

**DOB NOW: *Build***  
FALL 2023 RELEASE  
SUSPENDED SCAFFOLD

Updated November 2023

- Introduction to Suspended Scaffold
- Types of Applicants
- Job Filing Requirements:
  - Scope of Work
  - Technical Reports
  - Documents
  - Attestations
  - Fees
- Filing a Suspended Scaffold Job Filing
- Plan Approval & Permits
- Installation & Removal Notifications
- Submitting Notifications
- Supersede Requests & PAAs
- In-Progress CD5 Filings

# BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB  
NOW



Chat Feature



Mute Microphones



Ask Questions



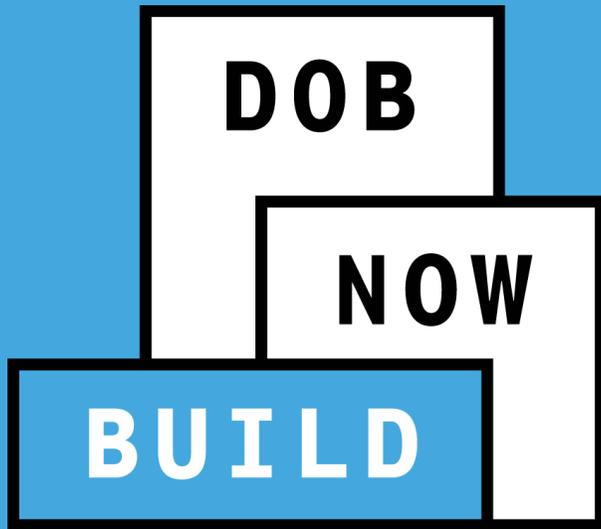
Parking Lot



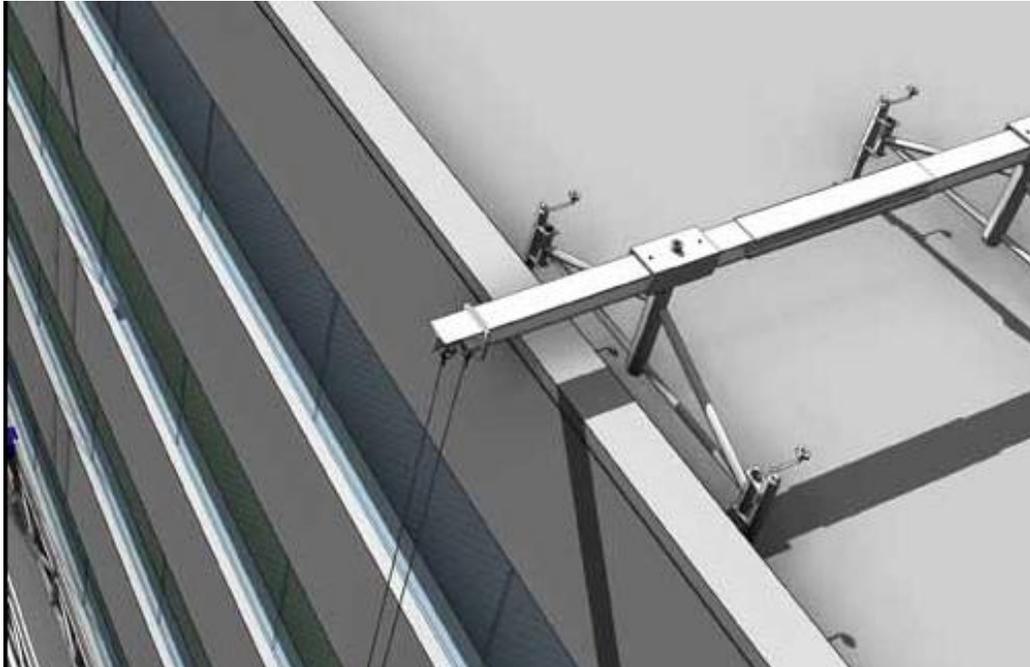
Feedback



Participate



## SUSPENDED SCAFFOLD INTRODUCTION



- **Suspended Scaffolds** (also called hanging scaffolds) are work platforms that hang from overhead support structures on roofs or building setbacks.
- Suspended Scaffolds must comply with the New York City Construction Codes.

- **Industrial Rope Access** is a method by which access is gained to the exterior walls of a building or structure by means of ropes.
  - This is applicable in cases where people descend or ascend via a rope.
  - Ropes are used as the primary means of support.
  - Ropes are used as the primary means of protection or positioning for the individual.





- Currently for **Suspended Scaffold**, the applications are submitted using two distinct methods:
  - Submission by **CD5 form (paper process)**
    - Applicants using CD5 are Master/Special Riggers or Master/Special Sign Hangers.
  - Submission by **PW1 form (filed in BIS)**
    - Applicants using PW1 are Registered Design Professionals (PE/RA)

- All applications for Suspended Scaffolds will be submitted through DOB NOW: *Build* starting on November 15.
- **Suspended Scaffold (SC) will be a new Work Type** that can be used with **Alteration Job Type** initial or subsequent filings.
- Suspended Scaffold can also be submitted as a **subsequent filing for NB or ALT-CO** jobs.

- For the updated release, there are **two options associated** with the category of Suspended Scaffold:

## I. Sub-Category: IRA (Industrial Rope Access)

## II. Sub-Category: Suspended Scaffold (SC)

- Option A: Adjustable
- Option B: Non-Adjustable

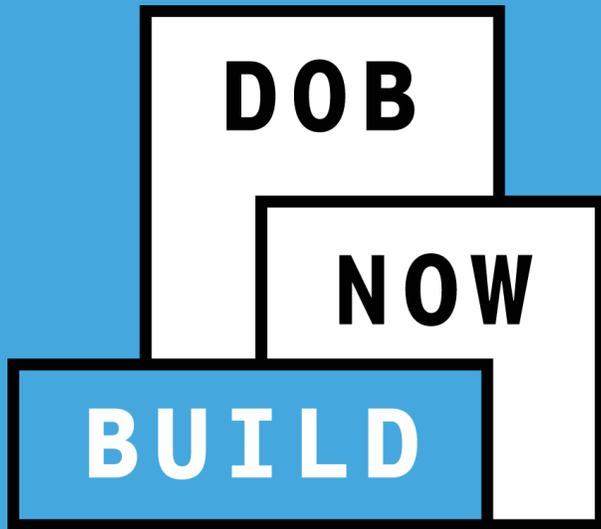
- 
- A yellow lightbulb icon with rays emanating from it, set within a dark blue circular background.
- You cannot combine Non-Adjustable and Adjustable types within the same filing.
  - You cannot select IRA and Suspended Scaffold together in the same filing.

- Suspended Scaffold work type cannot be combined filed with any other work types.

