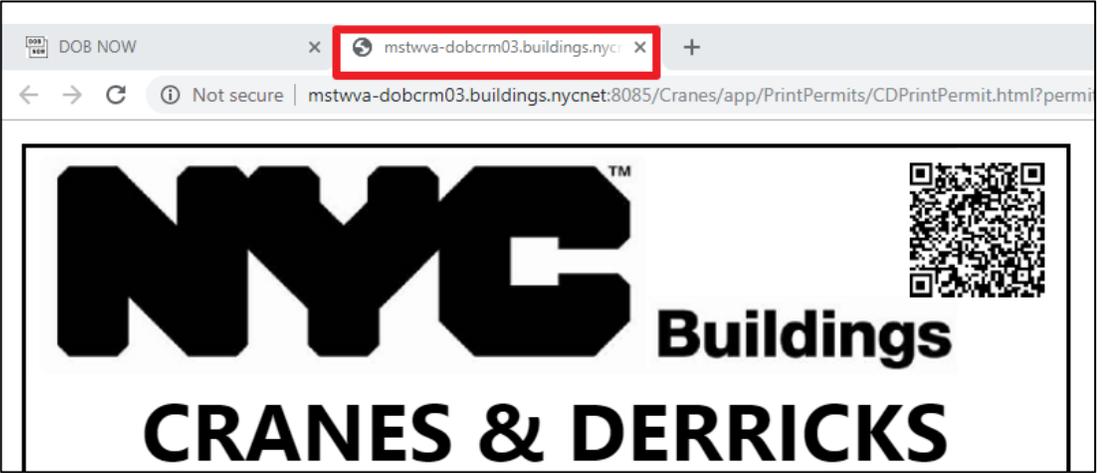
Complete the following steps to review and submit the application to the NYC Department of Buildings.

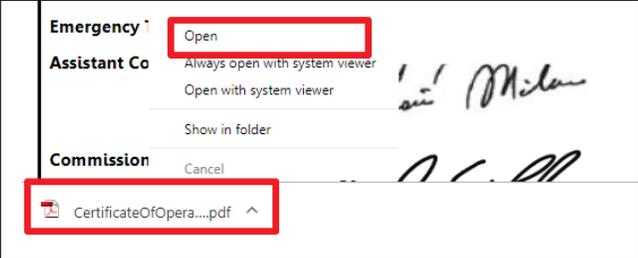
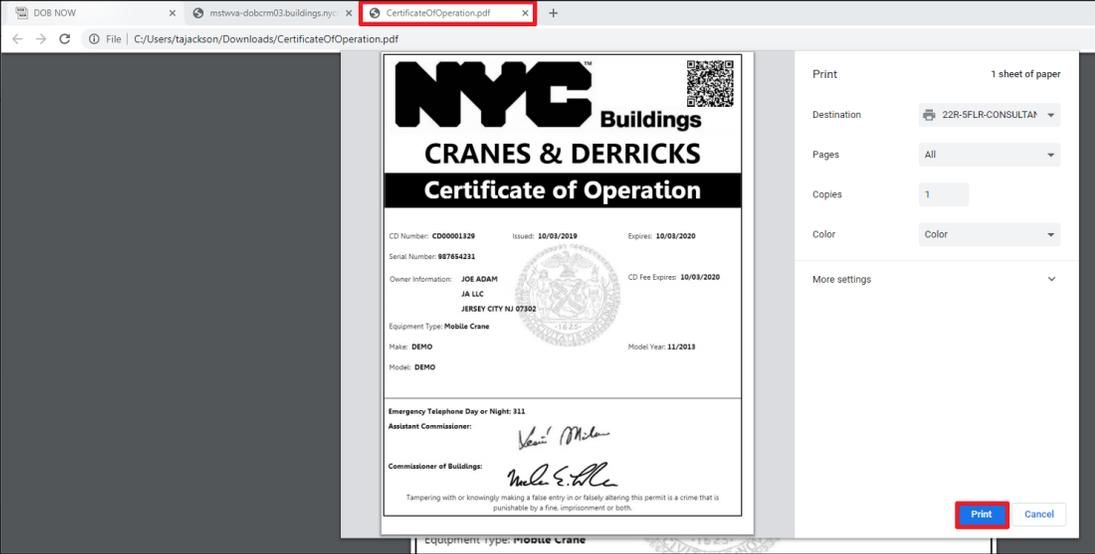
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>At the top-left of the screen, click <b>Review and File</b>.</p> 
2.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview to the final page.</p> 
<b>Note:</b>	<p><i>If errors are discovered when Review and File is selected, click <b>Return to Filing View</b>, 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;"> <span style="border: 1px solid blue; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
4.	<p>The <b>Name</b> and the <b>Date</b> field’s auto-populate after the check-box is clicked. Click <b>File</b>, 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;"> <span style="border: 2px solid red; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
5.	<p>A <b>Notification</b> 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 <b>OK</b> 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 <span style="float: right; font-size: 0.8em;">✕</span></div> <p style="text-align: center; color: #0070c0;">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;"> <span style="border: 2px solid red; padding: 2px 5px;">OK</span> <span style="border: 1px solid blue; padding: 2px 5px; margin-left: 10px;">View Filing</span> </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending QA Assignment</b>).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center;"> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Pre-filing</span> <span>Pending QA Assignment</span> <span>Pending QA Admin Review</span> <span>Accepted (QA)</span> </div> </div>
<p>You have completed the <b>Tower Crane CD Number: Register a Crane Device</b> Step-by-Step Guide.</p>	

## Print Certificate Complete: From the Dashboard

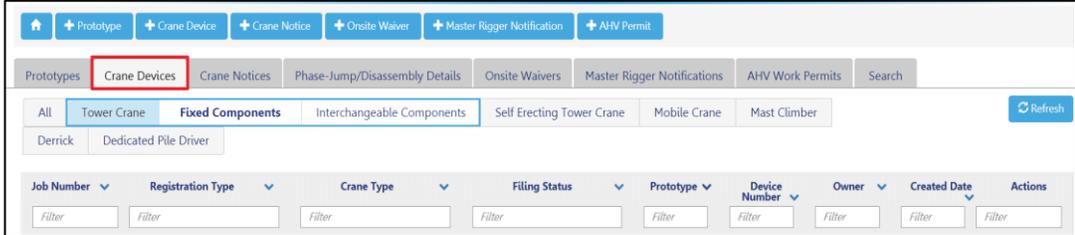
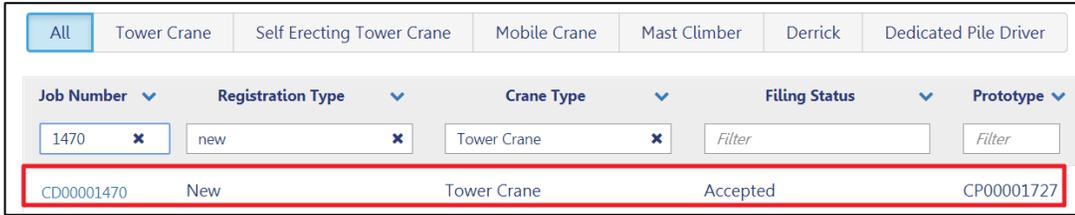
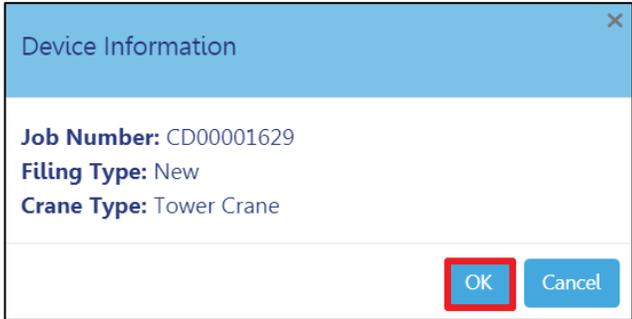
Complete the following steps to print the CD Certificate from the dashboard:

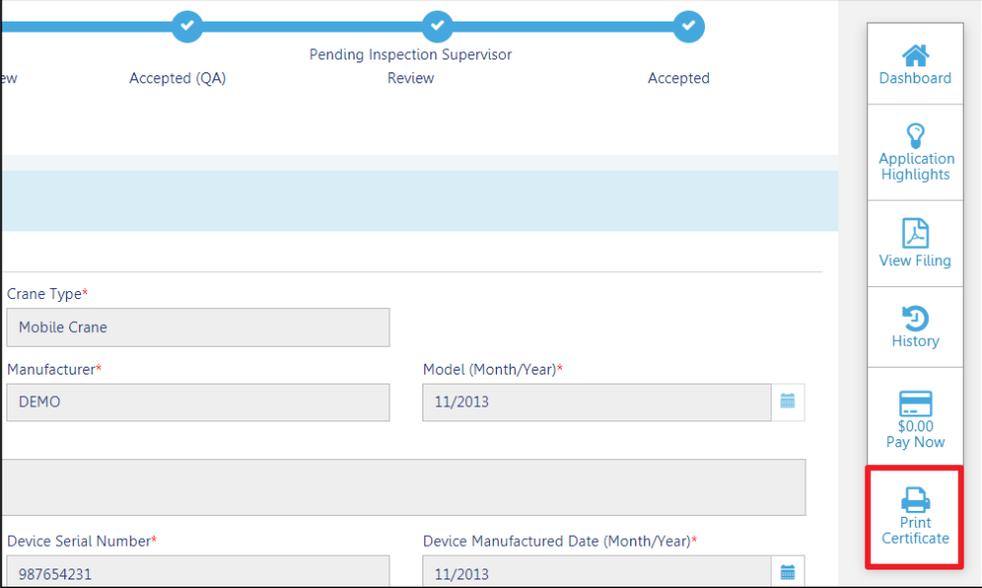
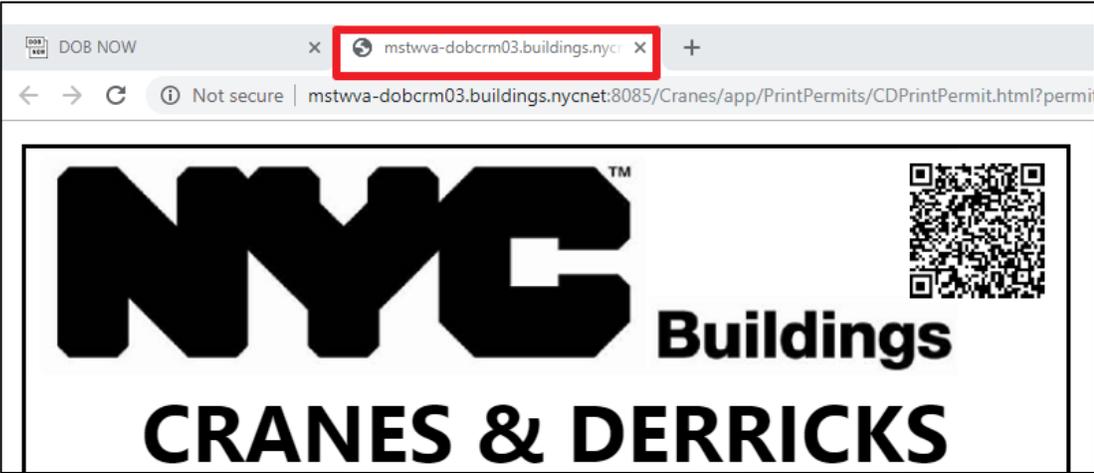
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application.</p> <p>Under the <b>Actions</b> column, click the <b>Print</b> (🖨️) icon on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks Certificate of Operation opens in a second tab.</p> 

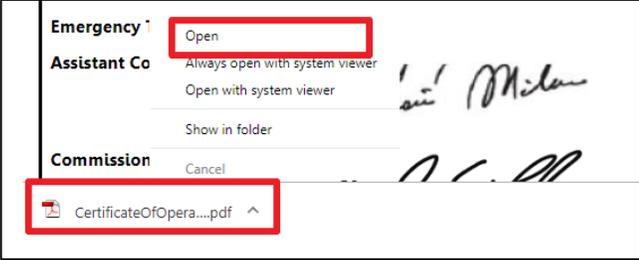
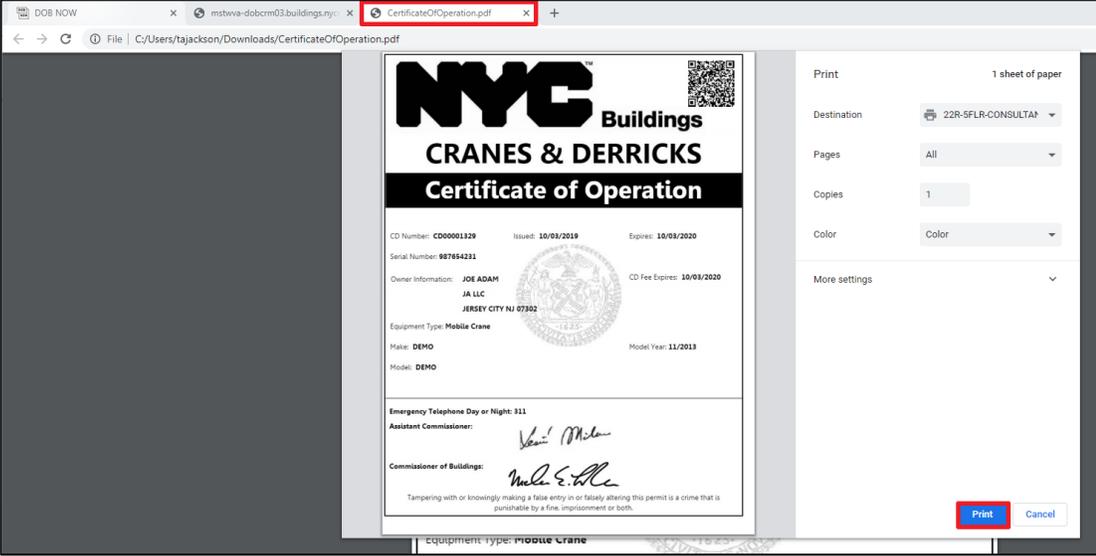
Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p> 
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p> 
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p> 
<p>You have completed the <b>Print a Certificate: From the Dashboard</b> 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 <b>Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The <b>Device Information</b> pop-up window displays with the message: <b>Job Number:</b> CD00001329 Filing Type: New <b>Crane Type:</b> Tower Crane Click <b>OK</b> to proceed.</p> 

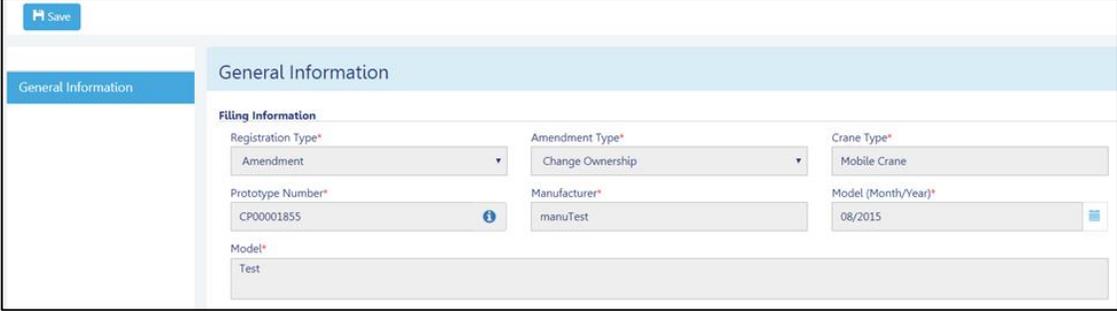
Step	Action
4.	<p>The Crane Device application displays.</p> <p>On the bottom-right, click <b>Print Certificate</b>.</p> 
5.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks Certificate of Operation opens in a second tab.</p> 

Step	Action
6.	<p>From the bottom of the page click <b>Print to PDF</b>.</p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p><b>Print To PDF</b></p>
7.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p>  <p>Emergency Assistant Co Commission</p> <p>Open Always open with system viewer Open with system viewer Show in folder Cancel</p> <p>CertificateOfOpera...pdf</p>
8.	<p>A third tab opens with the print options. Click <b>Print</b>.</p>  <p>DOB NOW</p> <p>mstbwa-dobcrm03.buildings.ny.gov CertificateOfOperation.pdf</p> <p>File   C:/Users/tajackson/Downloads/CertificateOfOperation.pdf</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTAN</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p><b>Print</b> Cancel</p> <p><b>NYC Buildings</b> <b>CRANES &amp; DERRICKS</b> <b>Certificate of Operation</b></p> <p>CD Number: CD00001129 Issued: 10/03/2019 Expires: 10/03/2020 Serial Number: 987654321</p> <p>Owner Information: JOE ADAM JA LLC CD Fee Expires: 10/03/2020 JERSEY CITY NJ 07302</p> <p>Equipment Type: Mobile Crane Make: DEMO Model Year: 11/2013 Model: DEMO</p> <p>Emergency Telephone Day or Night: 311 Assistant Commissioner: [Signature] Commissioner of Buildings: [Signature]</p> <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Equipment type: Mobile Crane</p>
<p>You have completed the Print a Certificate: From within the Application Step-by-Step Guide.</p>	

# Tower Crane CD Number: Amendment: Change Ownership

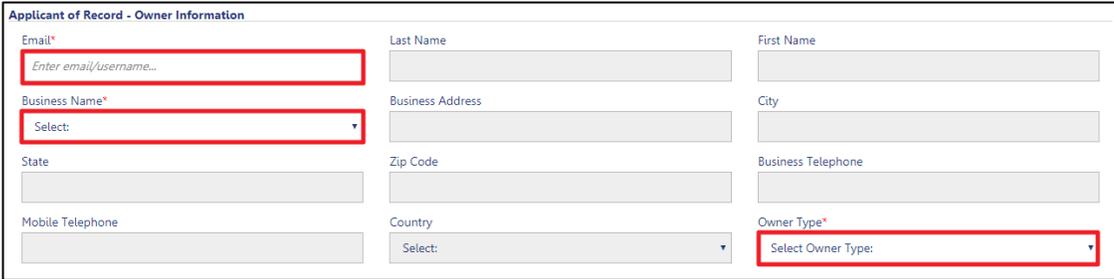
Complete the following steps to Change Ownership on a Crane Device:

Step	Action
1.	<p><b>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Change Ownership from the drop-down list.</b></p>
2.	<p><b>Enter the Crane Device Number.</b></p>
3.	<p><b>Click Submit.</b></p>

Step	Action
4.	<p>The page refreshes and displays the General Information tab.</p> 
<p><b><i>You have begun the Change Ownership Amendment process for a Crane Device. Continue to the Complete General Information tab section.</i></b></p>	

## Complete General Information

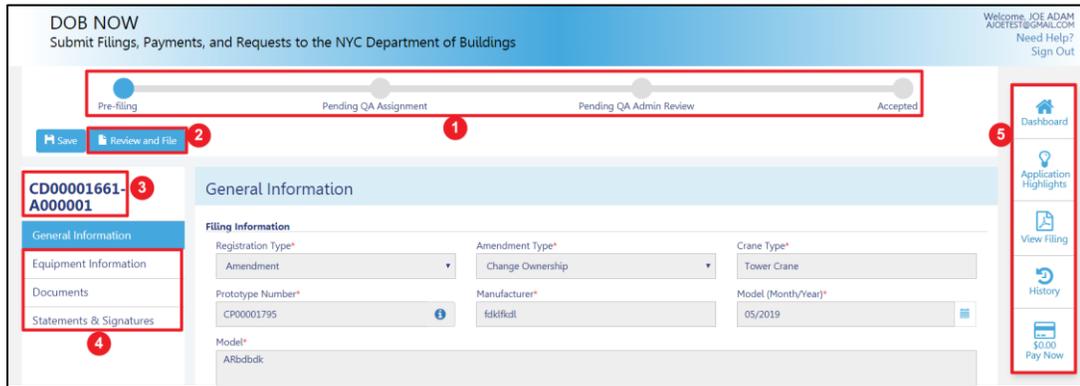
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The General Information section displays.</p> 
2.	<p>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</p> 
3.	<p><b>Enter the Applicant Information:</b></p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down</p> <p>Select the <b>License Type</b> (e.g., <i>Individual</i>) from the License Type drop-down list</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list</p> <p><b>The Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and Country are greyed-out and Read-Only.</b></p> 

Step	Action												
<p><b>Note:</b></p>	<p>The Existing Owner Information is displayed.</p> <div data-bbox="315 390 1430 625" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Existing Owner Information</b></p> <table border="0"> <tr> <td><b>Email</b> AJOETEST1@GMAIL.COM</td> <td><b>Last Name</b> JOE1</td> <td><b>First Name</b> ADAM</td> </tr> <tr> <td><b>Business Name</b> AJ 1</td> <td><b>Business Address</b> 280 Broadway</td> <td><b>City</b> NYC</td> </tr> <tr> <td><b>State</b> NY</td> <td><b>Zip Code</b> 10000</td> <td><b>Business Telephone</b> (201) 333-2222</td> </tr> <tr> <td><b>Mobile Telephone</b> Not Available</td> <td><b>Country</b> United States</td> <td><b>Owner Type</b> NYCHA</td> </tr> </table> </div>	<b>Email</b> AJOETEST1@GMAIL.COM	<b>Last Name</b> JOE1	<b>First Name</b> ADAM	<b>Business Name</b> AJ 1	<b>Business Address</b> 280 Broadway	<b>City</b> NYC	<b>State</b> NY	<b>Zip Code</b> 10000	<b>Business Telephone</b> (201) 333-2222	<b>Mobile Telephone</b> Not Available	<b>Country</b> United States	<b>Owner Type</b> NYCHA
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<b>Mobile Telephone</b> Not Available	<b>Country</b> United States	<b>Owner Type</b> NYCHA											
<p>4.</p>	<p><i>If applicable, click + Add Representative to add Filing Representative.</i></p> <div data-bbox="315 743 1175 932" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Filing Representative Information</b></p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">+ Add Representative</span></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 style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email									
First Name	Last Name	Email											
<p>5.</p>	<p><i>The Filing Representative Details pop-up window displays.</i> <i>Type the Email and then select the Email Address from the blue drop-down.</i></p> <div data-bbox="315 1073 1393 1549" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a90e2; color: white; padding: 5px;"><b>Filing Representative Details</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> <b>Email*</b>  <input type="text" value="APPLEROME16@GMAIL.COM"/>  <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span> </td> <td style="width: 33%;"> <b>Last Name</b>  <input type="text"/> </td> <td style="width: 33%;"> <b>First Name</b>  <input type="text"/> </td> </tr> <tr> <td> <b>Business Address</b>  <input type="text"/> </td> <td> <b>City</b>  <input type="text"/> </td> <td> <b>Country</b>  <input type="text" value="Select:"/> </td> </tr> <tr> <td> <b>State</b>  <input type="text"/> </td> <td> <b>Zip Code</b>  <input type="text"/> </td> <td> <b>Business Telephone</b>  <input type="text"/> </td> </tr> <tr> <td> <b>Mobile Telephone</b>  <input type="text"/> </td> <td colspan="2" style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </td> </tr> </table> </div>	<b>Email*</b> <input type="text" value="APPLEROME16@GMAIL.COM"/> <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span>	<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>Business Address</b> <input type="text"/>	<b>City</b> <input type="text"/>	<b>Country</b> <input type="text" value="Select:"/>	<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Business Telephone</b> <input type="text"/>	<b>Mobile Telephone</b> <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<b>Email*</b> <input type="text" value="APPLEROME16@GMAIL.COM"/> <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span>	<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>											
<b>Business Address</b> <input type="text"/>	<b>City</b> <input type="text"/>	<b>Country</b> <input type="text" value="Select:"/>											
<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Business Telephone</b> <input type="text"/>											
<b>Mobile Telephone</b> <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>												
<p>6.</p>	<p><i>Click <b>Save</b>.</i></p> <div data-bbox="315 1635 748 1850" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Business Telephone</b></p> <p><input type="text" value="(458) 466-4485"/></p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>												