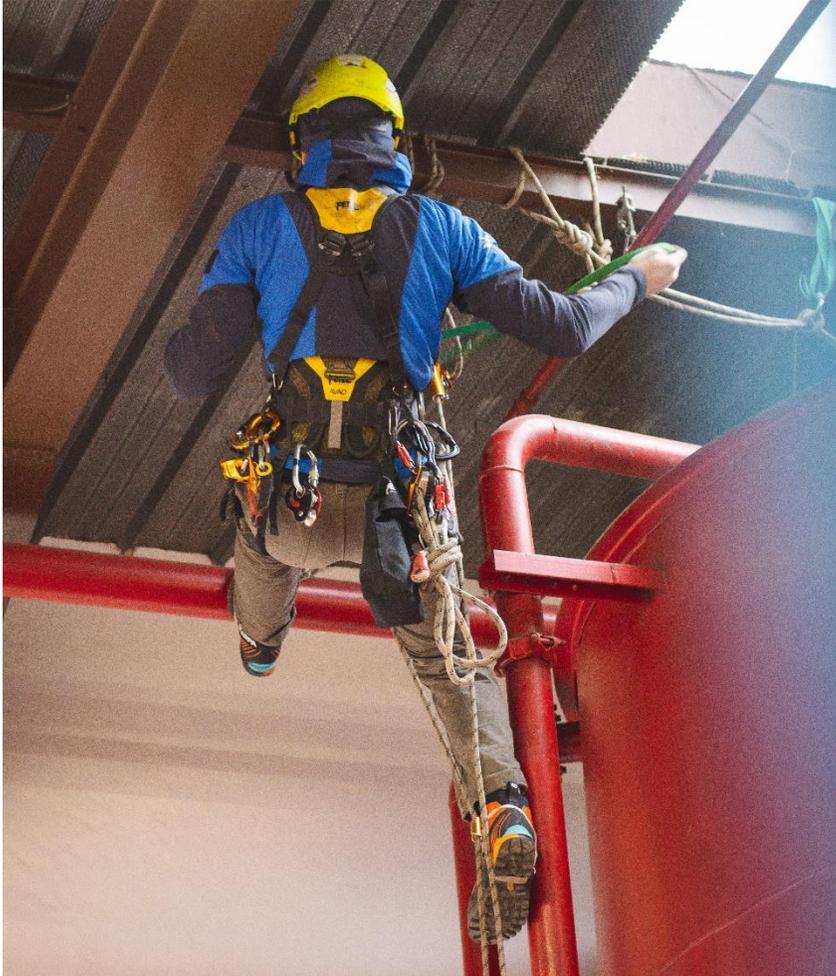


- The following Applicants can submit a Job Filing for Suspended Scaffold Work Type depending on the scope of work:
  - **Special or Master Rigger**
  - **Special or Master Sign Hanger**
  - **Registered Design Professional (PE/RA)**
- If a PE/RA submits, it will be **reviewed by the Borough Office** per the standard PW1 Job Filing plan review and permitting process.
- If a Special/Master Rigger or Special/Master Sign Hanger submits, it will **be reviewed by the Cranes & Derricks unit** as per the CD5 application process.