Step	Action												
<p><b>Note:</b></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> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><a href="#">+ Add Representative</a></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><i>At the top-left of the screen, click <b>Save</b>.</i></p> <div data-bbox="315 842 972 1087" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> <p>Crane Notice</p> </div>												
<p>8.</p>	<p><i>Click <b>Save</b>.</i></p> <div data-bbox="315 1171 951 1388" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with Change Ownership for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> <li>• CD00001733</li> </ul> <p><a href="#">Save</a> <a href="#">Cancel</a></p> </div>												
<p>9.</p>	<p><i>A Notification pop-up window displays with the message:</i></p> <p><b>Job filing has been saved.</b></p> <p><i>Click <b>OK</b> to continue.</i></p> <div data-bbox="315 1570 984 1787" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Job filing has been saved.</p> <p><a href="#">OK</a></p> </div>												

Step	Action
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. Application Information: Application Highlights, View Filing, History and Fee</li> </ol>

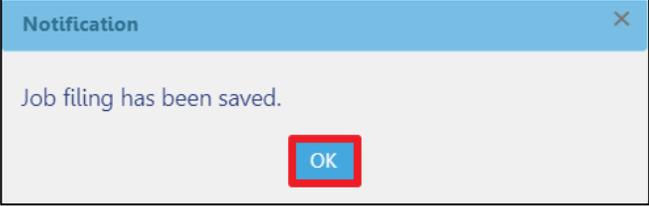


**You have completed the Complete General Information tab. Continue to the next section.**

## Complete Equipment Information Tab

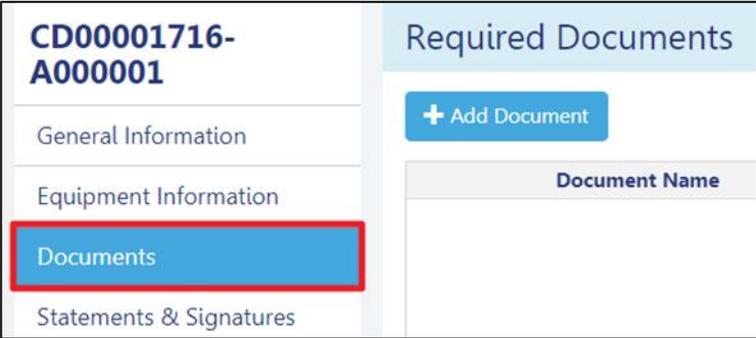
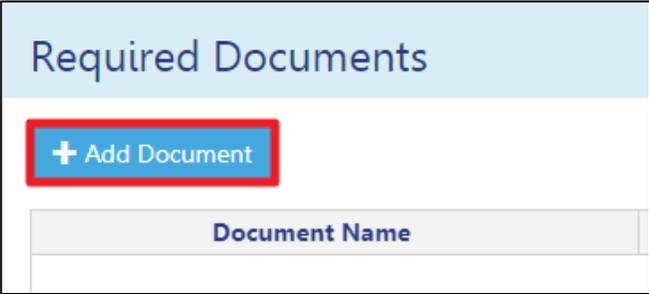
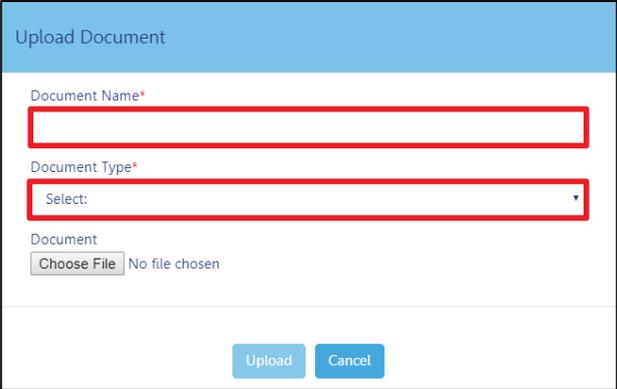
Complete the following steps to complete the Equipment Information tab:

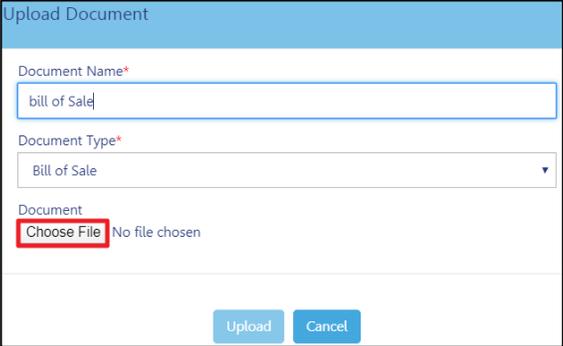
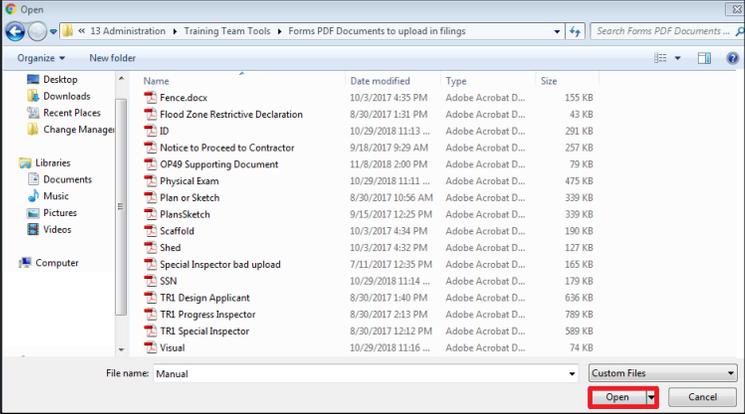
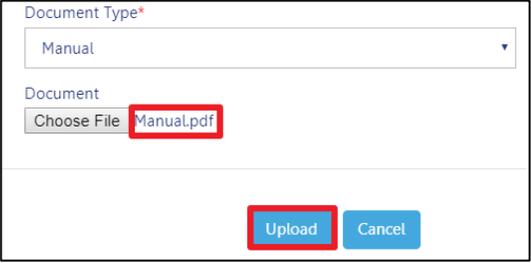
Step	Action
1.	<p>Click <i>Equipment Information</i> to display the <i>Equipment Information</i> section.</p>
<b>Note:</b>	<p>The <i>Equipment Information</i> and <i>Boom Type Information</i> fields are greyed-out and cannot be edited.</p>
<b>Note:</b>	<p>The <i>Cable Drum Information</i> field is greyed-out and cannot be edited.</p>
2.	<p>At the top-left of the screen, click <b>Save</b>.</p>

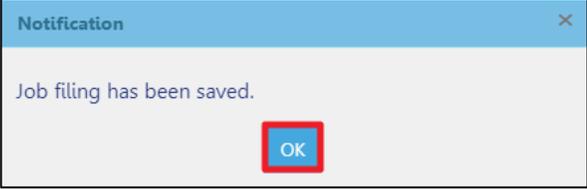
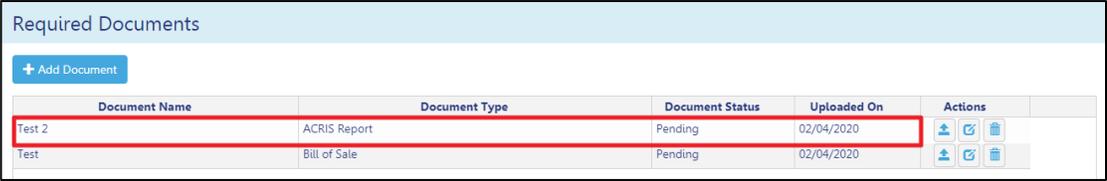
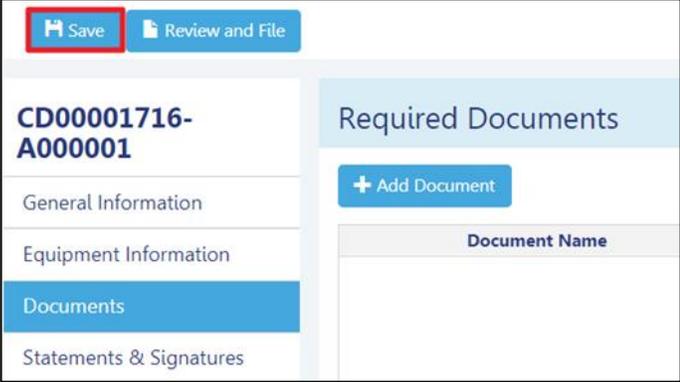
Step	Action
3.	<p>A Notification pop-up window displays with the message:  <b>Job filing has been saved.</b>            Click <b>OK</b> to continue.</p> 
<p><b><i>You have completed the Complete Equipment Information tab. Continue to the next section.</i></b></p>	

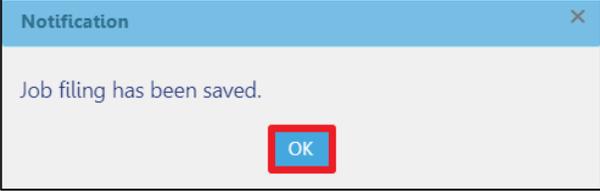
## Upload Documents

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

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., Manual) from the Document Type drop-down list.</p> 

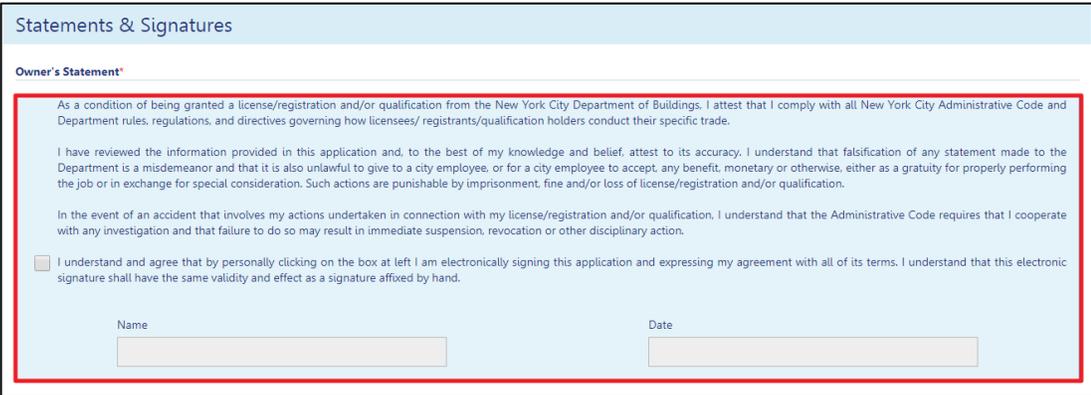
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p><b><i>The Document pop-up window displays.</i></b>  <b><i>Select the Document and click Open.</i></b></p> 
6.	<p><b><i>The Document displays next to Choose File.</i></b>  <b><i>Click Upload.</i></b></p> 

Step	Action															
7.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p> 															
<b>Note:</b>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.</p> <p>Click the trash can (  ) icon to delete the Document.</p> <p>Click the upload (  ) icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 856 1422 1037"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
8.	<p><b>At the top-left of the screen, click Save.</b></p> 															

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

## Complete Statements & Signatures

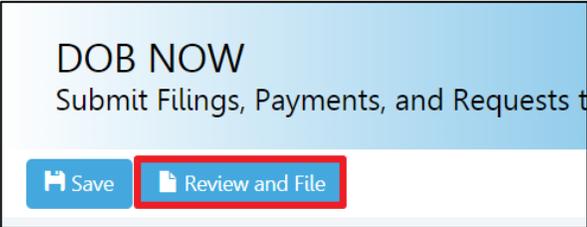
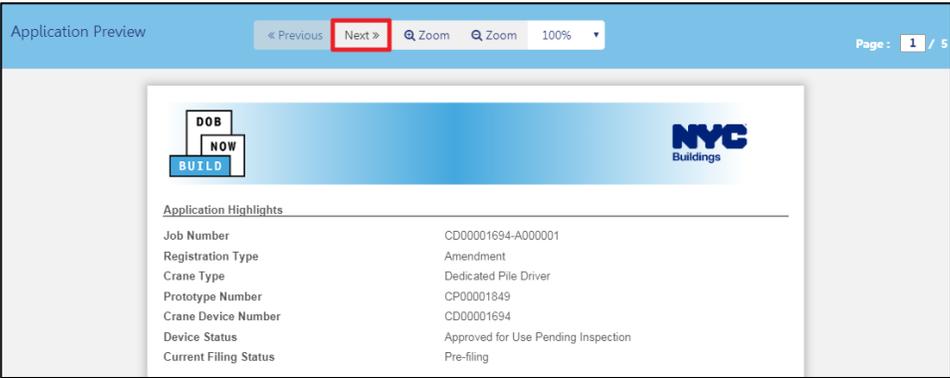
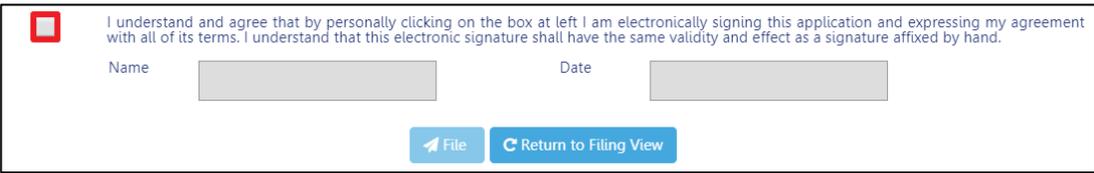
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

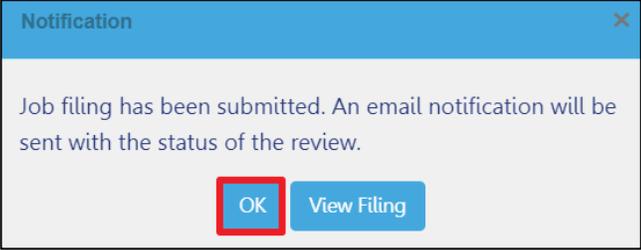
Step	Action
1.	<p><b>Click Statements &amp; Signatures to display the Statements &amp; Signatures section.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
<b>OWNER</b>	
2.	<p><b>Click the Owner's Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field's auto-populate by the system.</b></p> <div data-bbox="315 464 1430 873" style="border: 1px solid black; padding: 10px;"> <p>Statements &amp; Signatures</p> <p><b>Owner's Statement*</b></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>In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;">Name <span style="float: right;">Date</span></p> <p style="text-align: center;">ADAM JOE1 <span style="float: right;">02/04/2020</span></p> <p style="text-align: center;">(Electronically Signed)</p> </div>
3.	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="315 957 1060 1157" style="border: 1px solid black; padding: 10px;"> <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: 20px;"> <div style="text-align: left;">CD00001716- A000001</div> <div style="text-align: right; background-color: #e1eef6; padding: 5px;">Statements &amp; Signatures</div> </div> </div>
4.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="315 1346 985 1560" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="background-color: #4f81bd; color: white; padding: 5px;">Notification <span style="float: right;">×</span></p> <p style="padding: 10px 0 0 20px;">Job filing has been saved.</p> <p style="text-align: center; margin-top: 10px;"><span style="border: 2px solid red; padding: 2px 10px;">OK</span></p> </div>
<p><b>You have completed the Statement &amp; Signatures section.</b></p> <p><b>Continue to the next section.</b></p>	

## Complete Review and File

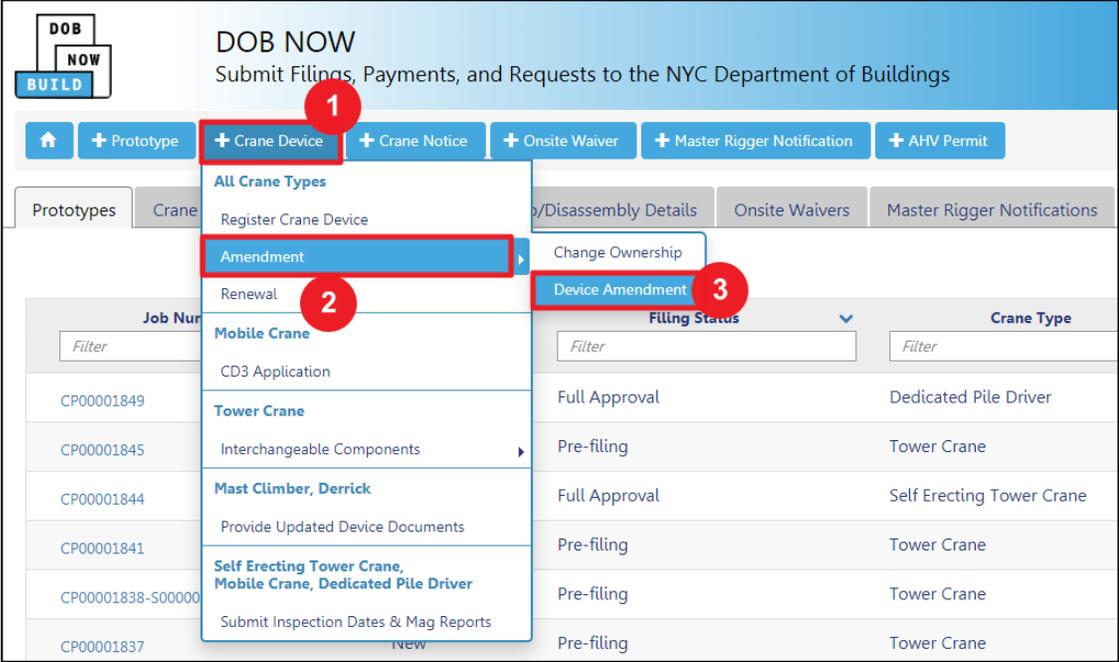
Complete the following steps to review and submit the application to the NYC Department of Buildings.

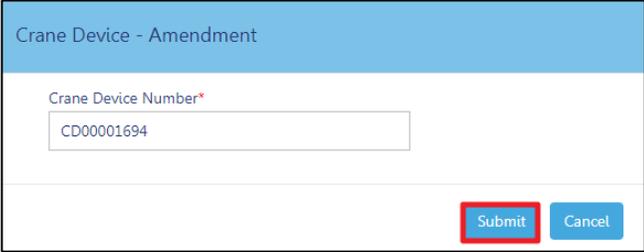
Step	Action																
1.	<p><b>At the top-left of the screen, click Review and File.</b></p> 																
2.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001694-A000001</td> </tr> <tr> <td>Registration Type</td> <td>Amendment</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001849</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001694</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use Pending Inspection</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001694-A000001	Registration Type	Amendment	Crane Type	Dedicated Pile Driver	Prototype Number	CP00001849	Crane Device Number	CD00001694	Device Status	Approved for Use Pending Inspection	Current Filing Status	Pre-filing
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<b>Note:</b>	<p><b>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.</b></p> 																
3.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 																

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

# Tower Cranes CD Number: Amendment: Device Amendment

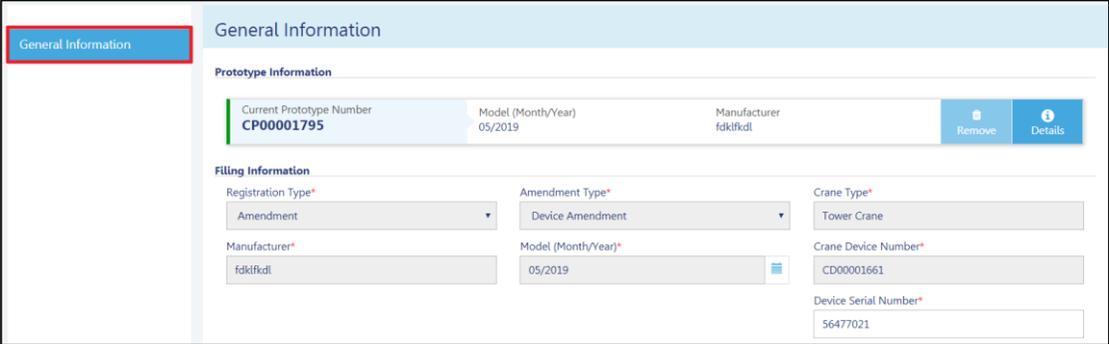
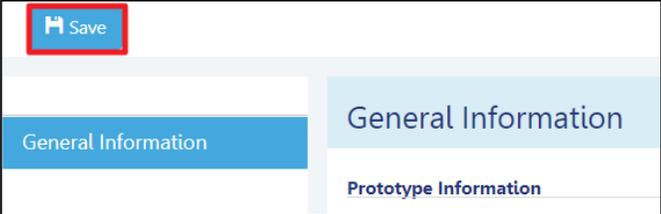
Complete the following steps to register a Crane Device:

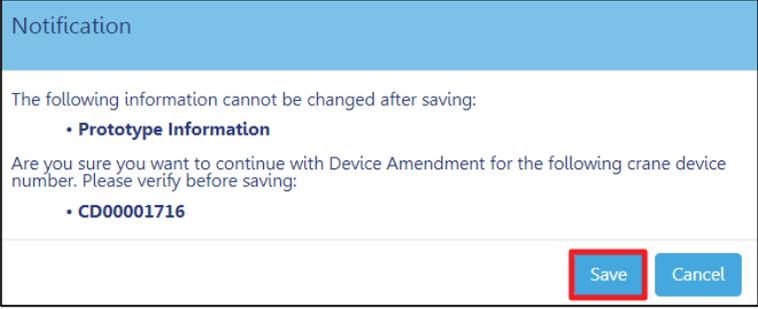
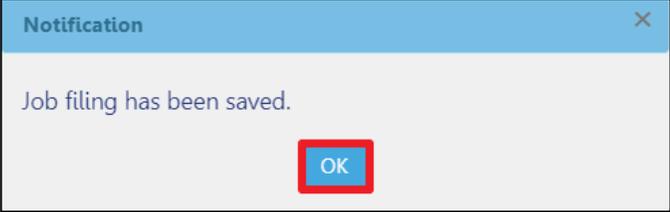
Step	Action
1.	<p><b>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Device Amendment from the drop-down list.</b></p>  <p>The screenshot shows the DOB NOW interface with a navigation bar containing '+ Prototype', '+ Crane Device', '+ Crane Notice', '+ Onsite Waiver', '+ Master Rigger Notification', and '+ AHV Permit'. A dropdown menu is open under '+ Crane Device', showing options like 'All Crane Types', 'Register Crane Device', 'Amendment', 'Renewal', 'Mobile Crane', 'Tower Crane', 'Mast Climber, Derrick', and 'Self Erecting Tower Crane, Mobile Crane, Dedicated Pile Driver'. The 'Amendment' option is highlighted with a red box and a '2', and its sub-menu is open, with 'Device Amendment' highlighted with a red box and a '3'. A red circle with '1' is placed over the '+ Crane Device' button.</p>
2.	<p><b>Enter the Crane Device Number.</b></p>  <p>The screenshot shows a form titled 'Crane Device - Amendment'. It has a field for 'Crane Device Number*' with a red box around it containing the text 'Enter Device number e.g. CD00000380'. Below the field are 'Submit' and 'Cancel' buttons.</p>