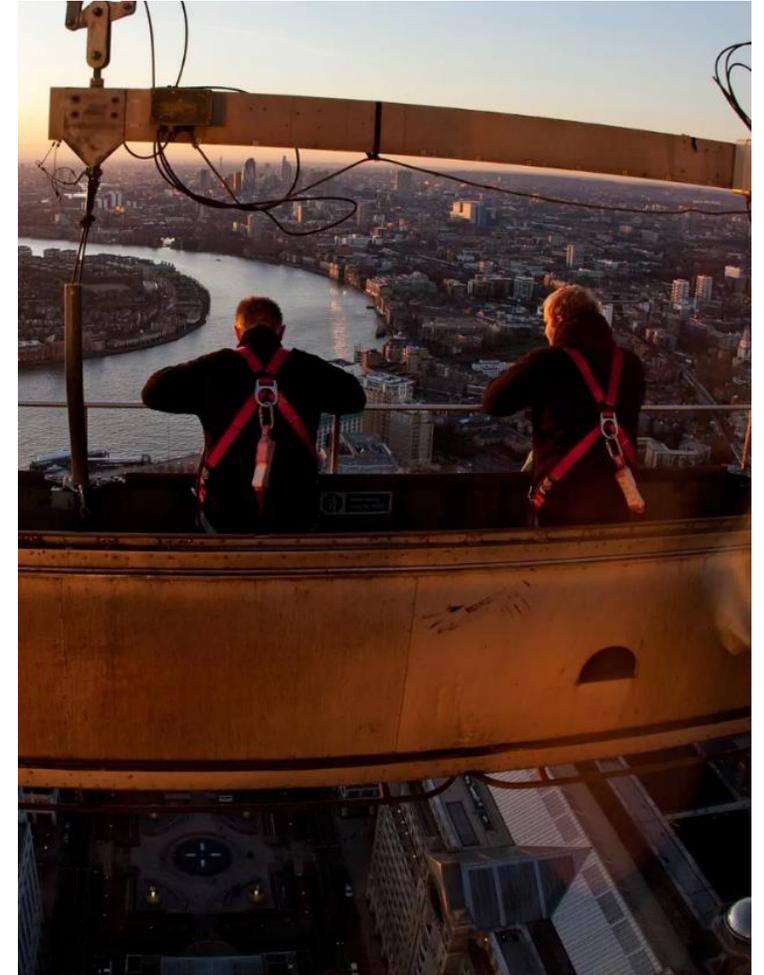


## SUSPENDED SCAFFOLD – WHO CAN FILE & SCOPE OF WORK



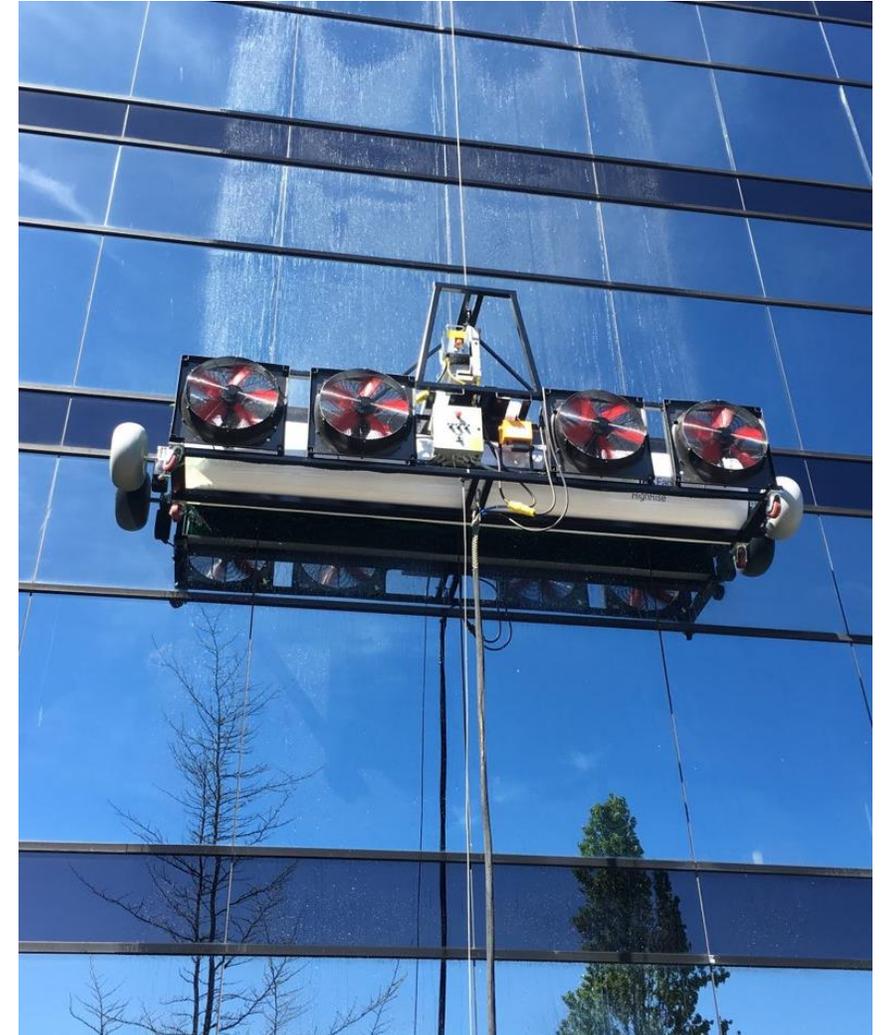
- All Suspended Scaffold Job Filings may be filed by a **Professional Engineer or Registered Architect**.
- Some Suspended Scaffold Job Filings may be filed by a **Master/Special Rigger or Master/Special Sign Hanger**.
- In some cases, if the Applicant of Record is not a PE/RA there must be a PE/RA associated to the Job Filing. The PE/RA must **attest** and upload a **DPL-1**.
- Some Suspended Scaffold jobs do not require a Job Filing. Instead, only a Notification is required to be filed.
- Some limited-scope Suspended Scaffold jobs require neither a Job Filing nor a Notification.

- A Suspended Scaffold filing must be submitted by a **Professional Engineer or Registered Architect only** (and reviewed by the Borough Office) if these conditions apply:
  - Suspended Scaffold platforms are Adjustable or Non-Adjustable
  - Any method of support
  - **One or more No to:**
    - Single Tier?
    - Supported at no more than 1 or 2 points?
    - A maximum height of 15ft?
    - A maximum capacity < 2000 lbs?
    - A maximum platform load < 75 lbs/sq ft?



- A Suspended Scaffold filing can be submitted by a **Master / Special Rigger or Master / Special Sign Hanger** and reviewed by the Cranes & Derricks team under these conditions:
  - Suspended Scaffold platforms are **adjustable**
  - Support methods are only **Outriggers or Outriggers Combined With C-Hooks Methods**
  - One or both questions is **YES**:
    - Are any of the scaffolds used on the job a 2-point corner or angle scaffold?
    - Are any of the scaffolds used on the job anchored to a building or structure?
  - In this scenario, a Design Professional is required to be associated with the Job Filing, but not as the Applicant of Record.

- A Suspended Scaffold filing can be submitted by a **Master/Special Rigger or Master/Special Sign Hanger** (and no PE/RA Associated) and reviewed by the Cranes & Derricks team under these conditions:
  - Support methods are only Outriggers or Outriggers Combined with C-Hooks Methods
    - Are any of the scaffolds used on the job a 2-point corner or angle scaffold? **NO**
    - Are any of the scaffolds used on the job anchored to a building or structure? **NO**



- Under the following circumstances, **no Job Filing is required, but a Notification must be submitted** before installing or removing the Suspended Scaffold:
  - All platforms on the job are **Adjustable**
  - The method of support is **C-Hook Only**
  - **Yes** to “Are all platforms 2-point single tier with a maximum capacity  $\leq$  2000 lbs. suspended solely by C-Hooks?”
  - **No** to “Are all C-Hooks connected to a parapet?”



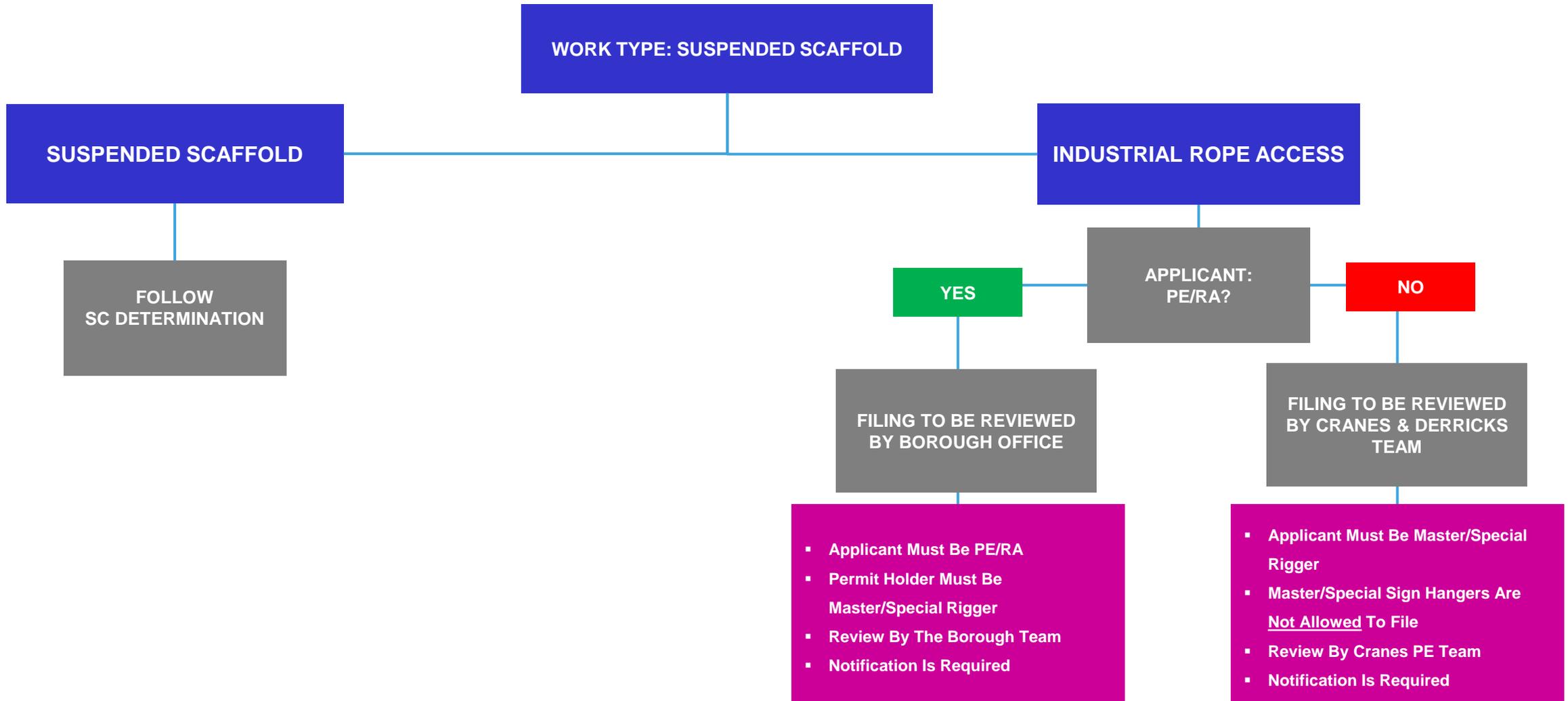
- If jobs are **non-adjustable** and **Yes to both** of the questions below, then we require neither a Job Filing nor a Notification.
- If **No** is selected to either question, then notification will be required.
  - All suspended scaffold platforms are non-adjustable
  - Platform area is < 40 sq. ft.
- See the [Notification section](#) for more details.



- **Industrial Rope Access (IRA)** follows the same review process as the Suspended Scaffold Job Filing subcategory.
  - If the applicant is PE/RA, then the job filing will be reviewed by the **Borough Office**.
  - If the applicant is a Master/Special Rigger, then the Job Filing will be reviewed by the **Cranes & Derricks Unit**.
- IRA does not have any **Scope Of Work** questions but there are required documents.
- **Notifications** are required for IRA filings.
- Sign Hangers cannot file IRA Job Filings.



# DOB NOW: *Build* – SS INDUSTRIAL ROPE ACCESS DETERMINATIONS

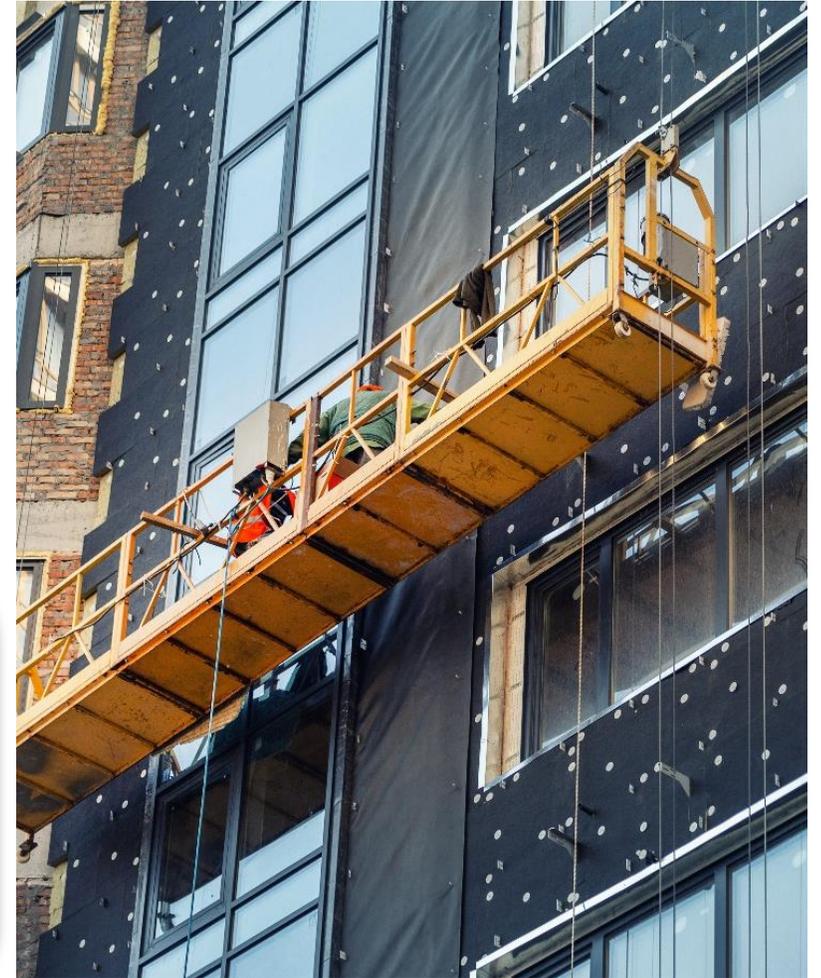


- The **Scope of Work** tab will allow the system to determine if a Master/Special Rigger or Master/Special Sign Hanger may be the Applicant of Record on the Job Filing.
- If a Master/Special Rigger or Master/Special Sign Hanger starts a Job Filing that a PE/RA must submit, the system will inform the user accordingly.



Master/Special Rigger **can be** the applicant on any filing that does not require PE/RA to be the applicant.

- Master/Special Sign Hanger can be the applicant on any **non-IRA** filing that does not require PE/RA to be the applicant.

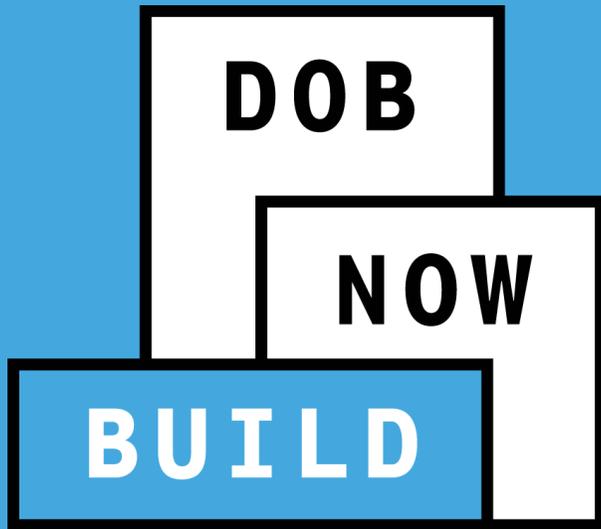


- In summary, the following roles can only file:

LICENSEE	REVIEW TEAM	CONDITIONS
<ul style="list-style-type: none"> <li>▪ <b>PROFESSIONAL ENGINEER</b></li> <li>▪ <b>REGISTERED ARCHITECT</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>BOROUGH OFFICE</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspended Scaffold platforms are <b>Adjustable</b> or <b>Non-adjustable</b></li> <li>▪ Any method of support</li> <li>▪ One or more No to:                             <ul style="list-style-type: none"> <li>▪ Single Tier?</li> <li>▪ Supported at no more than 1 or 2 points?</li> <li>▪ A maximum height of 15ft?</li> <li>▪ A maximum capacity &lt; 2000 lbs?</li> <li>▪ A maximum platform load &lt; 75 lbs/sq ft?</li> </ul> </li> </ul>

- The following table summarizes when a Design Professional is required:

DESIGN PROFESSIONAL REQUIRED?	CONDITIONS
<ul style="list-style-type: none"><li>▪ <b>YES, IF YOU ANSWERED <u>YES TO ONE OR MORE QUESTIONS</u></b></li></ul>	<ul style="list-style-type: none"><li>▪ Support methods are only <b>Outriggers</b> or <b>Outriggers Combined with C-Hooks Methods</b></li><li>▪ Are any of the scaffolds used on the job a 2-point corner or angle scaffold?</li></ul>
<ul style="list-style-type: none"><li>▪ <b>NO, IF YOU ANSWERED <u>NO TO BOTH QUESTIONS</u></b></li></ul>	<ul style="list-style-type: none"><li>▪ Are any of the scaffolds used on the job anchored to a building or structure?</li></ul>



## TECHNICAL REPORTS

Suspended Scaffold Job Filing

# PRE-DOB NOW: TR1 – STATEMENT OF RESPONSIBILITY

DOB  
NOW

Paper Technical Reports are currently submitted for TR Inspections and Sign-off.