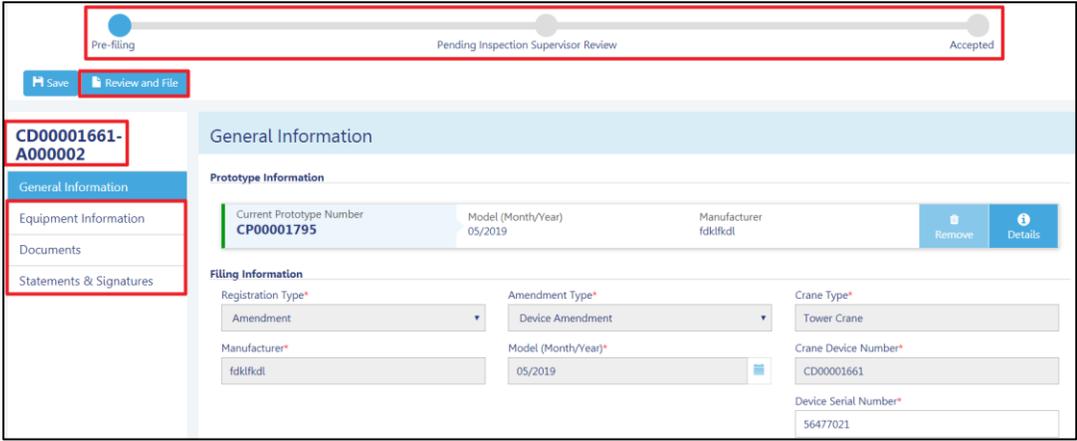
Step	Action
3.	<p><b><i>Click Submit.</i></b></p> 
<p><b><i>You have begun the Device Amendment process for a Crane Device. Continue to the Complete General Information tab section.</i></b></p>	

## Complete General Information

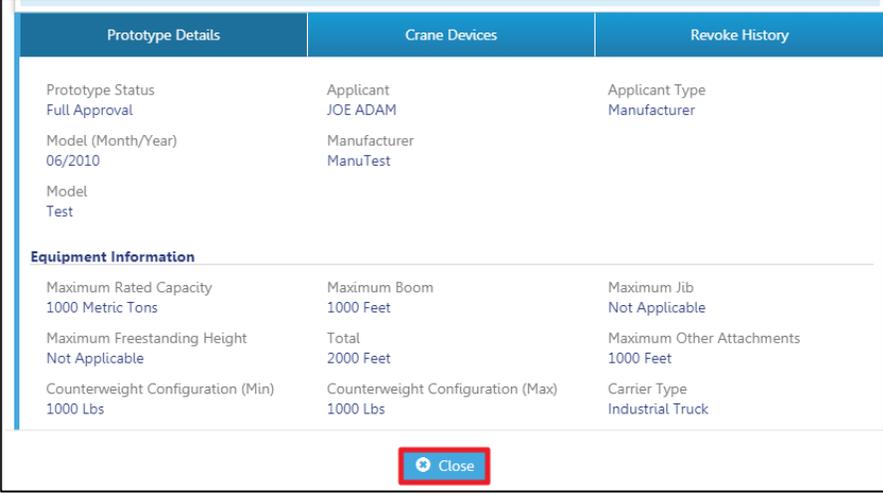
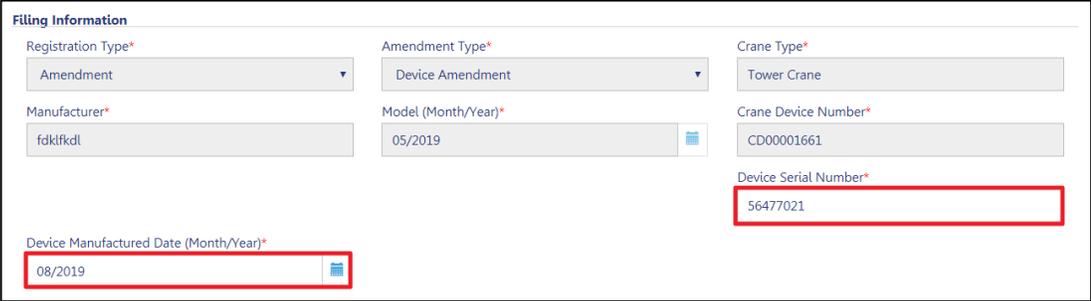
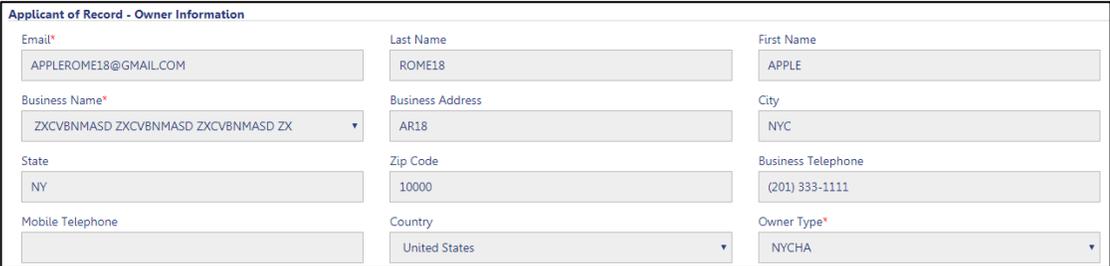
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The <b>General Information</b> section displays.</p> 
2.	<p>At the top-left of the screen, <b>click Save</b>.</p> 

Step	Action
3.	<p>A Notification pop-up windows displays with the message:</p> <p><b>The following information cannot be changed after saving:</b></p> <ul style="list-style-type: none"> <li>• <b>Prototype Information</b></li> </ul> <p><b>Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:</b></p> <ul style="list-style-type: none"> <li>• <b>CD00001716</b></li> </ul> <p><b>Click OK</b> to close the Notification pop-up window.</p> 
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p><b>Click OK</b> to continue.</p> 

Step	Action
<p><b>Note:</b></p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. Application Information: Application Highlights, View Filing, History and Fee</li> </ol> 

Step	Action																																							
5.	<p><b><i>The Search Results pop-up window displays.</i></b></p> <p><b><i>If applicable, select the applicable Prototype Number.</i></b></p> <p><b><i>Click +Add to proceed.</i></b></p> <div data-bbox="313 438 912 1014" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1"> <tr> <td>Prototype Number CP00001795</td> <td>Crane Type Tower Crane</td> <td>Approved On 12/17/2019</td> </tr> <tr> <th>Prototype Details</th> <th>Crane Devices</th> <th>Revoke History</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Applicant ADAM JOE1</td> <td>Applicant Type Owner</td> </tr> <tr> <td>Model (Month/Year) 05/2019</td> <td>Manufacturer fdkifkdl</td> <td></td> </tr> <tr> <td>Model ARbdbck</td> <td></td> <td></td> </tr> <tr> <th colspan="3">Equipment Information</th> </tr> <tr> <td>Maximum Rated Capacity 100 Metric Tons</td> <td>Maximum Boom 140 Feet</td> <td>Maximum Jib 450 Feet</td> </tr> <tr> <td>Maximum Freestanding Height 459 Feet</td> <td>Total 1090 Feet</td> <td>Maximum Other Attachments 500 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) 250 Lbs</td> <td>Counterweight Configuration (Max) 500 Lbs</td> <td>Carrier Type Not Applicable</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Internal</td> </tr> <tr> <td>Width with Outriggers Extended Not Applicable</td> <td>Overall Carrier Length Not Applicable</td> <td>Overall Carrier Width Not Applicable</td> </tr> <tr> <td>Overall Carrier Tailswing Not Applicable</td> <td></td> <td></td> </tr> <tr> <td>Boom Types</td> <td></td> <td></td> </tr> </table> </div>	Prototype Number CP00001795	Crane Type Tower Crane	Approved On 12/17/2019	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant ADAM JOE1	Applicant Type Owner	Model (Month/Year) 05/2019	Manufacturer fdkifkdl		Model ARbdbck			Equipment Information			Maximum Rated Capacity 100 Metric Tons	Maximum Boom 140 Feet	Maximum Jib 450 Feet	Maximum Freestanding Height 459 Feet	Total 1090 Feet	Maximum Other Attachments 500 Feet	Counterweight Configuration (Min) 250 Lbs	Counterweight Configuration (Max) 500 Lbs	Carrier Type Not Applicable	Transmission Type Mechanical	Power Gas	Climbing Type Internal	Width with Outriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable	Overall Carrier Tailswing Not Applicable			Boom Types		
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6.	<p><b><i>The Prototype Information field will populate with the Current Prototype Number.</i></b></p> <p><b><i>Click Details to view the Current Prototype Number.</i></b></p> <div data-bbox="313 1150 1421 1255" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1"> <tr> <td>Current Prototype Number <b>CP00001849</b></td> <td>Model (Month/Year) 06/2010</td> <td>Manufacturer ManuTest</td> <td>Remove</td> <td style="border: 2px solid red;">Details</td> </tr> </table> </div>	Current Prototype Number <b>CP00001849</b>	Model (Month/Year) 06/2010	Manufacturer ManuTest	Remove	Details																																		
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Step	Action
7.	<p>Click <b>Close</b>.</p> 
8.	<p><b>Enter the Applicant Information:</b></p> <p>Type the Device Serial Number.            Select the Device Manufactured Date (Month/Year)</p> <p><b>The Filing Information fields: Registration Type, Amendment Type, Crane Type, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</b></p> 
9.	<p><b>The Applicant of Record – Owner Information is greyed-out and cannot be edited.</b></p> 

Step	Action						
10.	<p><b><i>If applicable, click + Add Representative to add Filing Representative.</i></b></p> <div data-bbox="315 321 1175 508"> <p>Filing Representative Information</p> <p><b>+ Add Representative</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email			
First Name	Last Name	Email					
11.	<p><b><i>The Filing Representative Details pop-up window displays.</i></b></p> <p><b><i>Type the Email and then select the Email Address from the blue drop-down.</i></b></p> <div data-bbox="315 646 1395 1127"> <p>Filing Representative Details</p> <p>Email* <input type="text" value="APPLEROME16@GMAIL.COM"/>  <input type="text" value="APPLEROME16@GMAIL.COM"/></p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country <input type="text" value="Select:"/></p> <p>Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						
12.	<p><b><i>Click Save.</i></b></p> <div data-bbox="315 1211 750 1428"> <p>Business Telephone</p> <p><input type="text" value="(458) 466-4485"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						

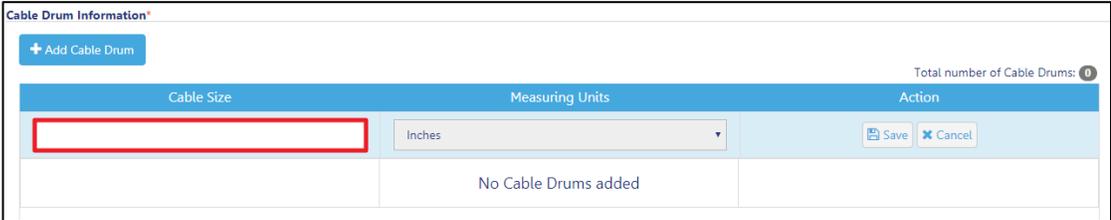
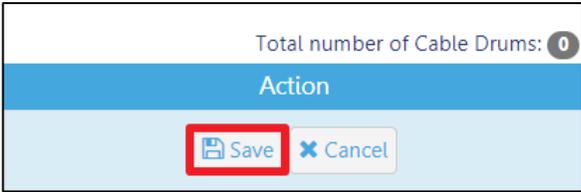
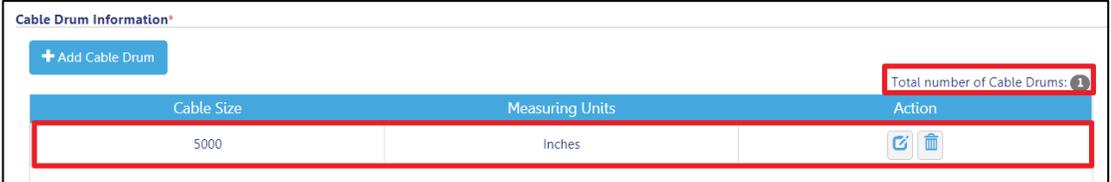
Step	Action												
<p><b>Note:</b></p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit (  ) icon to update the information.</p> <p>Click the trash can (  ) icon to delete the Filing Representative.</p> <hr/> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><a href="#">+ Add Representative</a></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	 
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APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>13.</p>	<p><b>Click +Add Cable Drum to display the Cable Size action field.</b></p> <div data-bbox="315 856 1273 1121" style="border: 1px solid black; padding: 5px;"> <p><b>Cable Drum Information*</b></p> <p><a href="#">+ Add Cable Drum</a></p> <p style="text-align: right;">Total number of Cable Drums: <b>1</b></p> <table border="1"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Inches</td> <td>   </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	1000	Inches	 						
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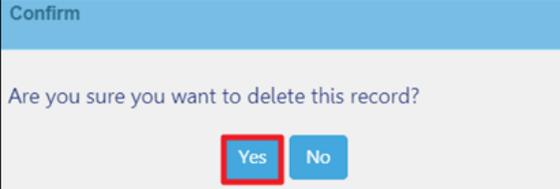
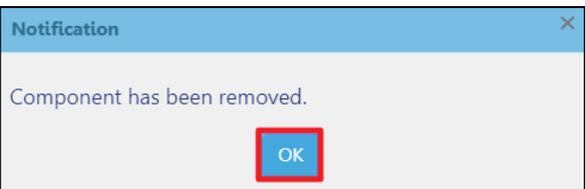
## Complete Equipment Information Tab

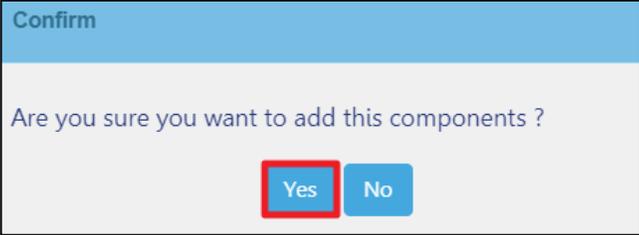
Complete the following steps to complete the Equipment Information tab:

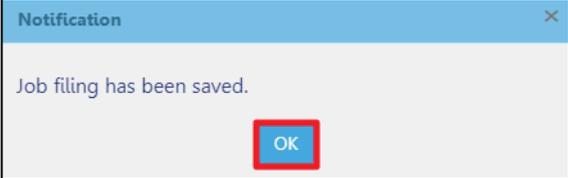
Step	Action																		
1.	<p><b>Click Equipment Information to display the Equipment Information and Boom Type Information sections.</b></p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Equipment Information</b></p> <table border="0"> <tr> <td>Actual Rated Capacity* 12</td> <td>Capacity Units* Metric Tons</td> <td>Actual Boom* 15 Feet</td> </tr> <tr> <td>Actual Jib 10 Feet</td> <td>Other Attachments 10 Feet</td> <td>Total 35 Feet</td> </tr> <tr> <td>Maximum Freestanding Height* 6 Feet</td> <td>Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)</td> <td>Transmission Type* Mechanical</td> </tr> <tr> <td>Power* Gas</td> <td>Climbing Type* Internal</td> <td></td> </tr> </table> <p><b>Boom Type Information*</b></p> <p> <input checked="" type="checkbox"/> Articulating             <input type="checkbox"/> Lattice             <input type="checkbox"/> Luffing             <input type="checkbox"/> Telescoping             <input type="checkbox"/> Other         </p> </div>	Actual Rated Capacity* 12	Capacity Units* Metric Tons	Actual Boom* 15 Feet	Actual Jib 10 Feet	Other Attachments 10 Feet	Total 35 Feet	Maximum Freestanding Height* 6 Feet	Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)	Transmission Type* Mechanical	Power* Gas	Climbing Type* Internal							
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2.	<p><b>Enter the Filing Information:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Actual Rated Capacity</td> <td>Actual Boom</td> </tr> <tr> <td>Actual Jib</td> <td>Other Attachments</td> </tr> <tr> <td>Maximum Freestanding Height</td> <td>Actual Counterweight Configuration</td> </tr> </table> <p><b>The Boom Type Information can only be deselected</b></p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Equipment Information</b></p> <table border="0"> <tr> <td>Actual Rated Capacity* 12</td> <td>Capacity Units* Metric Tons</td> <td>Actual Boom* 15 Feet</td> </tr> <tr> <td>Actual Jib 10 Feet</td> <td>Other Attachments 10 Feet</td> <td>Total 35 Feet</td> </tr> <tr> <td>Maximum Freestanding Height* 6 Feet</td> <td>Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)</td> <td>Transmission Type* Mechanical</td> </tr> <tr> <td>Power* Gas</td> <td>Climbing Type* Internal</td> <td></td> </tr> </table> <p><b>Boom Type Information*</b></p> <p> <input type="checkbox"/> Articulating             <input type="checkbox"/> Lattice             <input type="checkbox"/> Luffing             <input type="checkbox"/> Telescoping             <input type="checkbox"/> Other         </p> </div>	Actual Rated Capacity	Actual Boom	Actual Jib	Other Attachments	Maximum Freestanding Height	Actual Counterweight Configuration	Actual Rated Capacity* 12	Capacity Units* Metric Tons	Actual Boom* 15 Feet	Actual Jib 10 Feet	Other Attachments 10 Feet	Total 35 Feet	Maximum Freestanding Height* 6 Feet	Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)	Transmission Type* Mechanical	Power* Gas	Climbing Type* Internal	
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Step	Action												
<p><b>Note:</b></p>	<p>The Equipment Information fields: Capacity Units, Other Attachments, Total, Transmission Type, Power, and Climbing Type, are greyed-out and cannot be edited.</p> <div data-bbox="315 401 1385 730" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment Information</b></p> <table border="0"> <tr> <td>Actual Rated Capacity* 12</td> <td>Capacity Units* Metric Tons</td> <td>Actual Boom* 15 Feet</td> </tr> <tr> <td>Actual Jib 10 Feet</td> <td>Other Attachments 10 Feet</td> <td>Total 35 Feet</td> </tr> <tr> <td>Maximum Freestanding Height* 6 Feet</td> <td>Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)</td> <td>Transmission Type* Mechanical</td> </tr> <tr> <td>Power* Gas</td> <td>Climbing Type* Internal</td> <td></td> </tr> </table> </div>	Actual Rated Capacity* 12	Capacity Units* Metric Tons	Actual Boom* 15 Feet	Actual Jib 10 Feet	Other Attachments 10 Feet	Total 35 Feet	Maximum Freestanding Height* 6 Feet	Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)	Transmission Type* Mechanical	Power* Gas	Climbing Type* Internal	
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<p>3.</p>	<p><b>Click <i>+Add Cable Drum</i> to display the Cable Size action field.</b></p> <div data-bbox="315 825 1430 1003" style="border: 1px solid black; padding: 5px;"> <p><b>Cable Drum Information*</b></p> <p><i>+ Add Cable Drum</i></p> <p style="text-align: right;">Total number of Cable Drums: 1</p> <table border="1"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Inches</td> <td> </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	1000	Inches							
Cable Size	Measuring Units	Action											
1000	Inches												
<p><b>Note:</b></p>	<p><b>A Notification pop-up windows displays with the message:</b></p> <p><b>A maximum of 1 Cable Drums can be added to this Crane Device Based on the Prototype Equipment Information). Another Cable Drum cannot be added.</b></p> <p><b>Click OK to close the Notification pop-up window.</b></p> <div data-bbox="315 1262 924 1524" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Notification</b> <span style="float: right;">✕</span></p> <p>A maximum of 1 Cable Drums can be added to this Crane Device (based on the Prototype Equipment Information). Another Cable Drum cannot be added.</p> <p style="text-align: center;"><b>OK</b></p> </div>												

Step	Action
4.	<p><b>To add the Cable Size:</b></p> <p>Type the Cable Size</p> 
5.	<p><b>Under the Action column, click Save.</b></p> 
6.	<p>The Total number of Cable Drums updates.</p> <p>The Cable Drum added displays within the Cable Drum table.</p> <p>Click the edit (  ) icon to update the Cable Drum information.</p> <p>Click the trash can (  ) icon to delete the Cable Drum.</p> 
7.	<p>The Component Last Inspection Date can be updated.</p> 

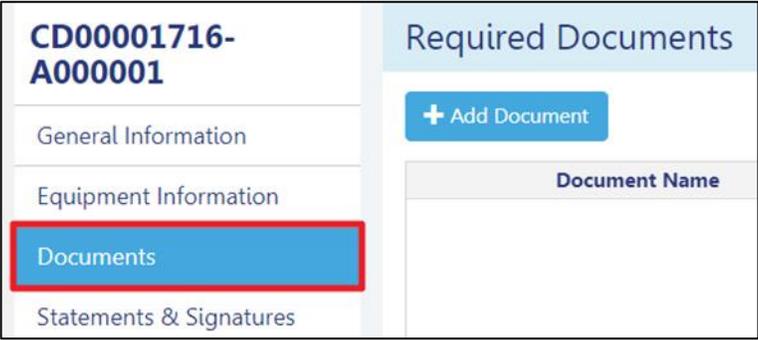
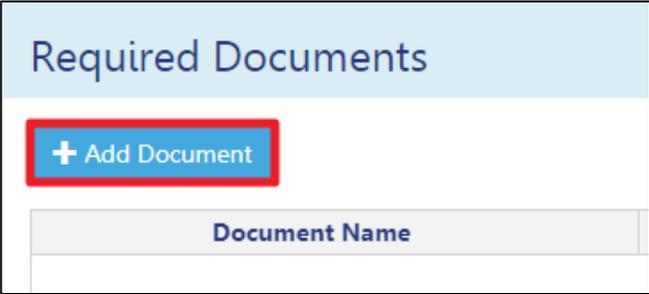
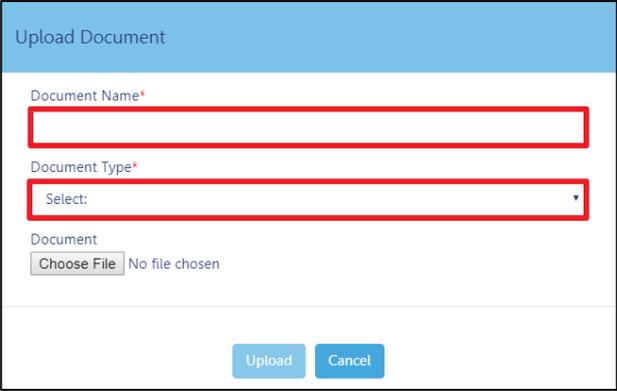
Step	Action																																				
8.	<p>Components can be deleted and new Component can be added.</p> <p>Click the icon for (  ) <b>Delete</b>.</p>  <p><b>Components</b></p> <p>+ Add Component</p> <table border="1"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>on</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>rmation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> <td> </td> </tr> </tbody> </table>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status		Information	11111444	06/2008	02/01/2020	Accepted	 	in boom	148776	06/2009	02/09/2020	Accepted	 	on	87677858	09/2010	02/04/2020	Accepted	 	rmation	5438753	09/2006	02/04/2020	Accepted	 	mation	999635445	09/2013	02/08/2020	Accepted	 
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9.	<p><b>A Confirmation pop-up windows displays with the message:</b></p> <p><b>Are you sure you want to delete this record?</b></p> <p><b>Click Yes</b></p>  <p><b>Confirm</b></p> <p>Are you sure you want to delete this record?</p> <p><b>Yes</b> <b>No</b></p>																																				
10.	<p><b>A Confirmation pop-up windows displays with the message:</b></p> <p><b>Component has been removed.</b></p> <p><b>Click OK</b></p>  <p><b>Notification</b></p> <p>Component has been removed.</p> <p><b>OK</b></p>																																				
11.	<p>Click the delete icon again to put the Component back. Click the <b>Delete</b> icon (  ) for Re-submission of the same Component.</p>  <p><b>Components</b></p> <p>+ Add Component</p> <table border="1"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>on</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>rmation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> <td> </td> </tr> </tbody> </table>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status		Information	11111444	06/2008	02/01/2020	Accepted	 	in boom	148776	06/2009	02/09/2020	Accepted	 	on	87677858	09/2010	02/04/2020	Accepted	 	rmation	5438753	09/2006	02/04/2020	Accepted	 	mation	999635445	09/2013	02/08/2020	Accepted	 
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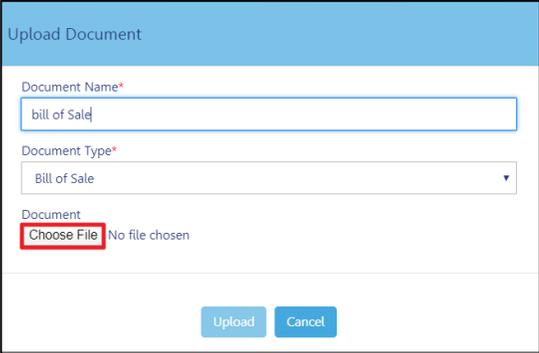
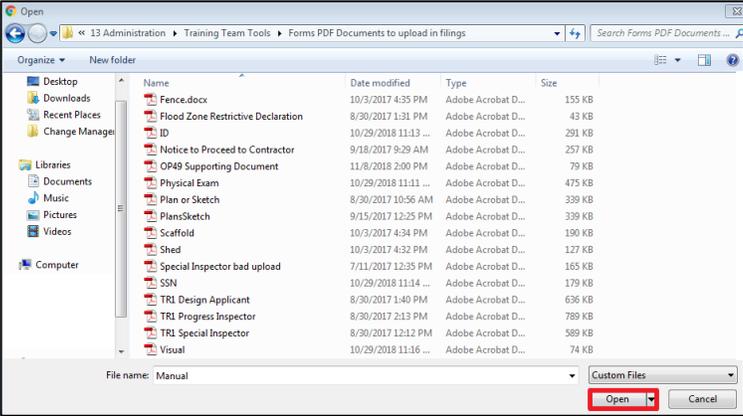
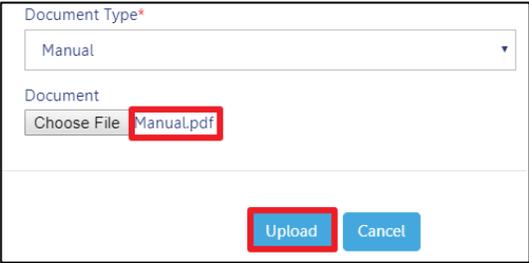
Step	Action
12.	<p>A Confirmation pop-up windows displays with the message: Are you sure you want to add this component?</p> <p><b>Click Yes</b></p> 
13.	<p>The Component display Pending Re-submission.</p> 
<b>Note:</b>	<p>To add a new Component click <b>+Add Component</b>.</p> 
14.	<p>At the top-left of the screen, <b>click Save.+</b></p> 