## TR1: Technical Report Statement of Responsibility

- The TR1 is filed to identify responsibility or to report the results of completed Special/Progress Inspections.
- Once inspections/tests results are in compliance, the results must be certified for submission.



**TR1: Technical Report  
Statement of Responsibility**

*This form must be typewritten*

Orient and affix BIS  
job number label here

**1 Location Information** *Required for all applications.*

House No(s) Street Name

Work on Floor(s)

**2 Applicant Information** *Required for all applications.*

Choose all that apply:  Design Applicant 3A, 4A, 5  Special Inspections Applicant 3B-D, 6-9  Progress Inspections Applicant 4B-D, 6-9

Last Name First Name Middle Initial

Business Name Business Telephone

Business Address Business Fax

City State Zip Mobile Telephone

License Type choose one:  P.E.  R.A.  Other: License Number

Special Inspection Agency Number

**3 Special Inspection Categories** *Required for all applications, continued on page 2; ■ indicates report required.*

	3A Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N Special Inspections Code/Section	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Welding BC 1704.3.1			
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – Details BC 1704.3.2			
<input type="checkbox"/>	<input type="checkbox"/> Structural Steel – High Strength Bolting BC 1704.3.3			

# DOB NOW: *Build* – PAPER TR1 FORM IS NOW IN A TECHNICAL REPORT TAB

DOB  
NOW

## CURRENT PAPER - TR1 FORM

## FUTURE PROCESS - DOB NOW: *Build* – (TR1)

**NYC Buildings**

**TR1: Technical Report Statement of Responsibility**  
This form must be typewritten

☑ Orient and affix BIS job number label here ☒

**1 Location Information** Required for all applications.

House No(s) Street Name  
Work on Floor(s)

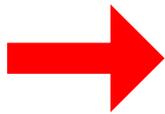
**2 Applicant Information** Required for all applications.

Choose all that apply:  Design Applicant 3A, 4A, 5  Special Inspections Applicant 3B-D, 6-9  Progress Inspections Applicant 4B-D, 6-9

Last Name First Name Middle Initial  
Business Name Business Telephone  
Business Address Business Fax  
City State Zip Mobile Telephone  
License Type choose one:  P.E.  R.A.  Other: License Number  
Special Inspection Agency Number

**3 Special Inspection Categories** Required for all applications, continued on page 2: █ indicates report required.

3A	Identification of Requirement	3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel – Welding	BC 1704.3.1	
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel – Details	BC 1704.3.2	
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel – High Strength Bolting	BC 1704.3.3	
<input type="checkbox"/>	<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4	
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Cast-In-Place	BC 1704.4	
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Precast	BC 1704.4	
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Prestressed	BC 1704.4	
<input type="checkbox"/>	<input type="checkbox"/>	Masonry	BC 1704.5	
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of High-Load Diaphragms	BC 1704.6.1	
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of Metal-Plate-Connected Trusses	BC 1704.6.2	
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of Prefabricated I-Joists	BC 1704.6.3	
<input type="checkbox"/>	<input type="checkbox"/>	Subgrade Inspection	BC 1704.7.1	
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2 BC 1704.7.3	
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits)	█ TR4 BC 1704.7.4	
<input type="checkbox"/>	<input type="checkbox"/>	Deep Foundation Elements	█ TR5 BC 1704.8	
<input type="checkbox"/>	<input type="checkbox"/>	Helical Piles (BB # 2014-020)	█ TRSH BC 1704.8.5	
<input type="checkbox"/>	<input type="checkbox"/>	Vertical Masonry Foundation Elements	BC 1704.9	
<input type="checkbox"/>	<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers	█ BC 1704.10	
<input type="checkbox"/>	<input type="checkbox"/>	Sprayed fire-resistant materials	BC 1704.11	
<input type="checkbox"/>	<input type="checkbox"/>	Mastic and Intumescent Fire-resistant Coatings	BC 1704.12	
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Insulation and Finish Systems (EIFS)	BC 1704.13	
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin #	BC 1704.14	
<input type="checkbox"/>	<input type="checkbox"/>	Smoke Control Systems	BC 1704.15	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Systems	BC 1704.16	
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.17	
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Steam Piping (Welding)	BC 1704.18	
<input type="checkbox"/>	<input type="checkbox"/>	High Temperature Hot Water Piping (Welding)	BC 1704.18	
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Fuel-Gas Piping (Welding)	BC 1704.19	
<input type="checkbox"/>	<input type="checkbox"/>	Structural Stability – Existing Buildings	BC 1704.20.1	
<input type="checkbox"/>	<input type="checkbox"/>	Excavations—Sheeting, Shoring, and Bracing	BC 1704.20.2	



**B00439443-I1**

Plans/Work (PW1)

Zoning Information

Scope of Work ▾

Suspended Scaffold

**Technical Report** ▾

**Technical Report (TR1/4/5/5H)**

Documents

Statements & Signatures

**Technical Report (TR1)**

Stakeholders can add or delete optional Te delete icon under the Actions column befo

**Special Inspection Categories**

+ Add + Update Multiple

Actions ▾	Requirement

- The following Inspections are optional for Suspended Scaffold:
  - **Structural Steel – Welding**
  - **Structural Steel – High Strength Bolting**
  - **Alternative Materials – OTCR Buildings Bulletin #**
  - **Structural Stability Alteration of Existing Buildings**
  - **Aluminum Construction**
  - **Post-Installed Anchors**

- When a Technical Report is added to the Job Filing, the applicant or the associated DP must identify who is the **TR Inspector**.
- The TR Inspector **must log in and attest** to their role and upload the DPL-1 to complete the Identification on the TR Inspection:
  - Prior to submission, if AOR on CD5 is not PE/RA
  - Prior to Permit, if the AOR on the PW1 is PE/RA
- Once the inspection is completed, the TR Inspector must **certify the results** before the permit can be signed off and Letter of Completion can be requested.

# DOB NOW: *Build* – TR1 UPDATE MULTIPLE

DOB  
NOW

- For Special Inspection Categories the User can select Multiple Special-Inspections to be updated.
- Example*, A Special Inspector can be associated to multiple Inspections by providing the attestation and upload of DPL-1 form once.