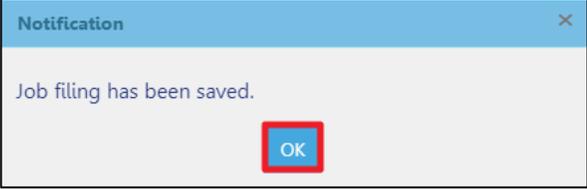
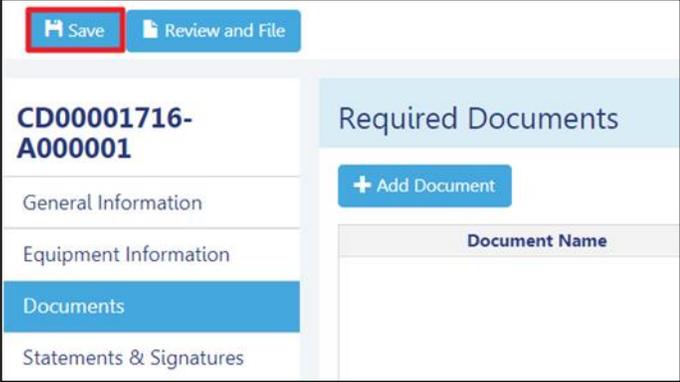
Step	Action
15.	<p>A Notification pop-up window displays with the message:</p> <p><b>Job filing has been saved.</b></p> <p>Click <b>OK</b> to continue.</p> 
<p><i>You have completed the Complete Equipment Information tab. Continue to the next section.</i></p>	

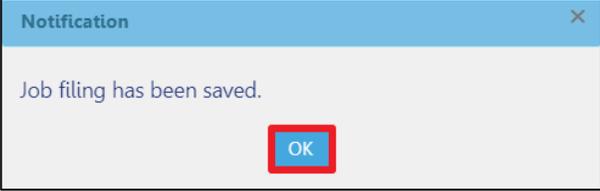
## Upload Documents

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

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., Manual) from the Document Type drop-down list.</p> 

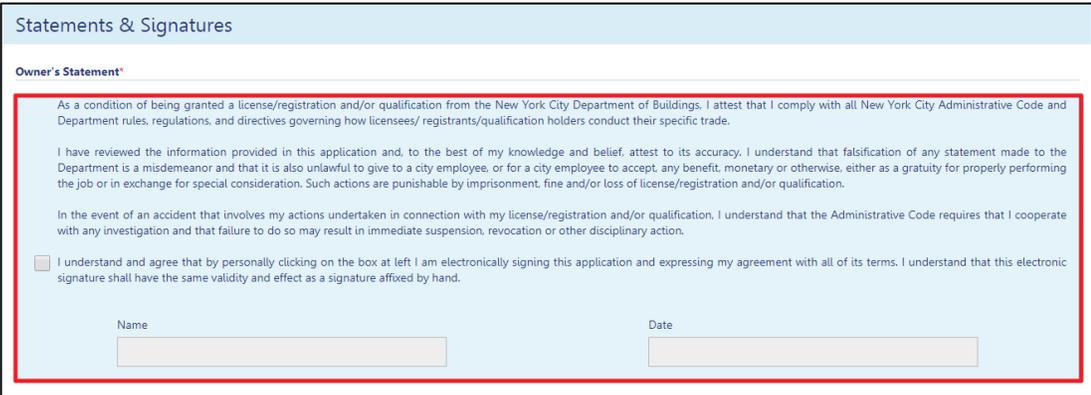
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p><b><i>The Document pop-up window displays.</i></b>  <b><i>Select the Document and click Open.</i></b></p> 
6.	<p><b><i>The Document displays next to Choose File.</i></b>  <b><i>Click Upload.</i></b></p> 

Step	Action															
7.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p> 															
<b>Note:</b>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.</p> <p>Click the trash can (  ) icon to delete the Document.</p> <p>Click the upload (  ) icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 856 1422 1035"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
8.	<p><b>At the top-left of the screen, click Save.</b></p> 															

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

## Complete Statements & Signatures

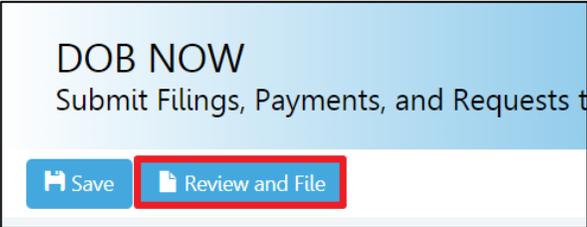
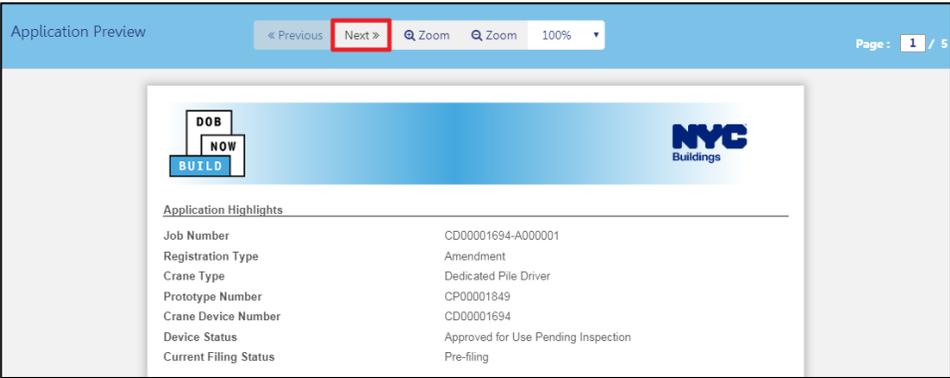
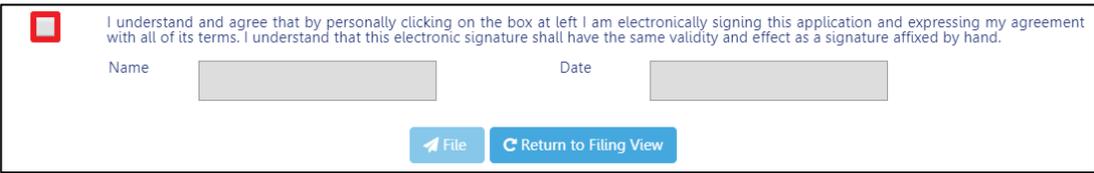
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

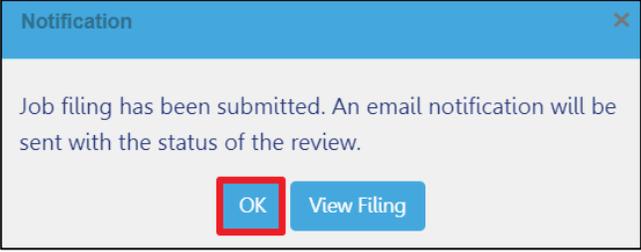
Step	Action
1.	<p><b>Click <i>Statements &amp; Signatures</i> to display the <i>Statements &amp; Signatures</i> section.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> 

Step	Action
<b>OWNER</b>	
2.	<p><b>Click the Owner's Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field's auto-populate by the system.</b></p> <div data-bbox="315 464 1429 871" style="border: 1px solid black; padding: 5px;"> <p>Statements &amp; Signatures</p> <p><b>Owner's Statement*</b></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>In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;"> <span style="margin-right: 100px;">Name</span> <span>Date</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">ADAM JOE1 (Electronically Signed)</span> <span>02/04/2020</span> </p> </div>
3.	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="315 955 1060 1157" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid red; padding: 2px;">Save</div> <div>Review and File</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>CD00001716- A000001</div> <div>Statements &amp; Signatures</div> </div> </div>
4.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="315 1346 985 1560" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;">Notification <span style="float: right;">×</span></div> <div style="padding: 5px;"> <p>Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px;">OK</div> </div> </div> </div>
<p><b>You have completed the Statement &amp; Signatures section.</b></p> <p><b>Continue to the next section.</b></p>	

## Complete Review and File

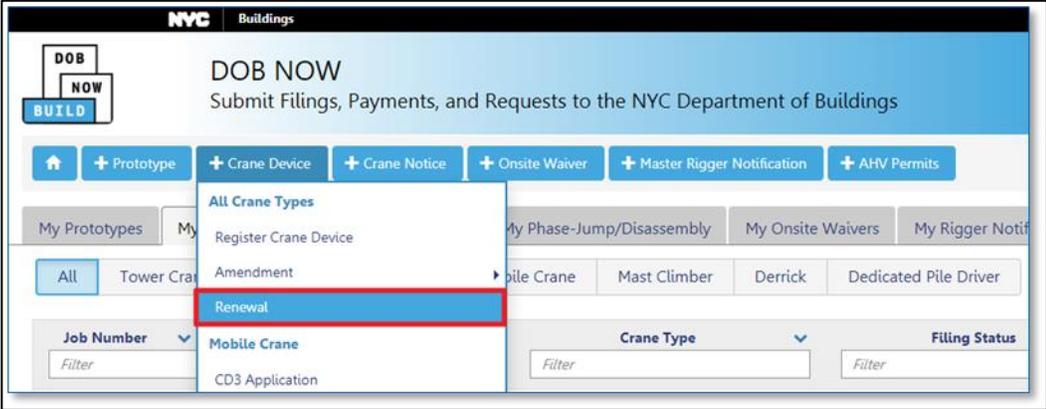
Complete the following steps to review and submit the application to the NYC Department of Buildings.

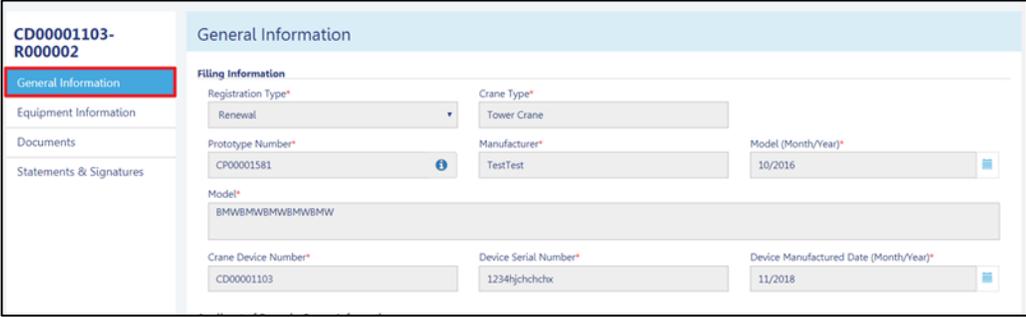
Step	Action																
5.	<p><b>At the top-left of the screen, click Review and File.</b></p> 																
6.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001694-A000001</td> </tr> <tr> <td>Registration Type</td> <td>Amendment</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001849</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001694</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use Pending Inspection</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001694-A000001	Registration Type	Amendment	Crane Type	Dedicated Pile Driver	Prototype Number	CP00001849	Crane Device Number	CD00001694	Device Status	Approved for Use Pending Inspection	Current Filing Status	Pre-filing
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Current Filing Status	Pre-filing																
<b>Note:</b>	<p><b>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.</b></p> 																
7.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 																

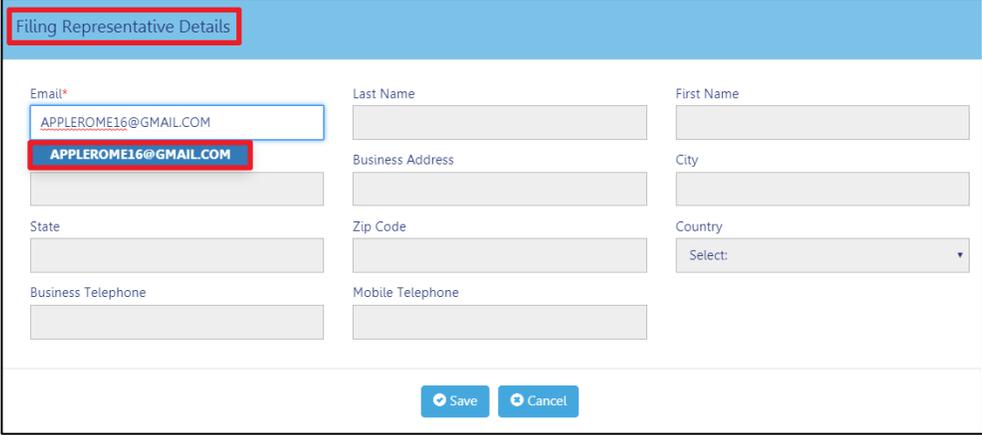
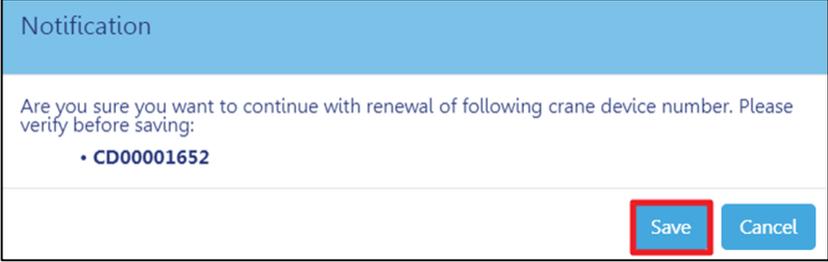
Step	Action
8.	<p><b><i>The Name and the Date field's auto-populate after the check-box is clicked.</i></b>  <b><i>Click File, to proceed.</i></b></p> 
9.	<p><b><i>A Notification pop-up windows displays with the message:</i></b>  <b><i>Job filing has been submitted. An email notification will be sent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

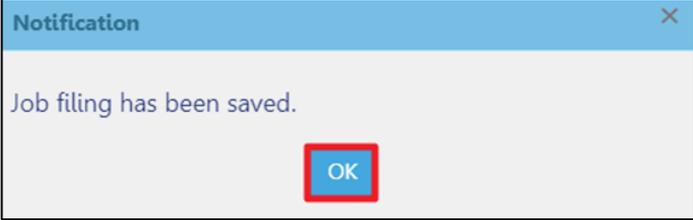
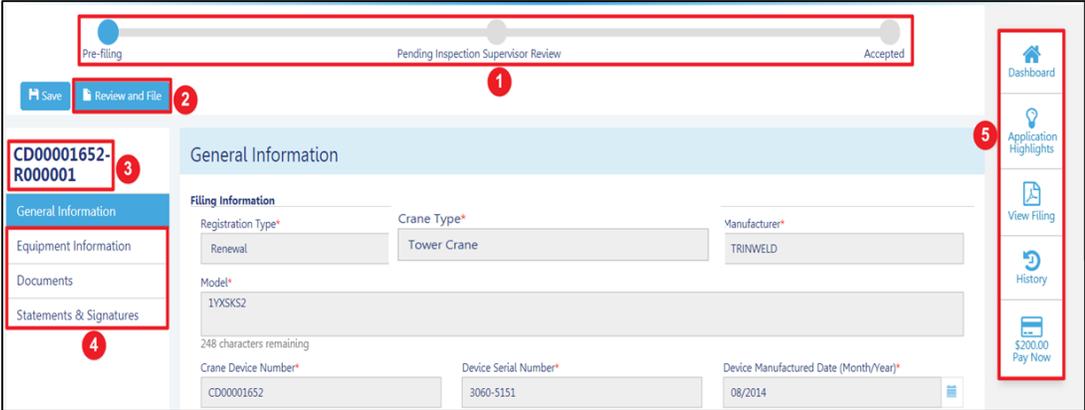
# Tower Cranes CD Number: Renewal

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

Step	Action
1.	<p>Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.</p> 
2.	<p>Enter the <b>Crane Device Number</b>.</p> 
3.	<p><b>Click Submit.</b></p> 

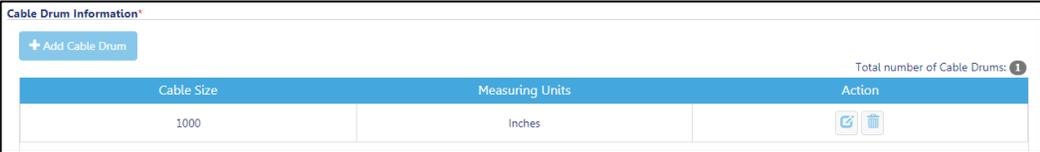
Step	Action
4.	<p>The <b>General Information</b> section is displayed, all sections are greyed-out.</p> 
5.	<p><b>The Applicant of Record - Owner Information section is displayed. All section are greyed out.</b></p> 
6.	<p><b>If applicable, click + Add Representative to add Filing Representative.</b></p> 

Step	Action
7.	<p><b>The Filing Representative Details pop-up window displays.</b></p> <p><b>Once Save is click the user can type the Email and then select the Email Address from the blue drop-down.</b></p> 
8.	<p><b>Click Save.</b></p> 
9.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Are you sure you want to continue with renewal of following crane device number. Please verify before saving:</b></p> <ul style="list-style-type: none"> <li>• <b>CD00001652</b></li> </ul> <p><b>Click Save</b></p> 

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

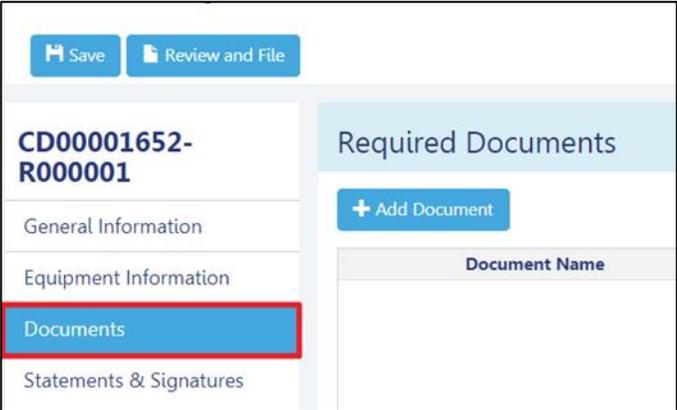
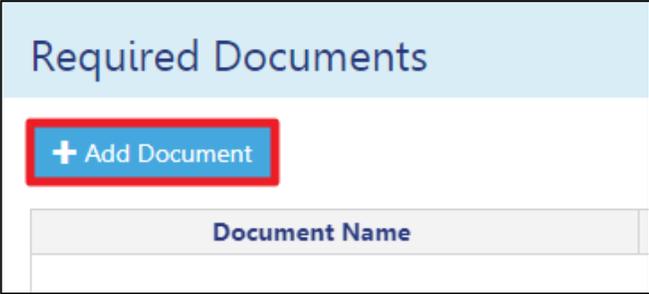
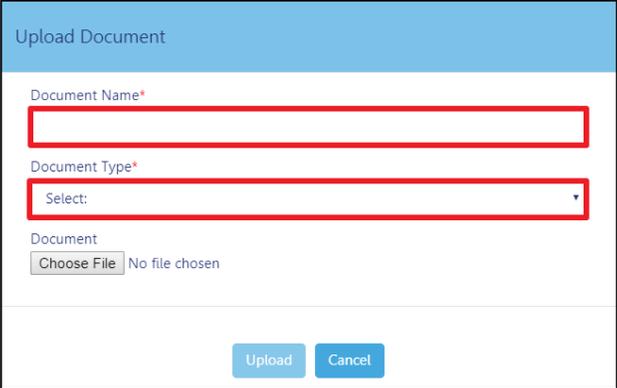
## Complete Equipment Information Tab

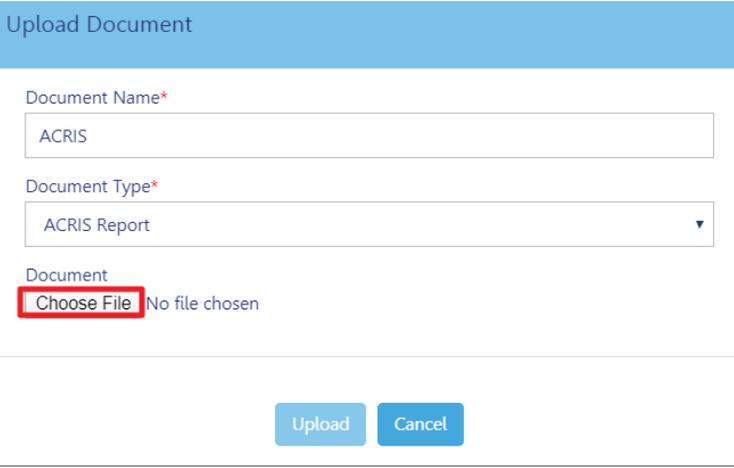
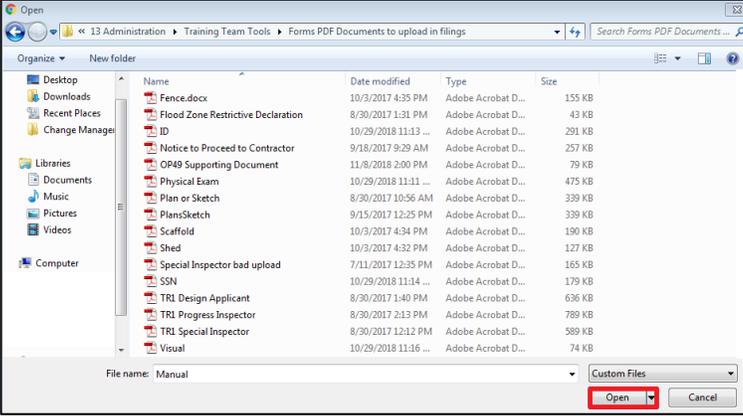
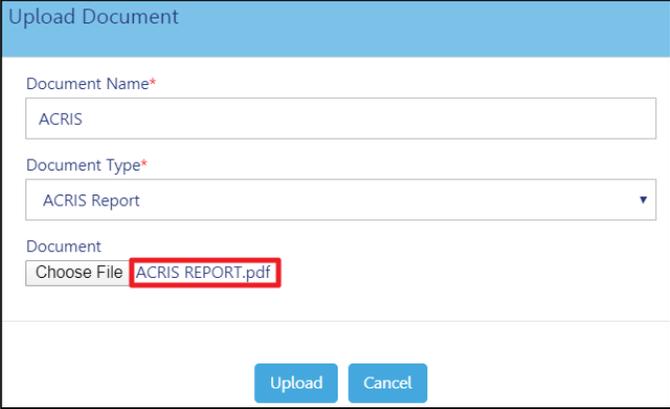
Complete the following steps to complete the Equipment Information tab:

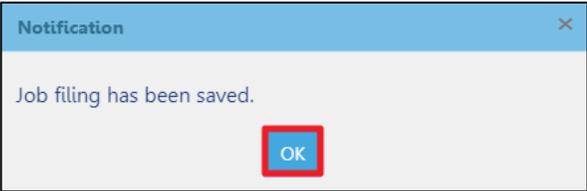
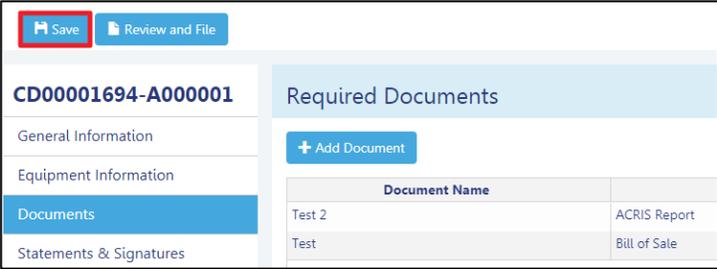
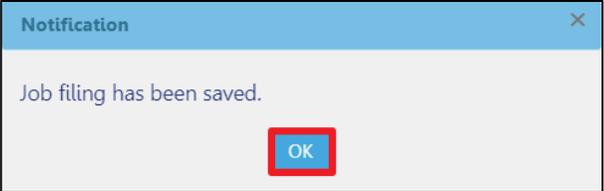
Step	Action
11.	<p><b>Click Equipment Information to display the Equipment Information section.</b></p> 
<b>Note:</b>	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 
<p><b>You have completed the Complete Equipment Information tab. Continue to the next section.</b></p>	

## Upload Documents

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

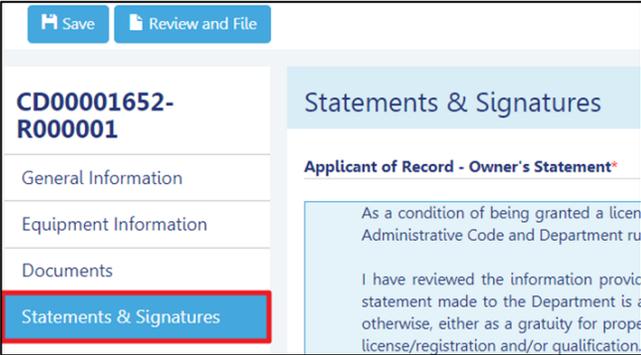
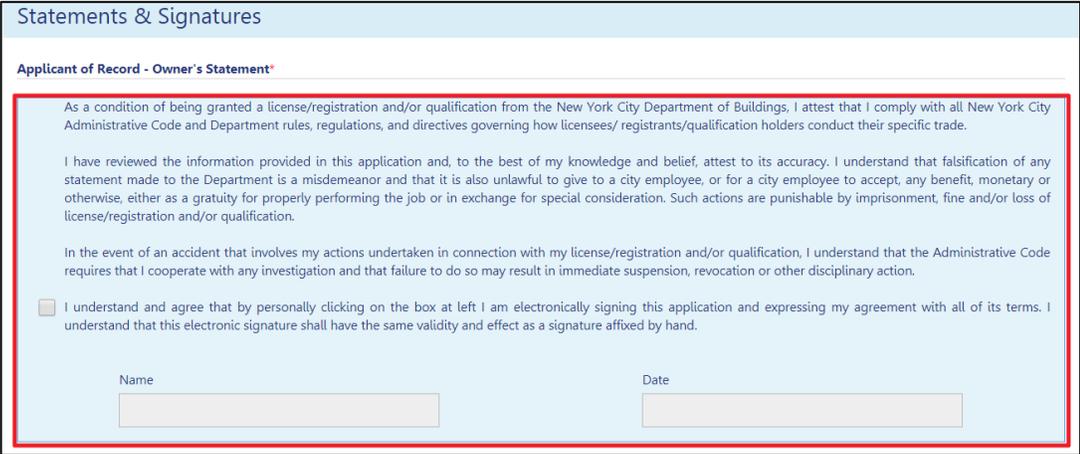
Step	Action
12.	<p><b>Click Documents to display the Documents section.</b></p> 
13.	<p><b>Click +Add Document.</b></p> 
14.	<p><b>The Upload Document pop-up window displays.</b></p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

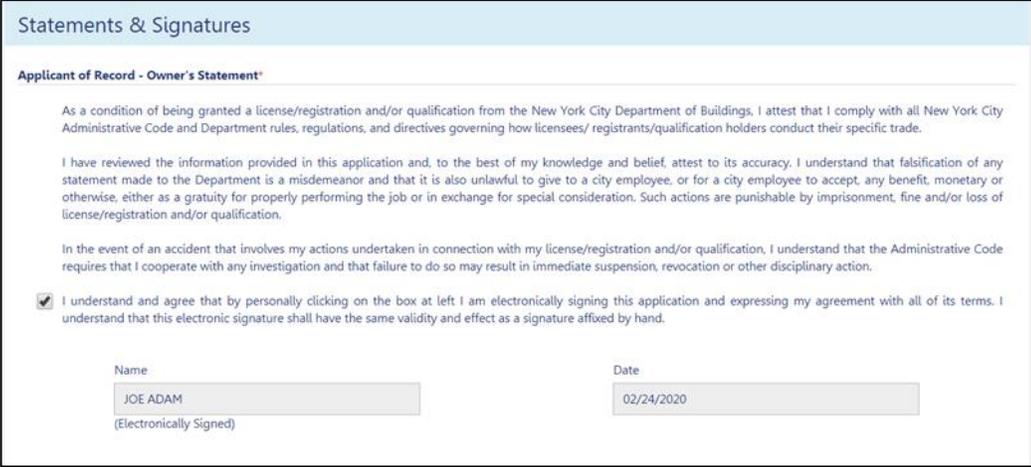
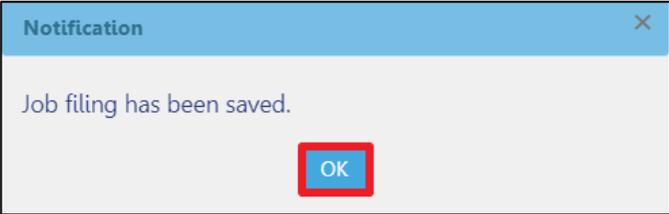
Step	Action
15.	<p><b>Click Choose File to upload the Document Type selected.</b></p> 
16.	<p><b>The Document pop-up window displays.</b> <b>Select the Document and click Open.</b></p> 
17.	<p><b>The Document displays next to Choose File.</b> <b>Click Upload.</b></p> 

Step	Action															
18.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Document has been uploaded.</b>  <b>Click OK to continue.</b></p> 															
<b>Note:</b>	<p>The Document uploaded displays within the Document table.            Click the edit (  ) icon to update the Document information.            Click the trash can (  ) icon to delete the Document.            Click the upload (  ) icon to replace the Document previously uploaded.</p>  <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
19.	<p><b>At the top-left of the screen, click Save.</b></p> 															
20.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Job filing has been saved.</b>  <b>Click OK to continue.</b></p> 															
<p><b>You have completed the Upload Documents. Continue to the next section.</b></p>																

## Complete Statements & Signatures

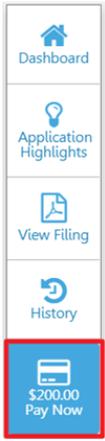
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

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

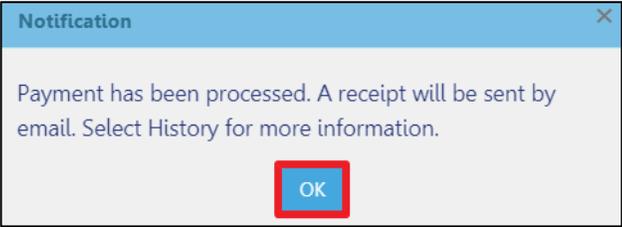
Step	Action
22.	<p><b>Click the Applicant of Record - Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.</b></p> 
23.	<p><b>At the top-left of the screen, click Save.</b></p> 
24.	<p><b>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</b></p> 
<p><b>You have completed the Statement &amp; Signatures section. Continue to the next section.</b></p>	

## Pay Fees

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

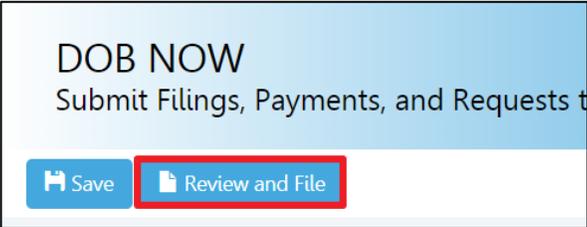
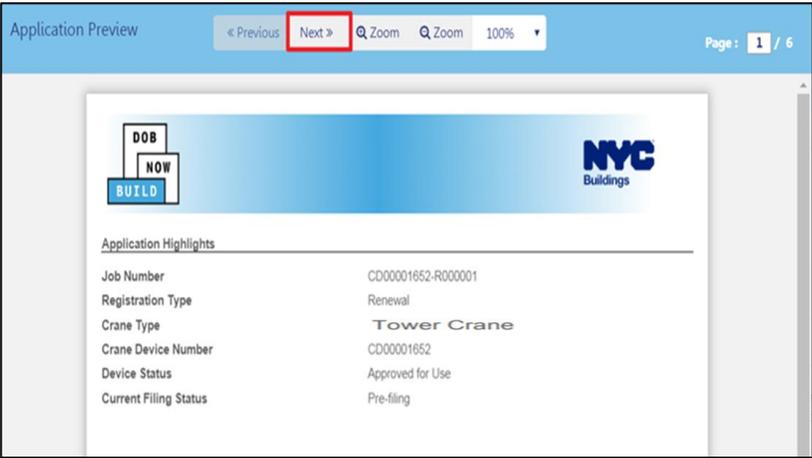
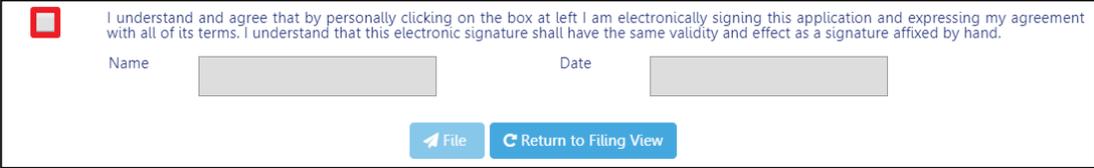
Step	Action
<i>Note:</i>	<i>The job filing’s fees must be paid before continuing to Preview to File.</i>
25.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

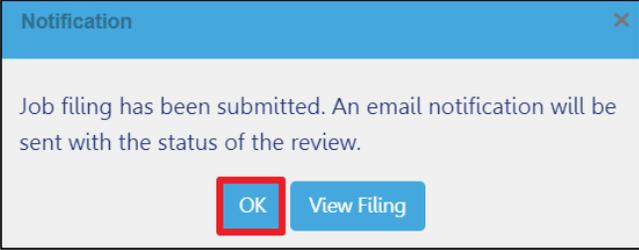
Step	Action						
26.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for <b>\$200.00</b>?</p> <p>Payment is not 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 <b>Yes</b>, to proceed.</p> <div style="background-color: #4F81BD; color: white; padding: 5px; margin: 10px 0;">Payment Confirmation</div> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for <b>\$200.00</b>?</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><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>						
27.	<p>The page is redirected to <b>NYC City Pay</b>.</p> <p>Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Enter Payment Details</b> <span style="float: right;">1. Select Items 2. Enter Payment 3. Review and Pay</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Item Total:</td> <td style="text-align: right;">\$200.00</td> </tr> <tr> <td>Service Fee:</td> <td style="text-align: right;">\$4.00</td> </tr> <tr> <td>Payment Amount:</td> <td style="text-align: right;">\$204.00</td> </tr> </table> <div style="margin-top: 10px;"> <p>C &amp; D CD RENEWAL DOB NOW Build Crane Device : CD00001652-R0000001 : Renewal Crane Device \$200.00</p> </div> <div style="margin-top: 10px; border: 1px solid black; padding: 5px;"> <p style="text-align: center;">eCheck <b>Credit Card</b></p> <p style="text-align: center;">Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.</p> <p><b>Billing Information</b></p> <p>If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.</p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Country * <input type="text" value="United States"/></p> </div> </div>	Item Total:	\$200.00	Service Fee:	\$4.00	Payment Amount:	\$204.00
Item Total:	\$200.00						
Service Fee:	\$4.00						
Payment Amount:	\$204.00						

Step	Action
28.	<p>The <b>Notification</b> 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 <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Pay Fees</b> section. Continue to the next section.</p>	

## Complete Review and File

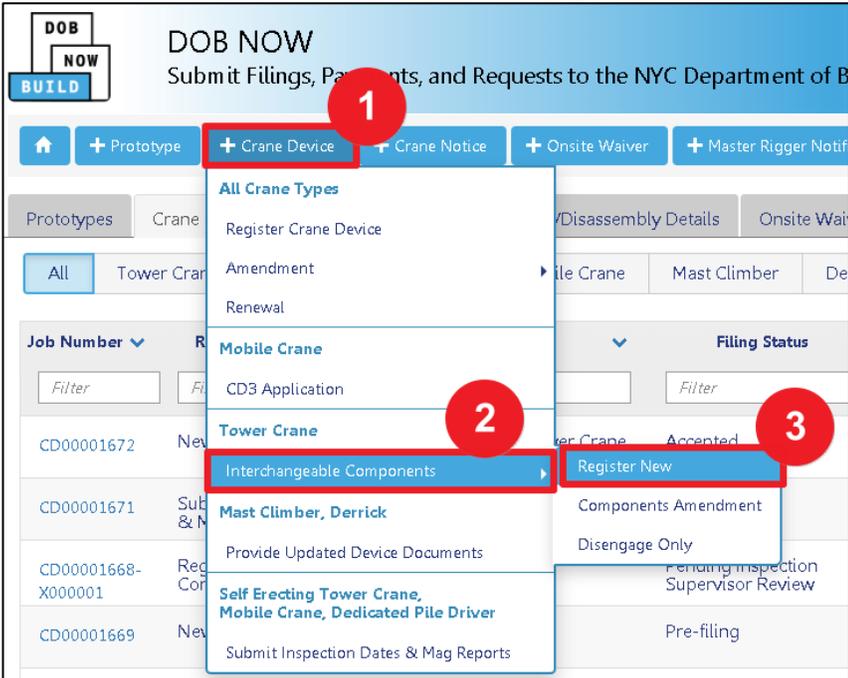
Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
29.	<p><b>At the top-left of the screen, click Review and File.</b></p> 
30.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p> 
<b>Note:</b>	<p><b>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.</b></p> 
31.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 

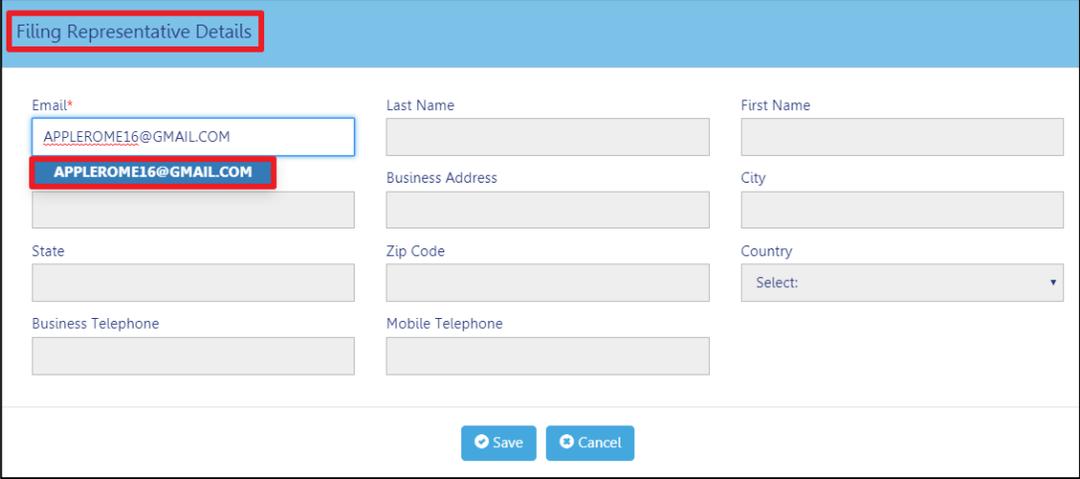
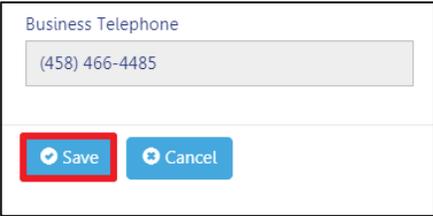
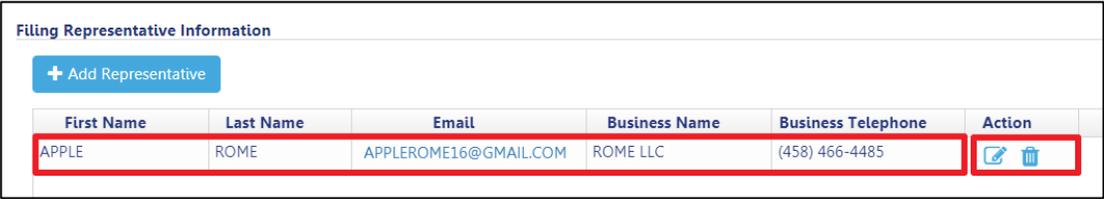
Step	Action
32.	<p><b><i>The Name and the Date field's auto-populate after the check-box is clicked.</i></b>  <b><i>Click File, to proceed.</i></b></p> 
33.	<p><b><i>A Notification pop-up windows displays with the message:</i></b>  <b><i>Job filing has been submitted. An email notification will be sent with the status of the review.</i></b>  <b><i>Click OK to close the Confirm pop-up window.</i></b></p> 
<b>Note:</b>	<p><b><i>The Status Bar updates to the next stage in the job filing process.</i></b></p> 
<p><b><i>You have completed CD Number Renewal: Step-by-Step Guide.</i></b></p>	

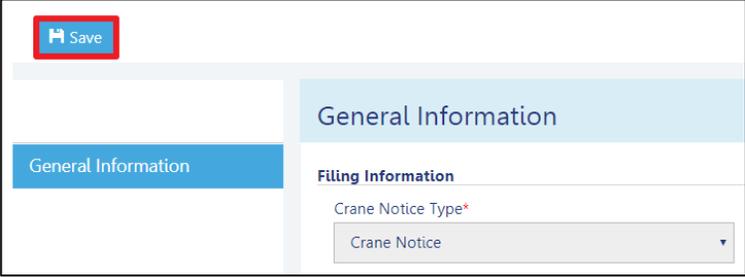
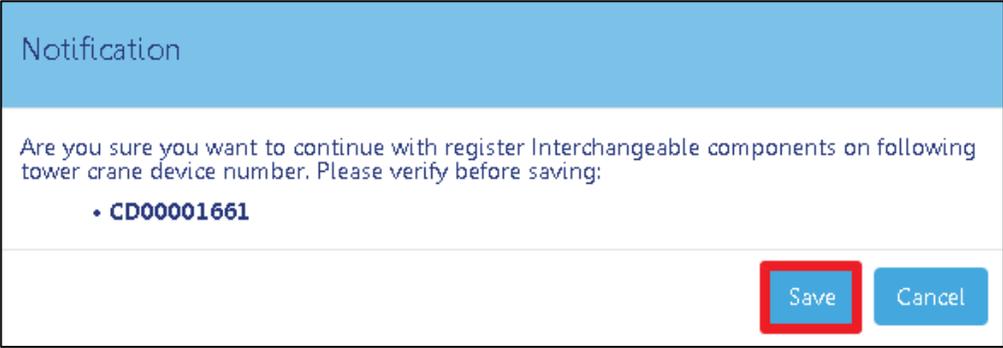
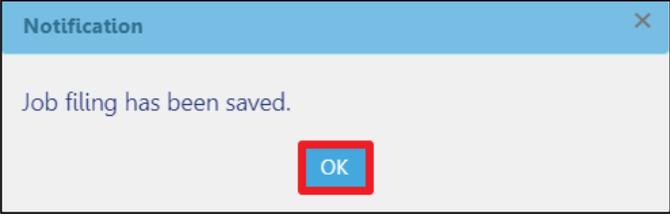
# Tower Crane CD: Add Interchangeable Components

Complete the following steps to add Interchangeable Components to a CD within the application:

Step	Action
<b>APPLICANT OF RECORD</b>	
<p>1.</p>	<p>Hover the cursor over <b>+Crane Device</b>, then <b>Interchangeable Components</b> and select and Register New from the drop-down list.</p> 
<p>2.</p>	<p>A <b>Register Interchangeable Components</b> pop-up window displays. Enter the <b>Crane Device Number</b>.</p> 

Step	Action
3.	<p>Click <b>Submit</b> to proceed.</p> 
<b>Note:</b>	<p><i>The page refreshes and displays the General Information section.</i></p> <p><i>The Filing Information, Crane Notice Phase-Jump Information and Applicant of Record - Owner Information displayed is auto-populated and greyed-out or read only.</i></p> 
4.	<p>If applicable, click <b>+ Add Representative</b> to add Filing Representative.</p> 

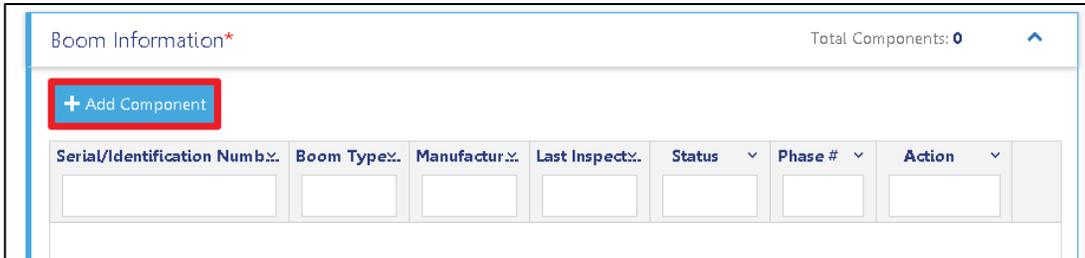
Step	Action
5.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> 
6.	<p>Click <b>Save</b>.</p> 
<b>Note:</b>	<p><i>The Filing Representative added displays within the Filing Representative information 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 Filing Representative.</i></p> 

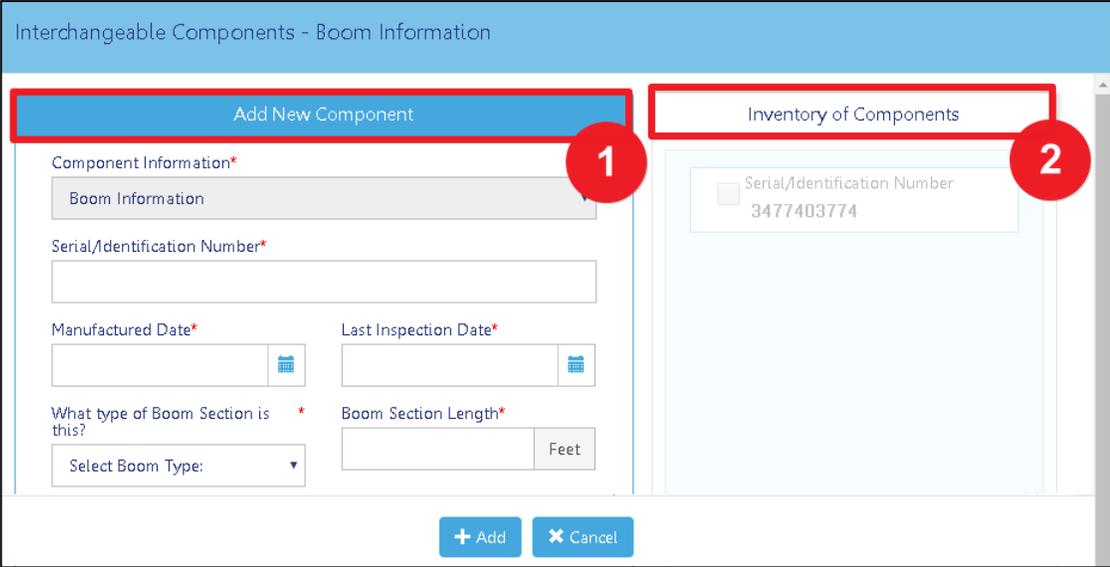
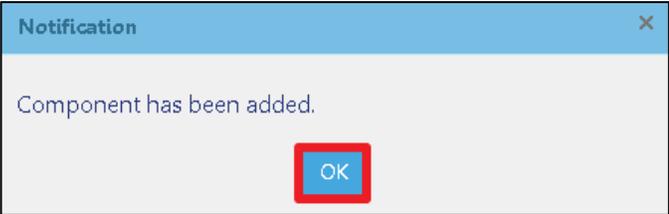
Step	Action
7.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
8.	<p>A <b>Notification</b> pop-up window displays with the message (sample):</p> <p>Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> <li>• CD00001661</li> </ul> <p>Click <b>Save</b> to continue.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> 

Step	Action
<p><b>Note:</b></p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> <li>1. <i>Status Bar</i></li> <li>2. <i>Review and File</i></li> <li>3. <i>CD Filing Number – with Interchangeable Components Application Number</i></li> <li>4. <b>Additional Tabs:</b> <i>Equipment Information, Interchangeable Components, Documents and Statements &amp; Signatures</i></li> <li>5. <b>Application Information:</b> <i>Application Highlights, View Filing, History and Fee</i></li> </ol> <div data-bbox="315 726 1438 1247" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>
<p>You have begun the process for <b>Adding Interchangeable Components</b>.</p> <p>Continue to the next section.</p>	

## Complete Interchangeable Components Tab

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

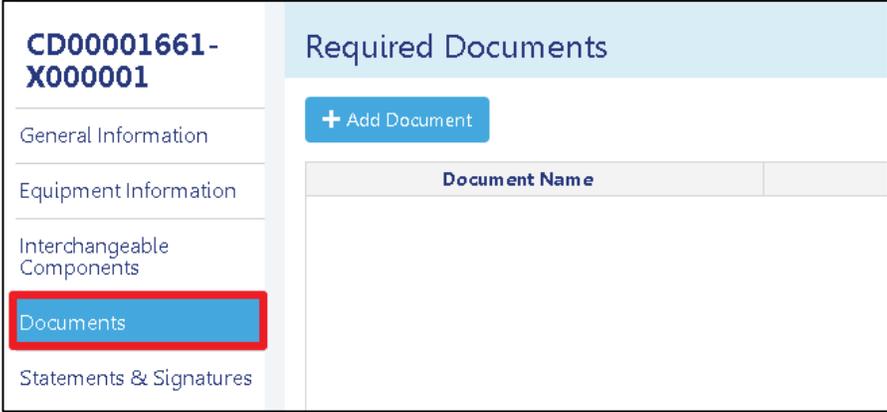
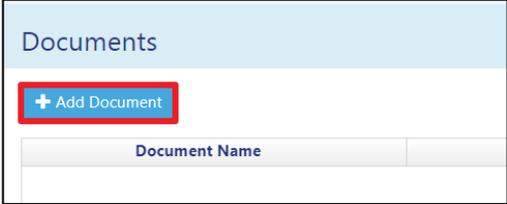
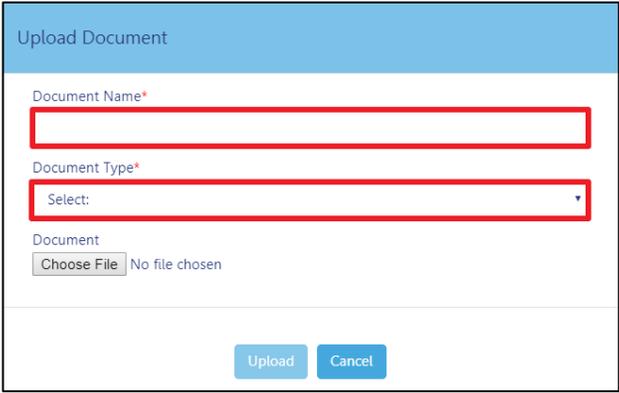
Step	Action
APPLICANT OF RECORD	
<p>Note:</p>	<p><i>The Last Inspection Date must be updated for each Fixed Component associated to the CD (Crane Device) before filing.</i></p> 
<p>1.</p>	<p>Select the <b>Interchangeable Components</b> tab to display the section.</p> 
<p>2.</p>	<p>Click the applicable <b>Component</b> (e.g. <b>Boom Information</b>) and click <b>+ Add Component</b> to enter the details.</p> 

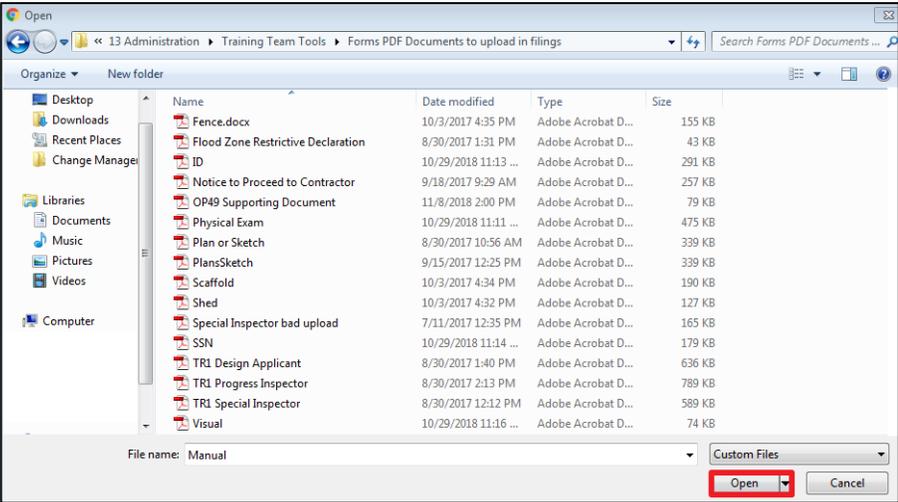
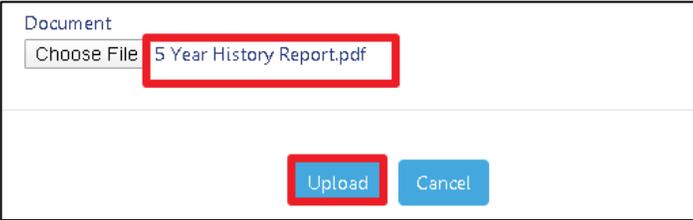
Step	Action
3.	<p>An Interchangeable Components – Boom Information pop-up window displays.</p> <p>Add the Components by either:</p> <ol style="list-style-type: none"> <li><b>1. Add New Component:</b> Manually entering the details</li> <li><b>2. Inventory of Components:</b> Select from the available disengaged Components</li> </ol> 
4.	<p>Click <b>+Add</b> to save the Component details.</p> 
5.	<p>A Notification pop-up window displays with the message:</p> <p>Component has been added.</p> <p>Click <b>OK</b> to close the notification.</p> 

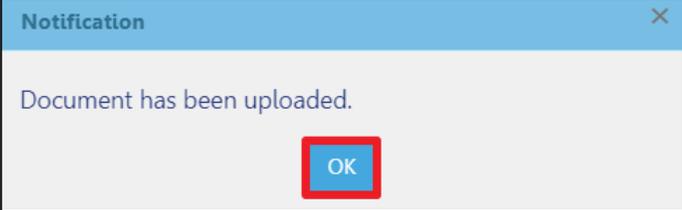
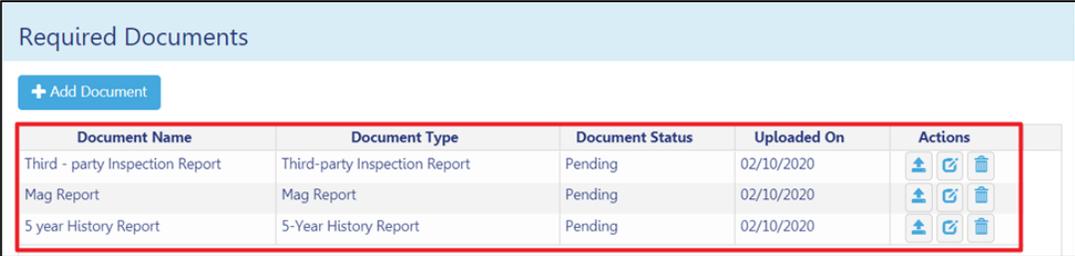
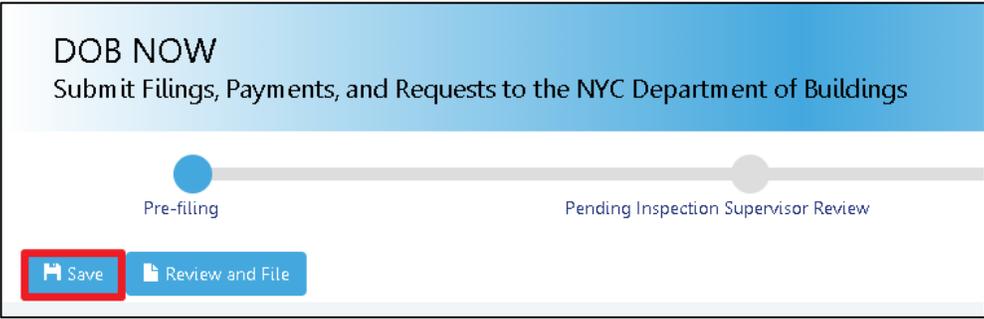
Step	Action														
<p>Note:</p>	<p>The <b>Component</b> added displays in the Boom Information table.</p> <p>Click the <b>edit</b> (  ) icon to edit the details.</p> <p>Click the <b>trash</b> (  ) icon to delete the information added.</p> <div data-bbox="313 499 1414 892" style="border: 1px solid black; padding: 5px;"> <p>Boom Information* <span style="float: right;">Total Components: 1 </span></p> <hr/> <p>Type: Articulating Total/Max: 1 / 30</p> <p><a href="#">+ Add Component</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Serial/Identification Num</th> <th>Boom Type</th> <th>Manufactur</th> <th>Last Inspect</th> <th>Status</th> <th>Phase #</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>3477403774</td> <td>Articulating</td> <td>07/2019</td> <td>01/14/2020</td> <td>Pre-filing</td> <td>P1-J1</td> <td style="text-align: center;">   </td> </tr> </tbody> </table> </div>	Serial/Identification Num	Boom Type	Manufactur	Last Inspect	Status	Phase #	Action	3477403774	Articulating	07/2019	01/14/2020	Pre-filing	P1-J1	 
Serial/Identification Num	Boom Type	Manufactur	Last Inspect	Status	Phase #	Action									
3477403774	Articulating	07/2019	01/14/2020	Pre-filing	P1-J1	 									
<p>Note:</p>	<p>Repeat Steps 1 to 5 of the Complete Ineterchangeable Components tab section to add additional components.</p>														
<p>6.</p>	<p>At the top-left of the screen, click <b>Save</b>.</p> <div data-bbox="313 1125 1187 1377" style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; margin-bottom: 10px;"> <span> Pre-filing</span> <span style="margin: 0 20px;"> Pending QA Assignment</span> <span> Pending QA Admin Review</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span> Save</span> <span> Submit</span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>CN00023319</b></span> <span>Assign Crane Device to Crane Notice</span> </div> </div>														
<p>7.</p>	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to proceed.</p> <div data-bbox="313 1587 919 1776" style="border: 1px solid black; padding: 5px; width: fit-content;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px;">Notification <span style="float: right; font-size: 0.8em;">×</span></div> <p style="margin: 5px 0;">Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid red; padding: 2px 5px;">OK</span> </div> </div>														
<p>You have completed the <b>Complete Interchangeable Components tab</b> Step-by-Step Guide.</p>															

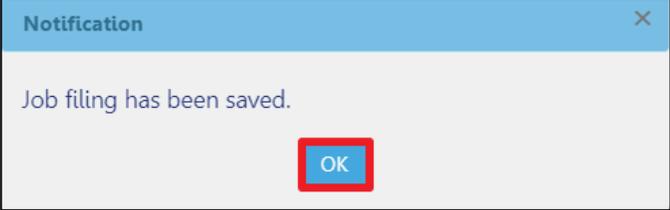
## Upload Documents

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

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The <b>Upload Document</b> pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <i>5 Year History Report</i>) from the Document Type drop-down list.</p> 

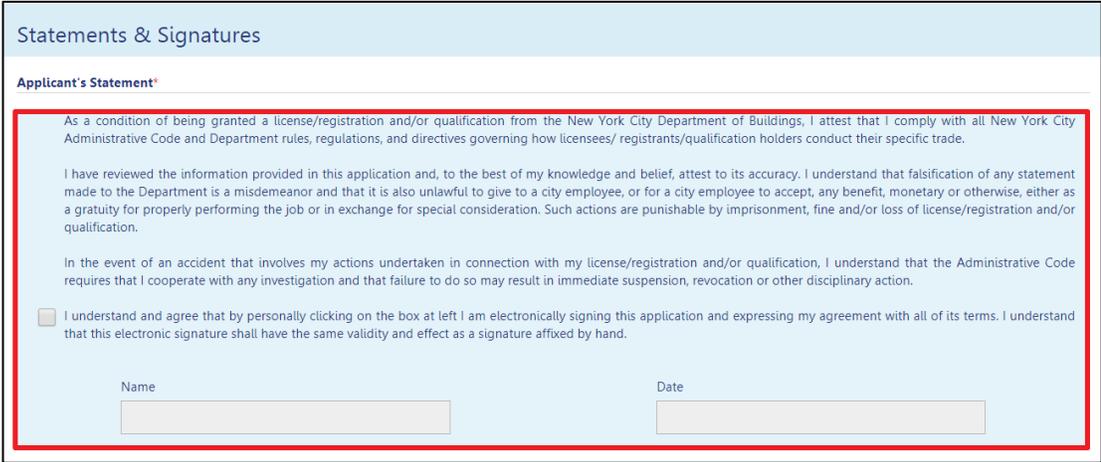
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 

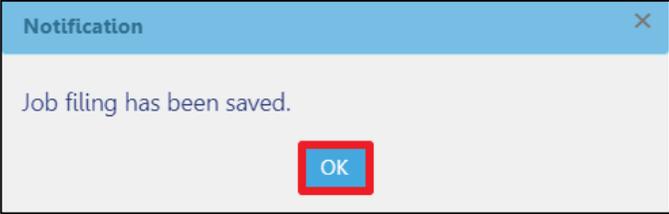
Step	Action																				
7.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded. Click <b>OK</b> to continue.</p> 																				
<b>Note:</b>	<p><i>The Document uploaded displays within the Document table.</i></p> <p><i>Click the edit (  ) icon to 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>  <table border="1" data-bbox="329 1121 1338 1251"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Third - party Inspection Report</td> <td>Third-party Inspection Report</td> <td>Pending</td> <td>02/10/2020</td> <td>  </td> </tr> <tr> <td>Mag Report</td> <td>Mag Report</td> <td>Pending</td> <td>02/10/2020</td> <td>  </td> </tr> <tr> <td>5 year History Report</td> <td>5-Year History Report</td> <td>Pending</td> <td>02/10/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Third - party Inspection Report	Third-party Inspection Report	Pending	02/10/2020	  	Mag Report	Mag Report	Pending	02/10/2020	  	5 year History Report	5-Year History Report	Pending	02/10/2020	  
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5 year History Report	5-Year History Report	Pending	02/10/2020	  																	
8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 																				

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

## Complete Statements & Signatures

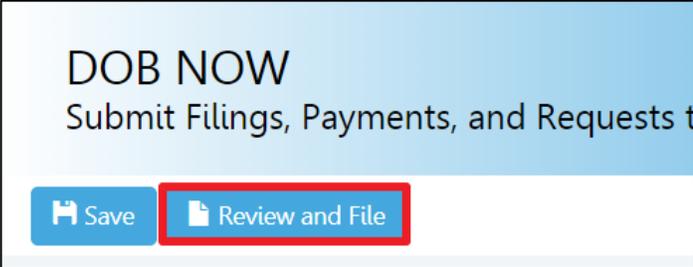
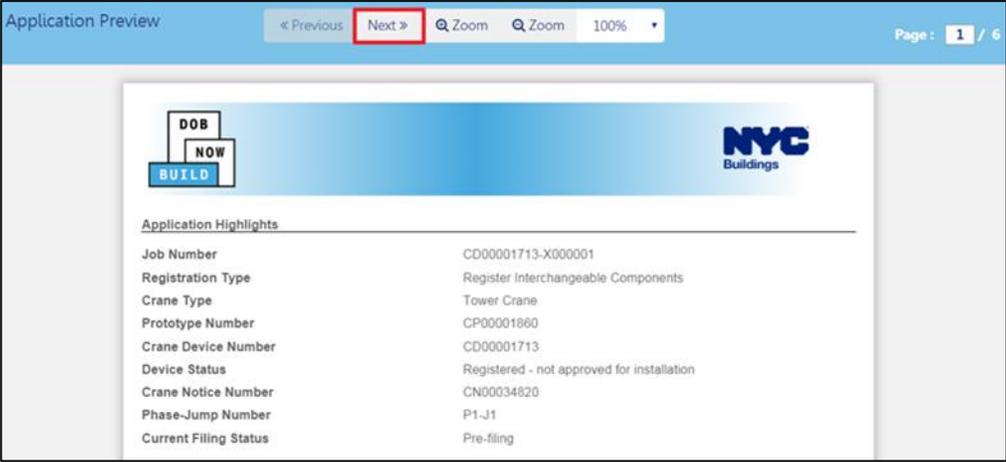
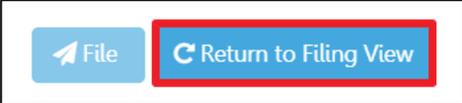
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>Click <b>Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<b>Note:</b>	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
2.	<p>Click the <b>Applicant's Statement</b> checkbox to electronically attest. The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> 

Step	Action
3.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
4.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Statement &amp; Signatures</b> section.            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.

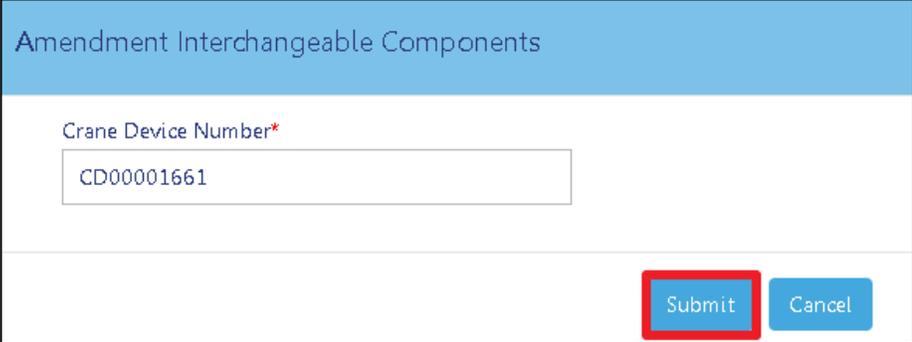
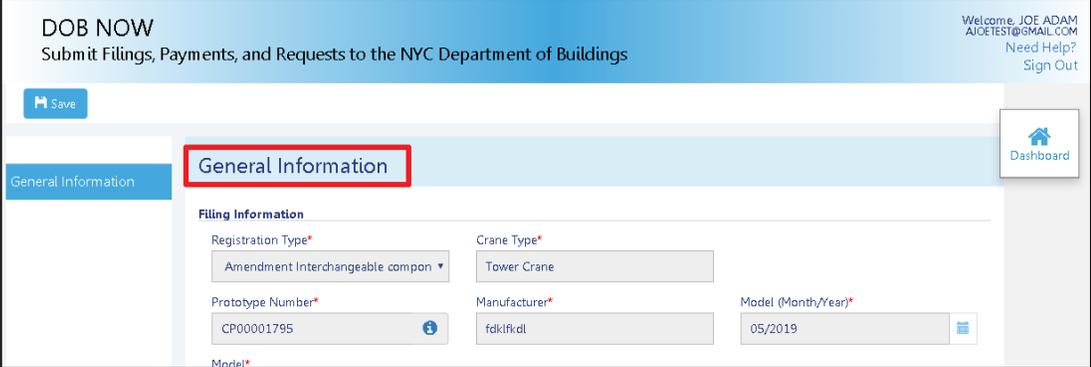
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>At the top-left of the screen, click <b>Review and File</b>.</p> 
2.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview to the final page.</p> 
<b>Note:</b>	<p><i>If errors are discovered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