Technical Report (TR1)

Special Inspection Categories

+ Add + Update Multiple

Actions	Requirement	Agency No.	Identified	Certified	Waived	Special Inspector
	<input type="checkbox"/> Structural Cold-Formed St...	Not Applicable	No	No	No	
	<input type="checkbox"/> Structural Steel – Detail...	Not Applicable	No	No	No	
	<input type="checkbox"/> Wood – Installation of Pr...	Not Applicable	No	No	No	

Total Items: 3

1 / 1 5 Items Per Page 1 - 3 of 3 items

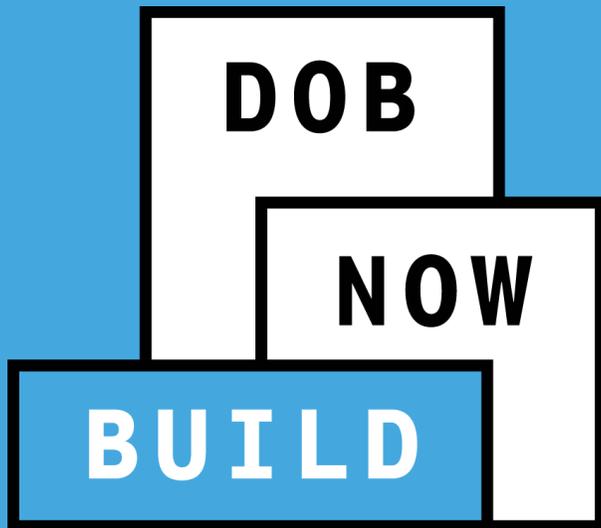
Progress Inspection Categories

+ Add + Update Multiple

Actions	Requirement	Identified	Certified	Waived	Progress Inspector
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Document Upload\*

Document Not Uploaded View  Upload



## REQUIRED DOCUMENTS

Suspended Scaffold Job Filing

# DOB NOW: *Build* – SUSPENDED SCAFFOLD – DOCUMENTS DUE PRIOR TO FILING OR SUBMISSION



DOCUMENT NAME	REQUIED/OPTIONAL?	WAIVER	DEFERRAL
<ul style="list-style-type: none"> <li>Calculations</li> </ul>	<ul style="list-style-type: none"> <li>Required if sub-category is Suspended Scaffold</li> <li>Optional if sub-category is IRA</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<ul style="list-style-type: none"> <li>Manufacturer's Specifications</li> </ul>	<ul style="list-style-type: none"> <li>Required if sub-category is Suspended Scaffold</li> <li>Not required if sub-category is IRA</li> </ul>		
<ul style="list-style-type: none"> <li>Third Person Letter</li> </ul>	<ul style="list-style-type: none"> <li>Optional if sub-category is Suspended Scaffold</li> </ul>		
<ul style="list-style-type: none"> <li>Specialty Crew Letter</li> </ul>	<ul style="list-style-type: none"> <li>Optional if sub-category is Suspended Scaffold</li> </ul>		
<ul style="list-style-type: none"> <li>IRA Certification</li> </ul>	<ul style="list-style-type: none"> <li>Required if sub-category is IRA</li> </ul>		
<ul style="list-style-type: none"> <li>Loads Imposed Letter</li> </ul>	<ul style="list-style-type: none"> <li>Optional if sub-category is Suspended Scaffold</li> </ul>		

# DOB NOW: *Build* – SUSPENDED SCAFFOLD – DOCUMENTS DUE PRIOR TO FILING OR SUBMISSION

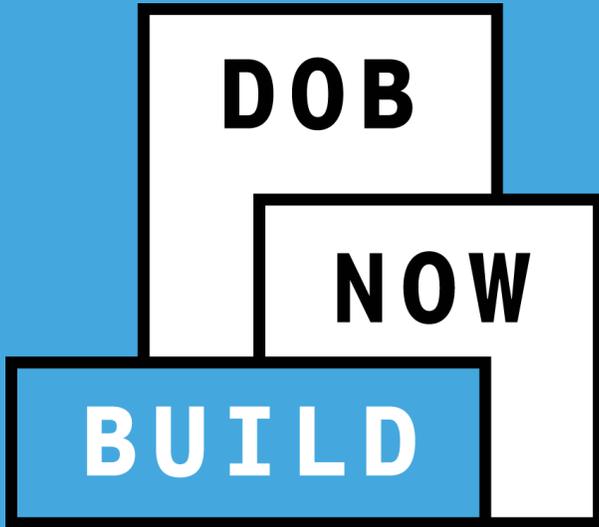


DOCUMENT NAME	REQUIRED/OPTIONAL?	WAIVER	DEFERRAL
<ul style="list-style-type: none"> <li>Other Documents - Prior to Filing</li> </ul>	<ul style="list-style-type: none"> <li>Optional on any/all filings, regardless of work type.</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<ul style="list-style-type: none"> <li>Site Survey: Initial</li> </ul>	<ul style="list-style-type: none"> <li>Required for NB and Alt that impact CofO - document should be required for the first occupancy request (except Core and Shell) for the BIN.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

# DOB NOW: *Build* – SUSPENDED SCAFFOLD – DOCUMENTS DUE PRIOR TO PERMIT



DOCUMENT NAME	REQUIRED/OPTIONAL?	WAIVER	DEFERRAL
<ul style="list-style-type: none"> <li>HPD/HDC Documentation</li> </ul>	<ul style="list-style-type: none"> <li>This document is required for permits when both:                             <ol style="list-style-type: none"> <li>The trigger for the LL104/19 or LL114/19 logic is met. AND</li> <li>The contractor seeking the permit selects a particular 'Exception' item from the drop-down list on their permit request. This document is added to the permit record, not to the filing record.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<ul style="list-style-type: none"> <li>Project Specific General Liability (PGL1)</li> </ul>	<ul style="list-style-type: none"> <li>This document is triggered on the permit request when the PGL1 requirement has been triggered on the filing.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	



## STATUSES

Suspended Scaffold Job Filing

- Initial and PAA (Plans/Work & CD5) Job Filings can be in the following **Statuses**:

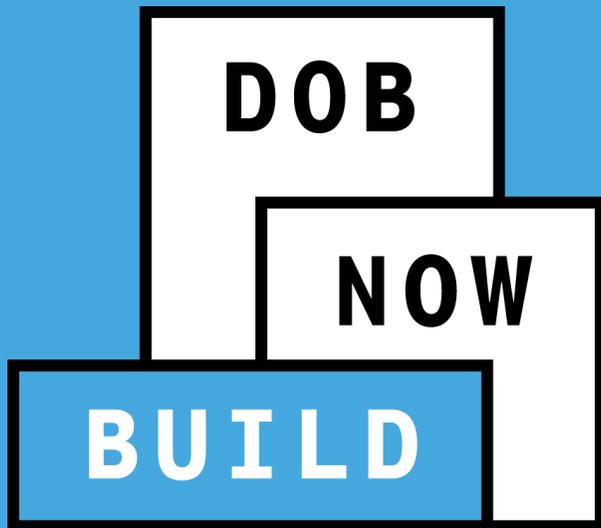
STATUS	MEANING
<b>Pre-filing</b>	<ul style="list-style-type: none"> <li>The Job Filing has been saved but not yet been submitted to DOB.</li> </ul>
<b>Pending QA Assignment</b>	<ul style="list-style-type: none"> <li>The Job Filing has been submitted to DOB. Initial and PAA (Plans/Work &amp; CD5) filings where the <b>Applicant of Record is a Special/Master Rigger or Special/Master Sign Hanger</b> will go to the <u>QA Supervisor</u>, who needs to assign it to a QA Admin or Self Assign.</li> </ul>
<b>QA Review</b>	<ul style="list-style-type: none"> <li>The QA Administrator is reviewing the Job Filing.</li> </ul>
<b>Pending PE Assignment</b>	<ul style="list-style-type: none"> <li>The Plan Examiner will self assign or it to a Plan Examiner.</li> </ul>
<b>PE Review</b>	<ul style="list-style-type: none"> <li>The Plan Examiner is reviewing the Job Filing.</li> </ul>

- Initial and PAA (Plan/Work & CD5) Job Filings can be in the following **Statuses (continued)**:

STATUS	MEANING
<b>Objections</b>	<ul style="list-style-type: none"> <li>The Plan Examiner has raised Objections to the Job Filing. All objections must be addressed before resubmission. If a building becomes a Landmark during the Plan Exam process, an Objection will be raised requiring a Landmark Letter.</li> </ul>
<b>Approved</b>	<ul style="list-style-type: none"> <li>A Plan/Work Job Filing has been Approved by the Plan Examiner.</li> </ul>
<b>Permit Issued</b>	<ul style="list-style-type: none"> <li>A CD5 Job Filing has been Approved by the Plan Examiner.</li> <li>A PW2 tied to an approved <b>PW1 is</b> reviewed and Permit issued.</li> </ul>
<b>Disapproved</b>	<ul style="list-style-type: none"> <li>If a CD5 Job Filing is Disapproved, a New Job Filing must be submitted.</li> </ul>

- Suspended Scaffold **Permit Renewals** for Plans/Work & CD5 Job Filings can be in the following **Statuses** for Master/Special Rigger and Master/Special Sign Hangers:

STATUS	MEANING
<b>Pending QA Assignment</b>	<ul style="list-style-type: none"> <li>▪ For (Plans/Work &amp; CD5) Permit Renewals will go to the <b>Cranes Suspended Scaffold QA Supervisor</b>, who needs to assign it to a Suspended Scaffold QA Admin.</li> </ul>
<b>QA Review</b>	<ul style="list-style-type: none"> <li>▪ The Cranes Suspended Scaffold QA Administrator is reviewing the CD5 Job Filing or a PW2 renewal request.</li> </ul>
<b>Accepted</b>	<ul style="list-style-type: none"> <li>▪ The Permit Renewal is accepted.</li> </ul>
<b>Rejected</b>	<ul style="list-style-type: none"> <li>▪ The Permit Renewal is rejected (CD5).</li> </ul>



## INDUSTRY PORTAL

Initiate a Suspended Scaffold Job Filing

# DOB NOW: *Build* – INITIATE A SUSPENDED SCAFFOLD JOB FILING

- From the Main Dashboard, to initiate a Suspended Scaffold Job Filing:

1. Click **+ Job Filing**
2. Then select the applicable **Job Type**.
3. Then select **Yes or No** the series of questions

The screenshot shows the 'Initial Job Filing' interface. At the top, there is a navigation bar with a home icon, a search bar, and four buttons: '+ Major Projects Development Program Enrollment', '+ Job Filing', '+ Permits', and '+ Requests'. A red circle with the number '1' is placed over the '+ Job Filing' button. Below this is a blue header for 'Initial Job Filing' with a red circle and the number '2' over it. Underneath is a row of five tabs: 'Alteration', 'Full Demolition', 'Limited Alteration', 'New Building', and 'No Work'. A red box highlights this entire row. Below the tabs are several questions, each with 'Yes' and 'No' radio button options. A red box highlights the 'Yes' and 'No' options for the last three questions, with a red circle and the number '3' placed over the 'Yes' option for the question 'Alteration is a major change to exits?'. The questions are: 'Alteration required to meet New Building requirements?\*', 'Alteration is inconsistent with the current Certificate of Occupancy?\*', 'Alteration in occupancy or use?\*', 'Alteration is a major change to exits?\*', 'Alteration in number of stories?\*', 'Is this an application for a Small Business?\*', and 'Is this an application for an approved project?\*'.

# DOB NOW: *Build* – INITIATE A SUSPENDED SCAFFOLD JOB FILING



- Select Suspended Scaffold **Work Type**.

Select Work Type(s):\* Job Type: Alteration

Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Green Roof	Mechanical Systems	Plumbing
Protection and Mechanical Methods	Sidewalk Shed	Sign
Solar	Sprinklers	Standpipe
Structural	Support of Excavation	Supported Scaffold
Suspended Scaffold		

Next Cancel

# DOB NOW: *Build* – INITIATE A SUSPENDED SCAFFOLD JOB FILING

- The system grays out the other work types as they cannot be combined.
1. Select the applicable answer for:
    - **Suspended scaffold Subcategory**
    - **All Suspended Scaffold platforms on the job are:**
  2. Select the **Filing Review Type**
  3. Then click **Next**

Select Work Type(s):*		Job Type: <b>Alteration</b>
Antenna	Boiler Equipment	Construction Fence
Curb Cut	Earthwork	Electrical
Elevators	Foundation	General Construction
Green Roof	Mechanical Systems	Plumbing
Protection and Mechanical Methods	Sidewalk Shed	Sign
Solar	Sprinklers	Standpipe
Structural	Support of Excavation	Supported Scaffold