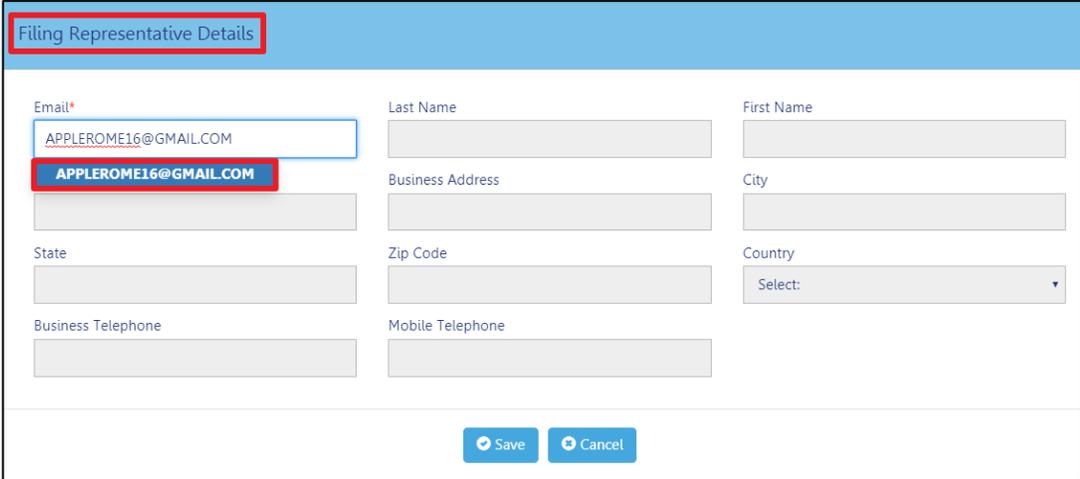
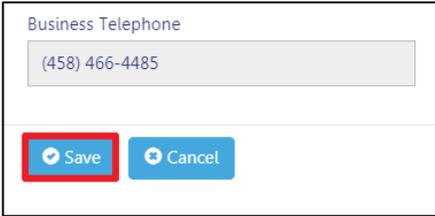
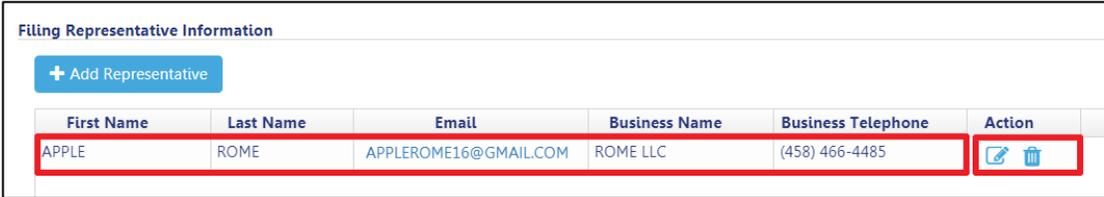
Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application 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;"> <span style="border: 1px solid blue; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↶ Return to Filing View</span> </div> </div>
4.	<p>The <b>Name</b> and the <b>Date</b> field’s auto-populate after the check-box is clicked. Click <b>File</b>, 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;"> <span style="border: 2px solid red; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↶ Return to Filing View</span> </div> </div>
5.	<p>A <b>Notification</b> 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 <b>OK</b> 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 <span style="float: right;">✕</span></div> <p style="text-align: center;">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;"> <span style="border: 2px solid red; padding: 5px 10px;">OK</span> <span style="border: 1px solid blue; padding: 5px 10px; margin-left: 10px;">View Filing</span> </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending Inspections Supervisor Review</b>).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> <span style="color: blue;">✓</span> Pre-filing </div> <div style="flex-grow: 1; border-bottom: 2px solid blue; position: relative;"> <div style="position: absolute; top: -10px; left: 50%; transform: translate(-50%, -50%);">Pending Inspection Supervisor Review</div> </div> <div style="text-align: center;"> <span style="color: gray;">●</span> Accepted </div> </div> </div>
<p>You have completed <b>Tower Crane CD: Add Interchangeable Components Step-by-Step Guide</b>. Continue to <b>Tower Crane CN: Tag Crane Device</b> section.</p>	

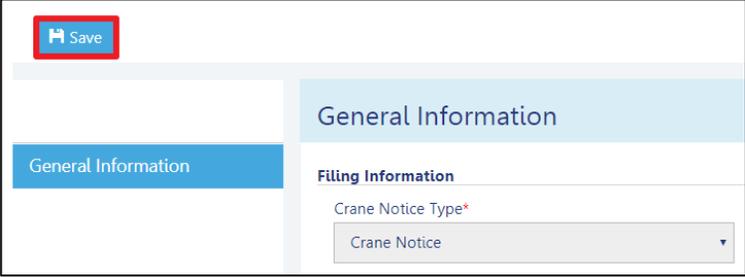
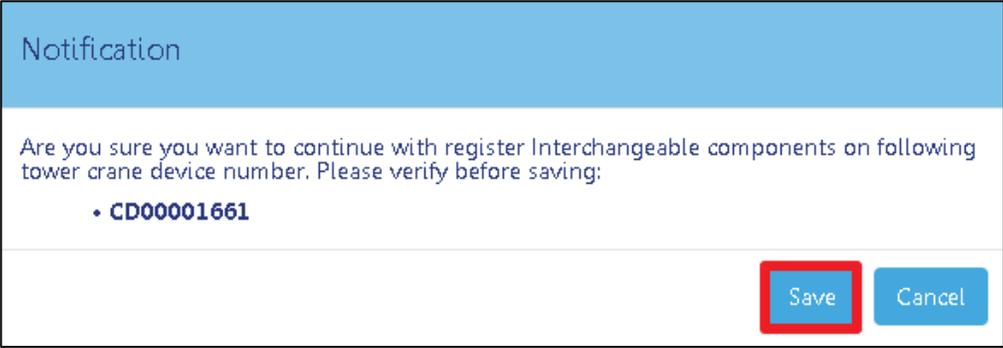
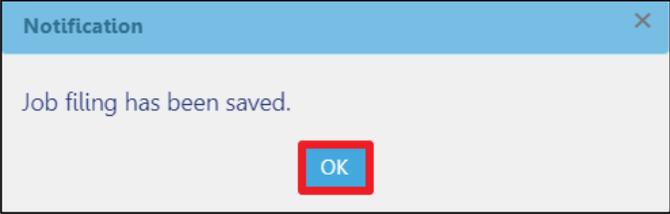
# Tower Crane CD: Amend Interchangeable Components

Complete the following steps to add Interchangeable Components to a CD within the application:

Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>Hover the cursor over <b>+Crane Device</b>, then <b>Interchangeable Components</b> and select <b>Components Amendment</b> from the drop-down list.</p> <p>The screenshot shows the DOB NOW application header with the 'DOB NOW BUILD' logo. Below the header is a navigation bar with buttons for '+ Prototype', '+ Crane Device', '+ Crane Notice', '+ Onsite Waiver', and '+ Master Rigger Notification'. The '+ Crane Device' button is highlighted with a red box and a red circle labeled '1'. A dropdown menu is open under '+ Crane Device', showing categories like 'All Crane Types', 'Mobile Crane', 'Tower Crane', and 'Self Erecting Tower Crane, Mobile Crane, Dedicated Pile Driver'. Under the 'Tower Crane' category, 'Interchangeable Components' is highlighted with a red box and a red circle labeled '2'. A sub-menu is open for 'Interchangeable Components', with 'Components Amendment' highlighted by a red box and a red circle labeled '3'. The background shows a table of crane device records with columns for Job Number, Registration, and Filing Status.</p>
2.	<p>An <b>Amendment Interchangeable Components</b> pop-up window displays. Enter the <b>Crane Device Number</b>.</p> <p>The screenshot shows a pop-up window titled 'Amendment Interchangeable Components'. It has a light blue header. Below the header is a form with a label 'Crane Device Number*' and an input field. The input field contains the placeholder text 'Enter Device number e.g. CD00000380' and is highlighted with a red box. At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.</p>

Step	Action
3.	<p>Click <b>Submit</b> to proceed.</p> 
<p><b>Note:</b></p>	<p><i>The page refreshes and displays the General Information section.</i></p> <p><i>The Filing Information, Crane Notice Phase-Jump Information and Applicant of Record - Owner Information displayed is auto-populated and greyed-out or read only.</i></p> 
4.	<p>If applicable, click <b>+ Add Representative</b> to add Filing Representative.</p> 

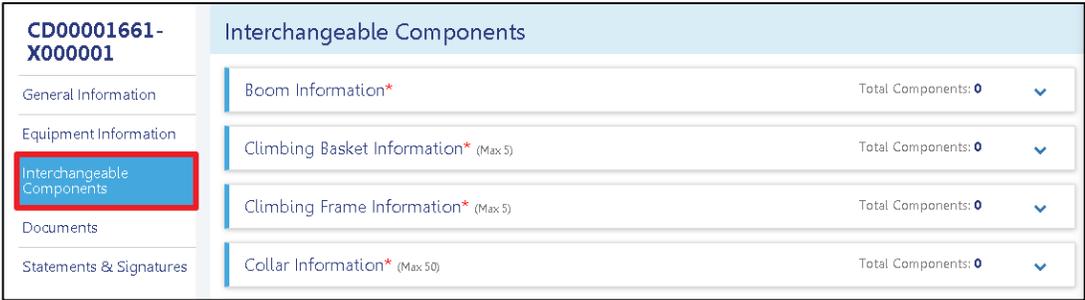
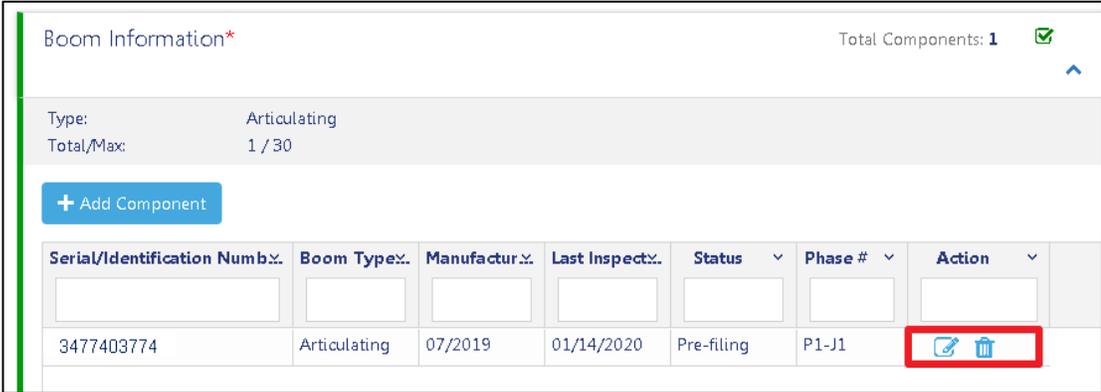
Step	Action
5.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> 
6.	<p>Click <b>Save</b>.</p> 
<b>Note:</b>	<p><i>The Filing Representative added displays within the Filing Representative information 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 Filing Representative.</i></p> 

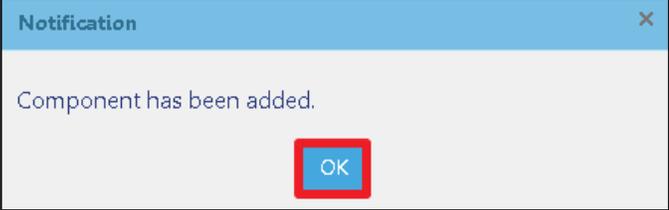
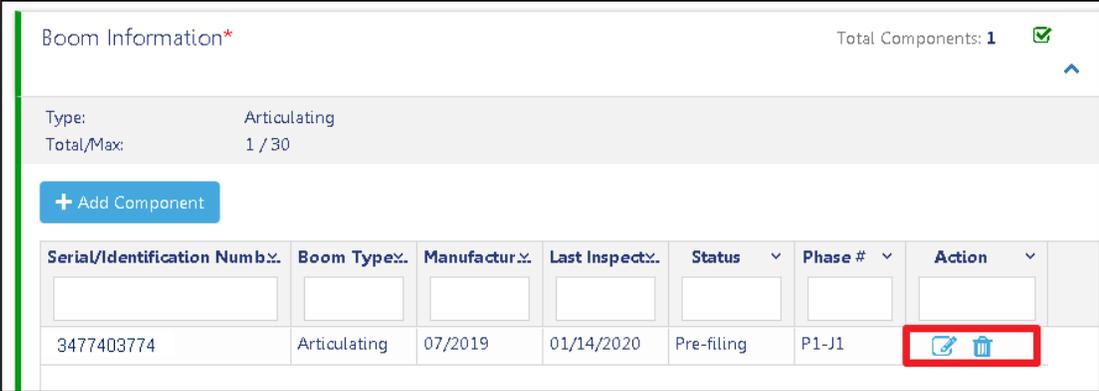
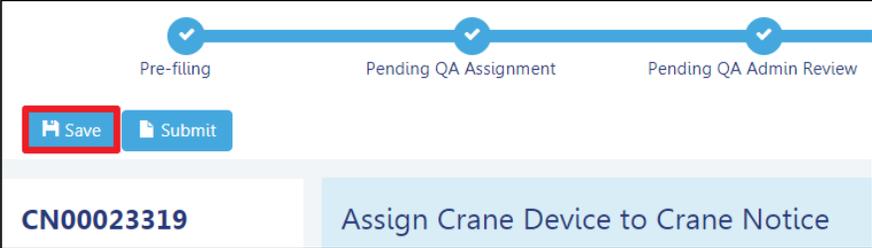
Step	Action
7.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
8.	<p>A <b>Notification</b> pop-up window displays with the message (sample):</p> <p>Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> <li>• CD00001661</li> </ul> <p>Click <b>Save</b> to continue.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> 

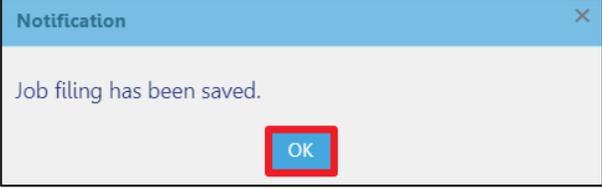
Step	Action
<p><b>Note:</b></p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> <li>6. <i>Status Bar</i></li> <li>7. <i>Review and File</i></li> <li>8. <i>CD Filing Number – with Interchangeable Components Application Number</i></li> <li>9. <b>Additional Tabs:</b> <i>Equipment Information, Interchangeable Components, Documents and Statements &amp; Signatures</i></li> <li>10. <b>Application Information:</b> <i>Application Highlights, View Filing, History and Fee</i></li> </ol> <div data-bbox="315 726 1438 1247" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>
	<p style="text-align: center;"><b>You have begun the process for <b>Adding Interchangeable Components</b>.</b></p> <p style="text-align: center;">Continue to the next section.</p>

## Complete Interchangeable Components Tab

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

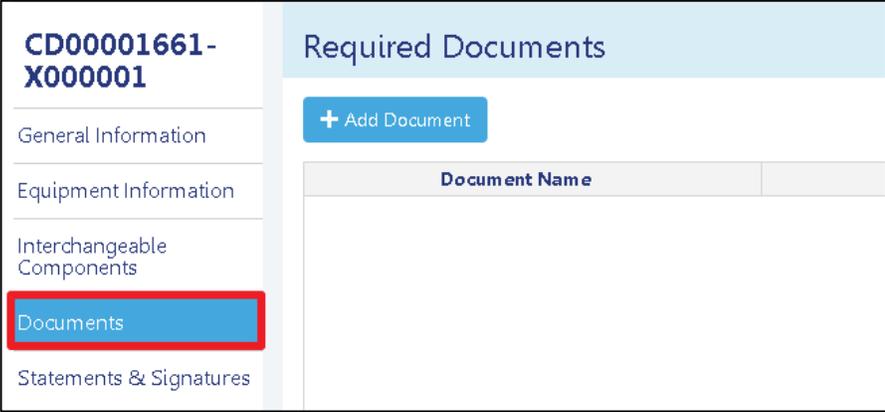
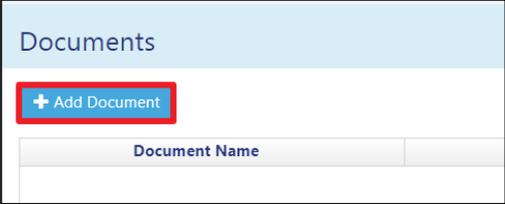
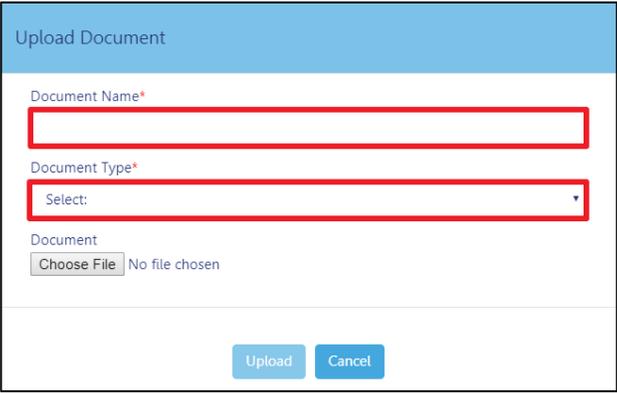
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>Select the <b>Interchangeable Components</b> tab to display the section.</p> 
2.	<p>Click the applicable <b>Component</b> (e.g. <b>Boom Information</b>) and click the <b>edit</b> (  ) icon to enter the Last Inspection Date details.</p> 

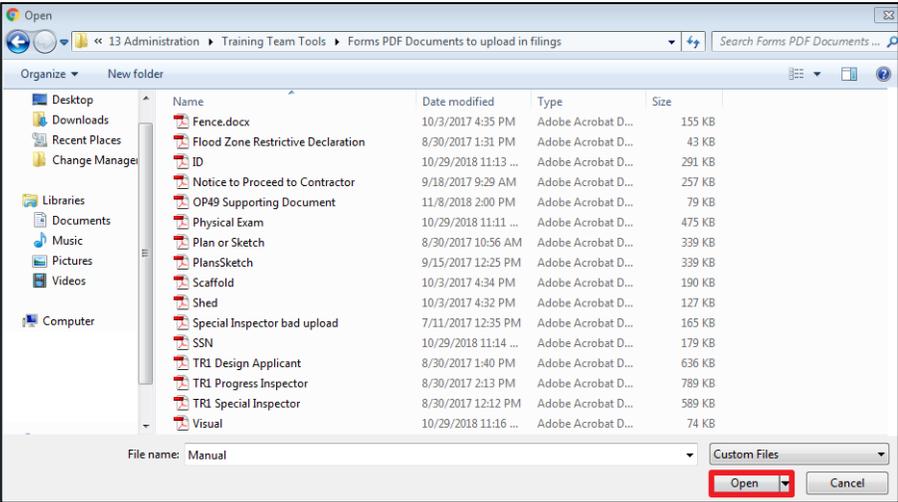
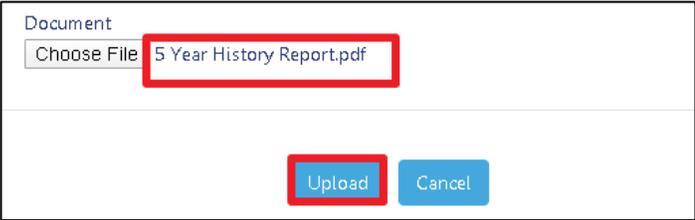
Step	Action
3.	<p>A Notification pop-up window displays with the message: Component has been added. Click <b>OK</b> to close the notification.</p> 
Note:	<p>The <b>Component</b> added displays in the Boom Information table.</p> <p>Click the <b>edit</b> (  ) icon to edit the details.</p> <p>Click the <b>trash</b> (  ) icon to delete the information added.</p> 
Note:	<p>Repeat Steps 1 to 5 of the Complete Ineterchangeable Components tab section to add Inspection Date details.</p>
4.	<p>At the top-left of the screen, click <b>Save</b>.</p> 

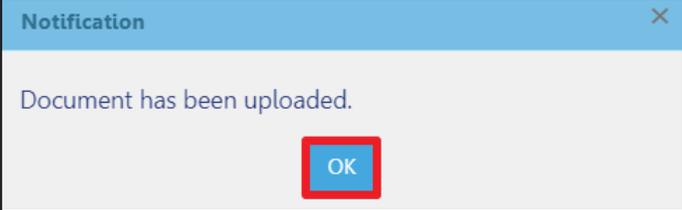
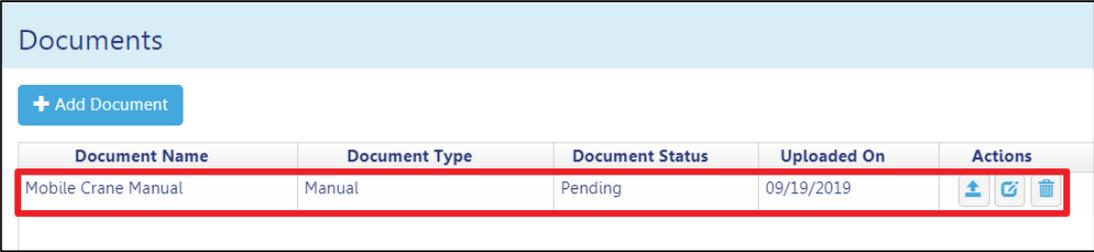
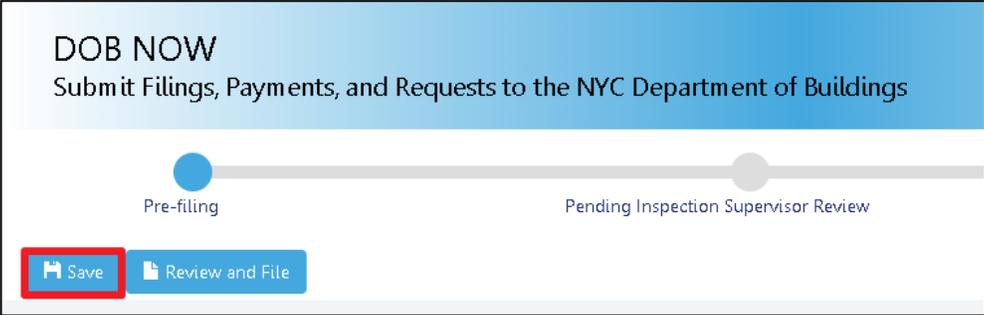
Step	Action
5.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Complete Amend Interchangeable Components tab</b> Step-by-Step Guide.</p>	

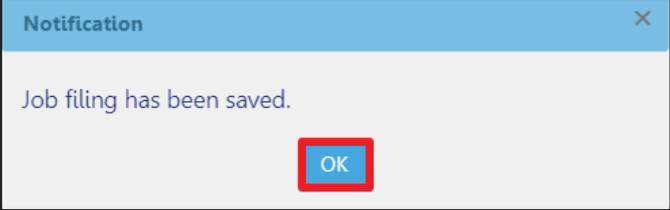
## Upload Documents

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

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The <b>Upload Document</b> pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <i>5 Year History Report</i>) from the Document Type drop-down list.</p> 

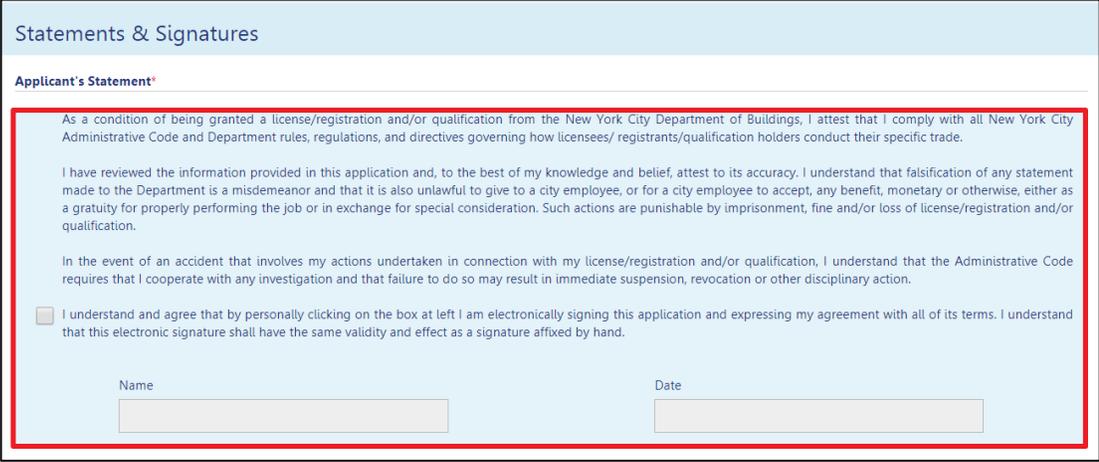
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 

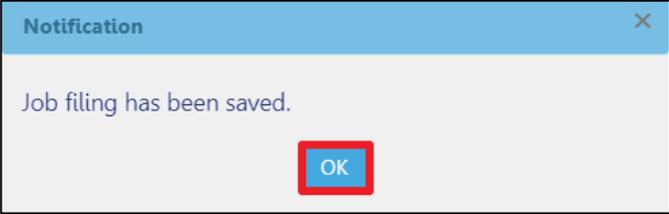
Step	Action
7.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded. Click <b>OK</b> to continue.</p> 
<p><b>Note:</b></p>	<p><i>The Document uploaded displays within the Document table.</i></p> <p><i>Click the edit (  ) icon to update the Document information.</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 <b>Save</b>.</p> 

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

## Complete Statements & Signatures

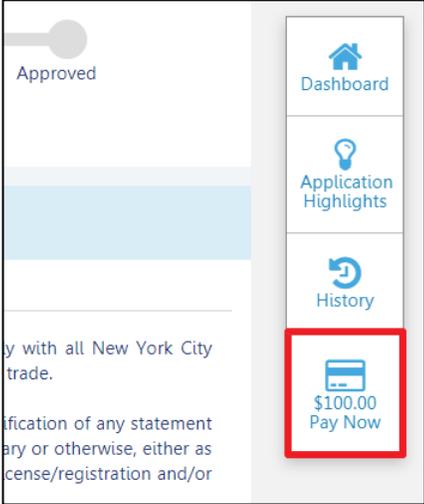
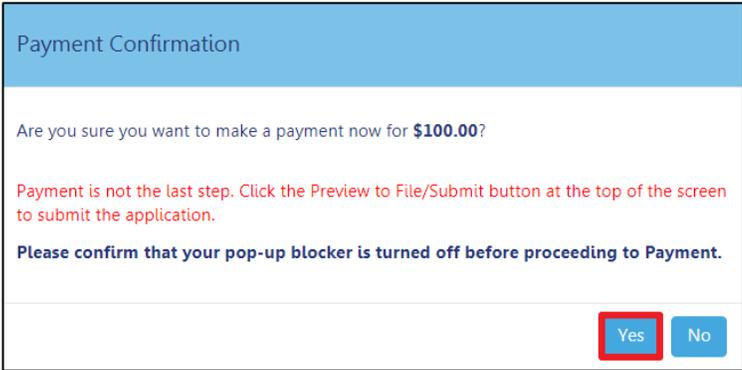
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

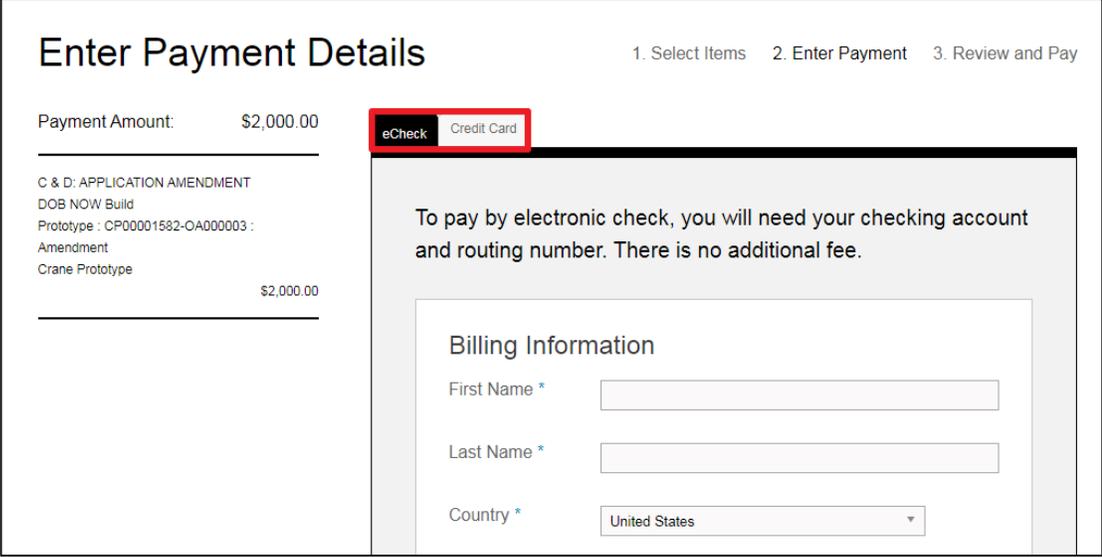
Step	Action
1.	<p>Click <b>Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<b>Note:</b>	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
<b>APPLICANT OF RECORD</b>	
2.	<p>Click the <b>Applicant's Statement</b> checkbox to electronically attest. The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> 

Step	Action
3.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
4.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Statement &amp; Signatures</b> section.            Continue to the next section.</p>	

## Pay Fees

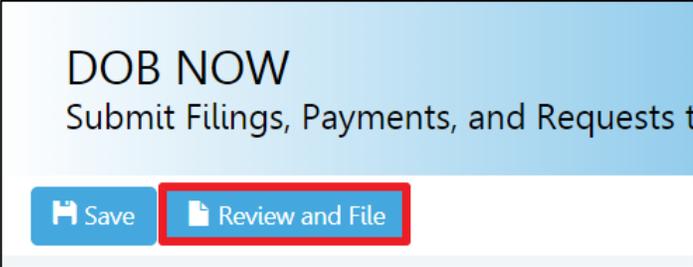
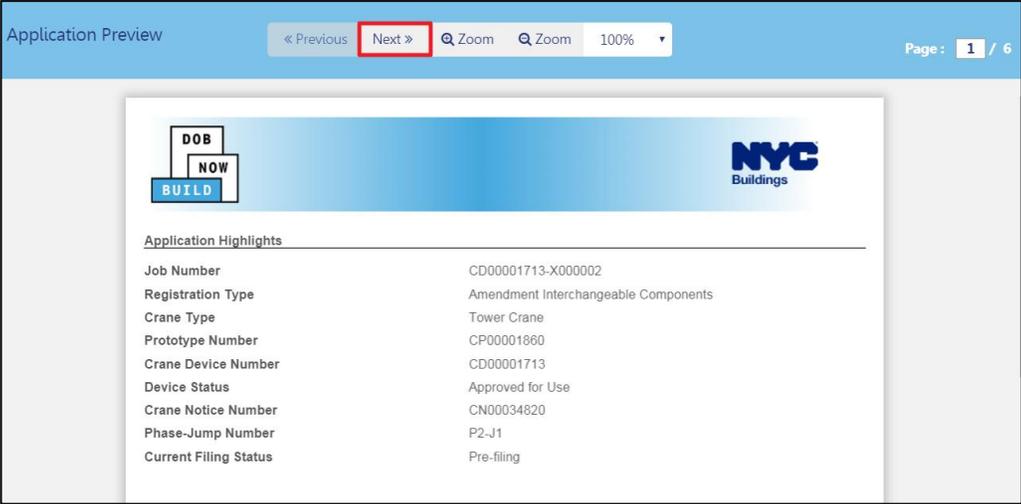
Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action
<p><i>Note:</i></p>	<p>The job filing’s fees must be paid before continuing to Preview to File.</p>
<p>1.</p>	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p>  <p>The screenshot shows a sidebar menu with four items: Dashboard, Application Highlights, History, and Pay Now. The Pay Now item, which includes a credit card icon and the text '\$100.00 Pay Now', is highlighted with a red rectangular box.</p>
<p>2.</p>	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Are you sure you want to make a payment now for <b>\$100.00</b>?</p> <p>Payment is not the last step. Click the Preview to 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 <b>Yes</b>, to proceed.</p>  <p>The screenshot shows a pop-up window titled 'Payment Confirmation'. It contains the text: 'Are you sure you want to make a payment now for \$100.00?'. Below this, there are two lines of red text: 'Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.' and 'Please confirm that your pop-up blocker is turned off before proceeding to Payment.' At the bottom right, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.</p>

Step	Action
3.	<p>The page is redirected to <b>NYC City Pay</b>.</p> <p>Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.</p> 
4.	<p>The <b>Notification</b> pop-up window displays on the DOB NOW page with the message: Payment processed successfully.</p> <p>Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Pay Fees</b> section.</p> <p>Continue to the next section.</p>	

## Complete Review and File

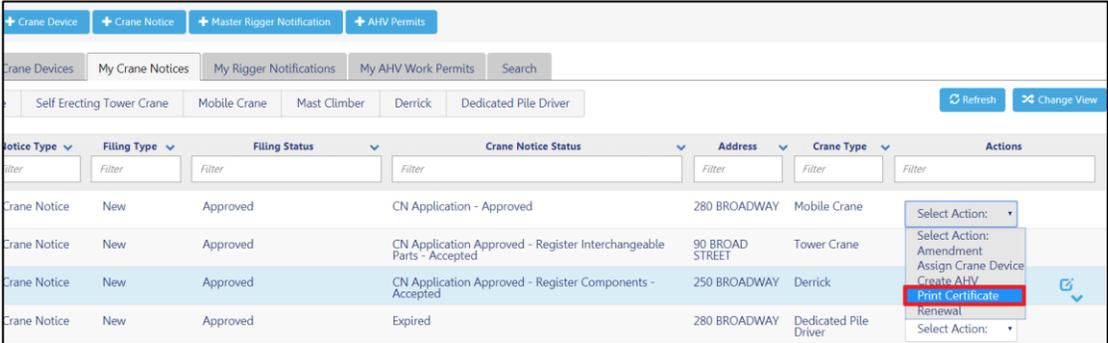
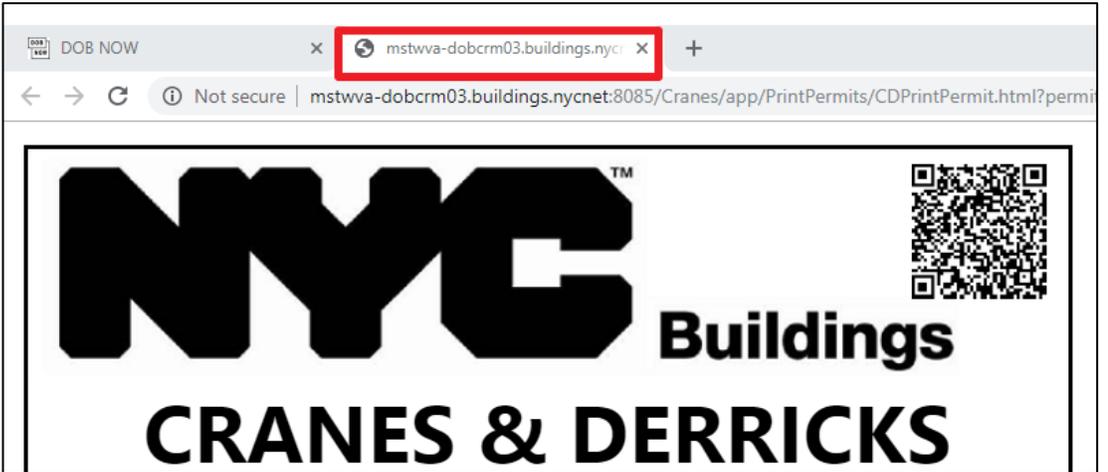
Complete the following steps to review and submit the application to the NYC Department of Buildings.

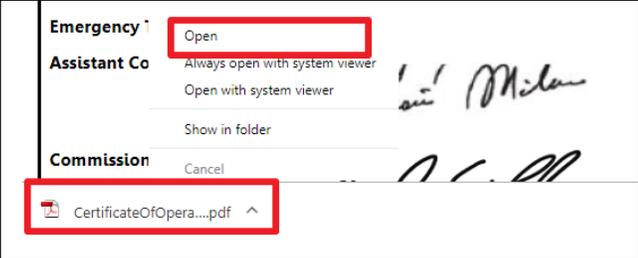
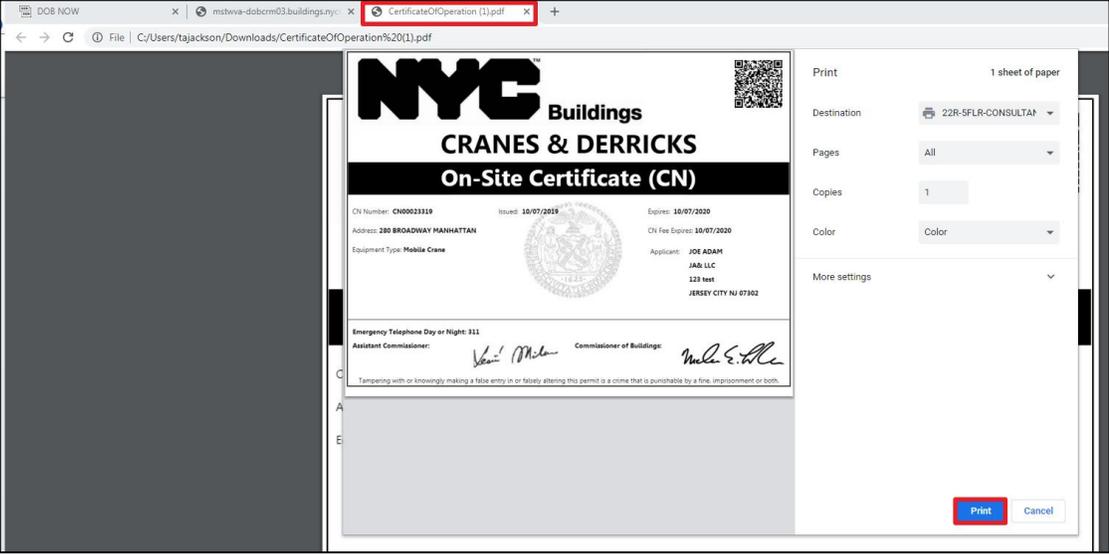
Step	Action																				
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1.	<p>At the top-left of the screen, click <b>Review and File</b>.</p> 																				
2.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview 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>CD00001713-X000002</td> </tr> <tr> <td>Registration Type</td> <td>Amendment Interchangeable Components</td> </tr> <tr> <td>Crane Type</td> <td>Tower Crane</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001860</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001713</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use</td> </tr> <tr> <td>Crane Notice Number</td> <td>CN00034620</td> </tr> <tr> <td>Phase-Jump Number</td> <td>P2-J1</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001713-X000002	Registration Type	Amendment Interchangeable Components	Crane Type	Tower Crane	Prototype Number	CP00001860	Crane Device Number	CD00001713	Device Status	Approved for Use	Crane Notice Number	CN00034620	Phase-Jump Number	P2-J1	Current Filing Status	Pre-filing
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<b>Note:</b>	<p><i>If errors are discovered when Review and File is selected, click <b>Return to Filing View</b>, 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;"> <span style="border: 1px solid blue; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
4.	<p>The <b>Name</b> and the <b>Date</b> field’s auto-populate after the check-box is clicked. Click <b>File</b>, 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;"> <span style="border: 2px solid red; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
5.	<p>A <b>Notification</b> 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 <b>OK</b> 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 <span style="float: right; font-size: 1.2em;">✕</span></div> <p style="text-align: center; color: #0070c0;">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;"> <span style="border: 2px solid red; padding: 2px 5px;">OK</span> <span style="border: 1px solid blue; padding: 2px 5px; margin-left: 10px;">View Filing</span> </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending Inspections Supervisor Review</b>).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center;"> <span style="color: blue; font-size: 1.5em;">✓</span> ————— <span style="color: blue; font-size: 1.5em;">●</span> ————— <span style="color: gray; font-size: 1.5em;">●</span> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Pre-filing</span> <span>Pending Inspection Supervisor Review</span> <span>Accepted</span> </div> </div>
<p>You have completed <b>Tower Crane CD: Add Interchangeable Components Step-by-Step Guide</b>.</p> <p>Continue to <b>Tower Crane CN: Tag Crane Device</b> section.</p>	

# Print On-Site Certificate: From the Dashboard

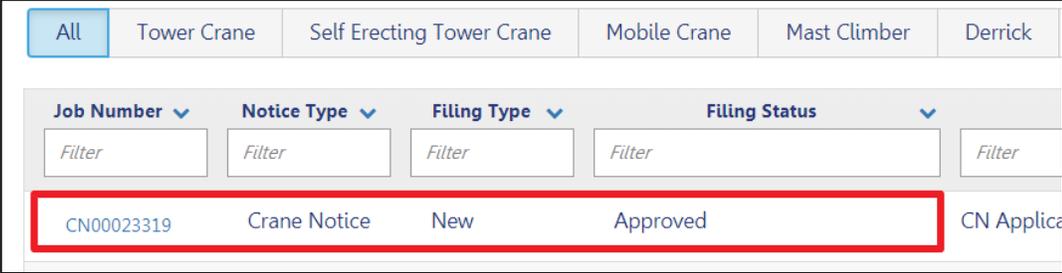
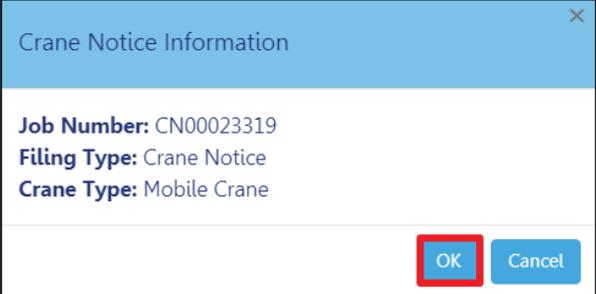
Complete the following steps to print the On-Site Certificate from the dashboard:

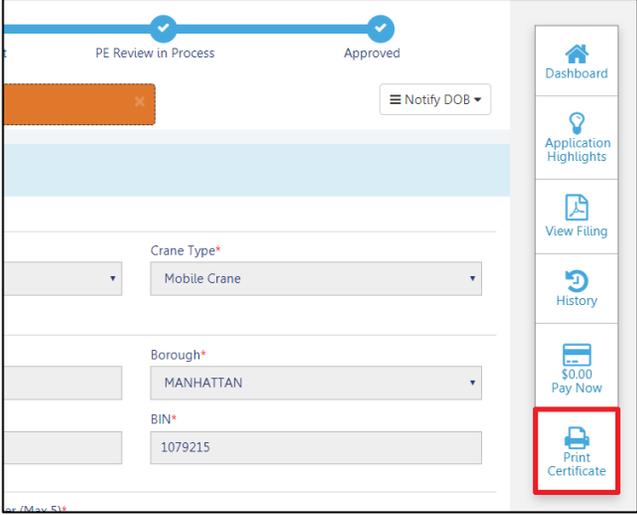
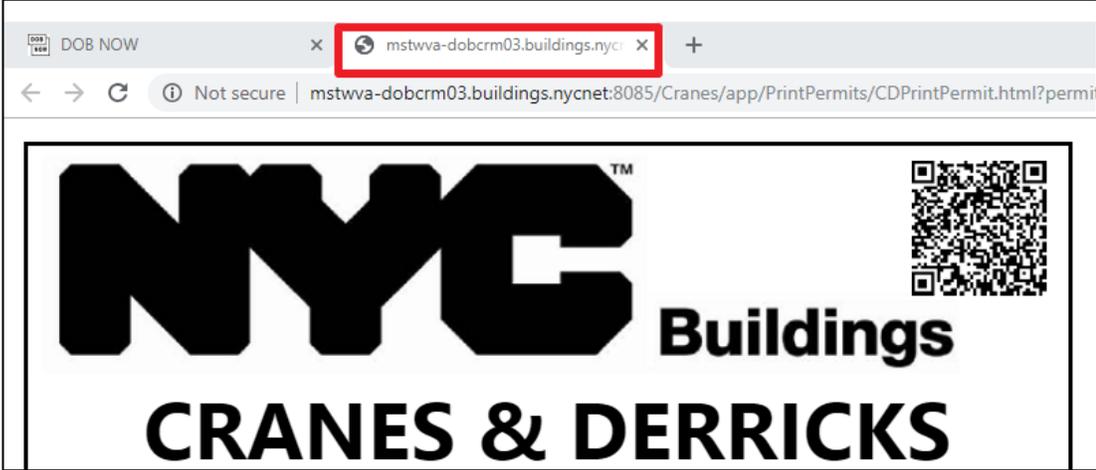
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column drop-down list, click the <b>Print Certificate</b> on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The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

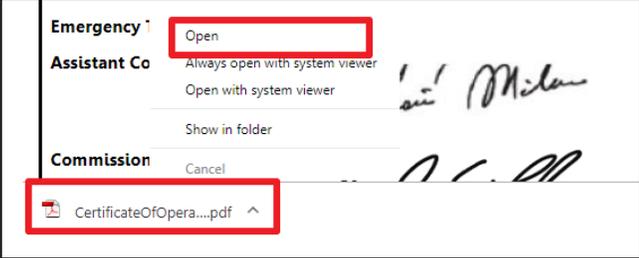
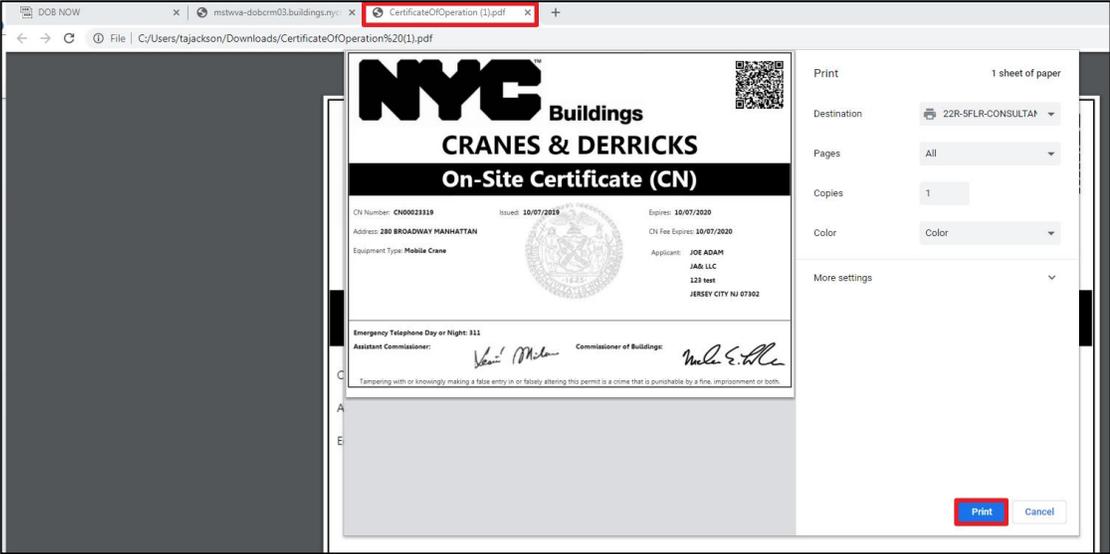
Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p><b>Print To PDF</b></p>
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p>  <p>Emergency Assistant Co Commission</p> <p>Open</p> <p>Always open with system viewer</p> <p>Open with system viewer</p> <p>Show in folder</p> <p>Cancel</p> <p>CertificateOfOpera...pdf</p>
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p>  <p>DOB NOW</p> <p>msbwa-dobcm03.buildings.ny.gov</p> <p>CertificateOfOperation (1).pdf</p> <p>File   C:/Users/tajackson/Downloads/CertificateOfOperation%20(1).pdf</p> <p><b>NYC Buildings</b></p> <p><b>CRANES &amp; DERRICKS</b></p> <p><b>On-Site Certificate (CN)</b></p> <p>CN Number: CN00023318 Issued: 10/07/2019 Expires: 10/07/2020</p> <p>Address: 280 BROADWAY MANHATTAN CN Fee Expires: 10/07/2020</p> <p>Equipment Type: Mobile Crane Applicant: JOE ADAM</p> <p>JAB, LLC</p> <p>123 feet</p> <p>JERSEY CITY NJ 07302</p> <p>Emergency Telephone Day or Night: 311</p> <p>Assistant Commissioner: [Signature] Commissioner of Buildings: [Signature]</p> <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTA</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p><b>Print</b> Cancel</p>
<p>You have completed the <b>On-Site Certificate: From the Dashboard</b> Step-by-Step Guide.</p>	

# Print On-Site Certificate: From within the Application

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

Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The <b>Crane Notice Information</b> pop-up window displays with the message:  <b>Job Number:</b> CN00023319  <b>Filing Type:</b> Crane Notice  <b>Crane Type:</b> Tower Crane  Click <b>OK</b> to proceed.</p> 

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

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