Suspended Scaffold

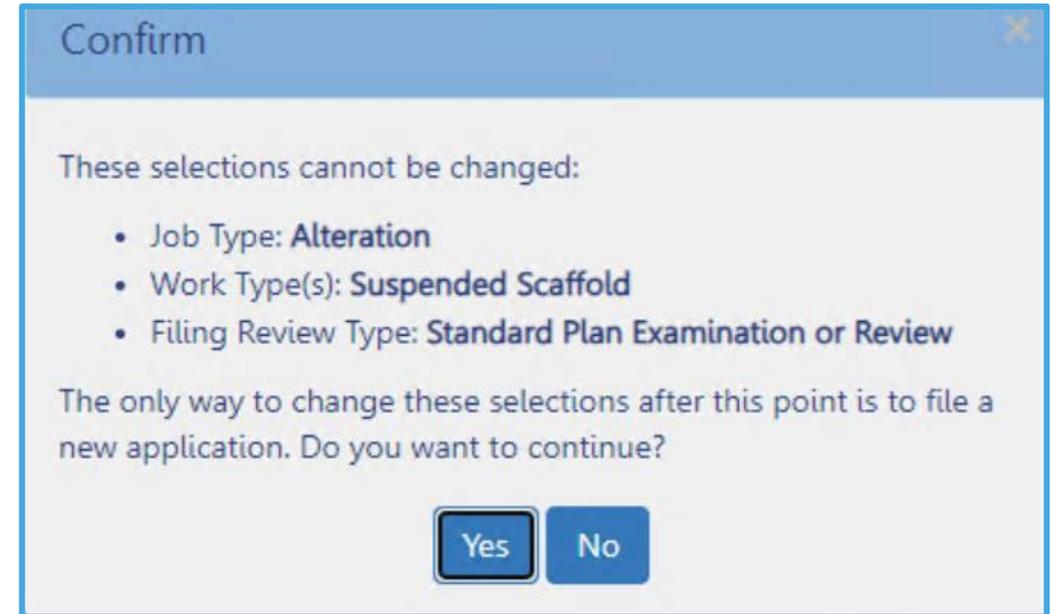
Suspended Scaffold Subcategory:\* **1** Suspended Scaffolds Industrial Roap Access (IRA)

All suspended scaffold platforms on the job are:\* Adjustable Non-Adjustable

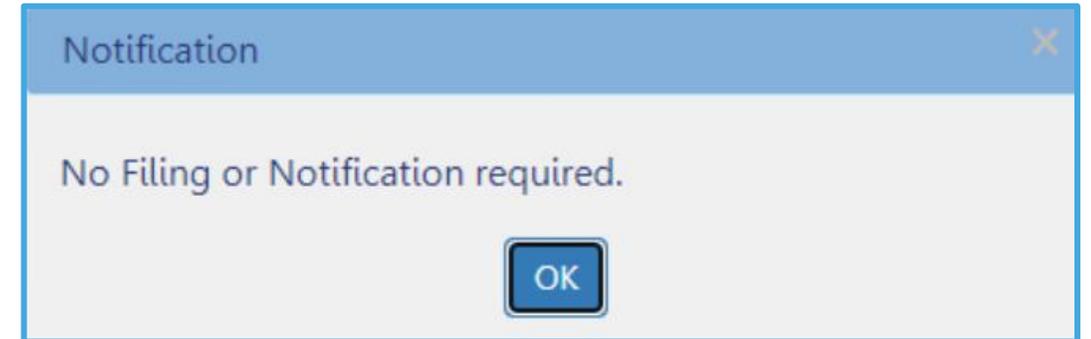
Filing Review Type\* Standard Plan Examination or Review Professional Certification **2**

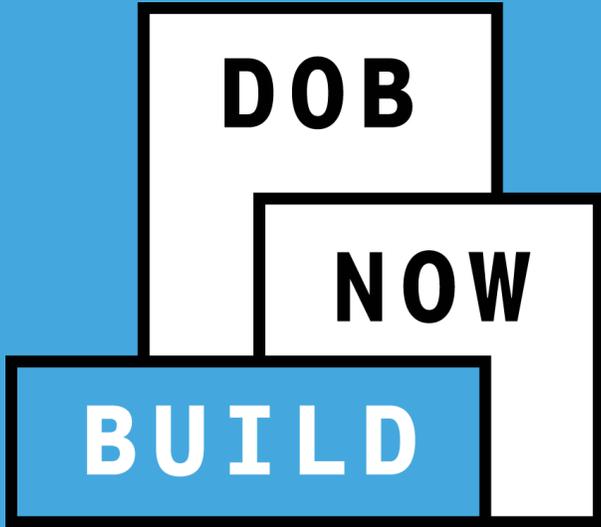
**3** Submit Cancel

- The system displays a confirmation message.
- Click **Yes** to proceed to create the Suspended Scaffold Job Filing.
- There are no changes to the PW1 tab for Suspended Scaffold.



- The system will also display a **Notification** if no filing or Notification is required after answering the questions to create a Job Filing.





SCOPE OF WORK

- The **Scope of Work** tab applicable to Suspended Scaffold requires you to provide:
  1. **All suspended scaffold platforms on the job are** (e.g., Adjustable)
  2. **What is the method of support?** (e.g., C-Hook)

The screenshot shows the DOB NOW application interface for a Suspended Scaffold. At the top, a progress bar indicates the workflow stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, Approved, and Permit Issued/Permit Entire. Below the progress bar are 'Save' and 'Preview to File' buttons. The main content area is titled 'Suspended Scaffold - Path 1'. It contains two sections: 'All suspended scaffold platforms on the job are:' with radio buttons for 'Adjustable' (selected) and 'Non-Adjustable'; and 'What is the method of support? \*' with checkboxes for 'C-Hook (Manual)', 'C-Hook (Electric)', 'Outriggers (Fixed)', 'Outriggers (Counterweight)', 'Parapet Clamps', 'Davit-Type System', 'Rail-type System', 'Slinging', and 'Other methods'. A left sidebar shows navigation options: 'B00438883-I1', 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work' (highlighted with a red box), 'Technical Report', 'Technical Report (TR1/4/5/5H)', 'Documents', and 'Statements & Signatures'.

- Depending on the support method, the system may require more information.

What is the method of support? \*

<input type="checkbox"/> C-Hook (Manual)	<input type="checkbox"/> C-Hook (Electric)
<input checked="" type="checkbox"/> Outriggers (Counterweight)	<input type="checkbox"/> Parapet Clamps
<input type="checkbox"/> Rail-type System	<input type="checkbox"/> Slings
<input type="checkbox"/> Other methods	

Characteristics of any of the suspended scaffolds used on the job. Every platform on this job is/has\*

● Single tier? (BC 3314.3.2 Ex 2)*	<input type="radio"/> Yes	<input type="radio"/> No
● Supported at no more than 1 or 2 points? (BC3314.3.2 Ex 2)*	<input type="radio"/> Yes	<input type="radio"/> No
● A maximum height of 15ft? (BC3314.3.2 Ex. 2.2.2)*	<input type="radio"/> Yes	<input type="radio"/> No
● A maximum capacity ≤ 2000 lbs.? (AC 28-404.2)*	<input type="radio"/> Yes	<input type="radio"/> No
● A maximum platform load ≤ 75 lbs./sq ft? (BC 3314.3.2 Ex 2.2)*	<input type="radio"/> Yes	<input type="radio"/> No

- For example, these additional questions are required if **Outriggers** is selected and **Yes** is selected for any of the radio buttons.
- The Scope of Work tab does not apply to **Industrial Rope Access (IRA)** Job Filings.

Are any of the scaffolds used on the job a 2 point corner or angle scaffold? (BC 3314.16.3)\*

Yes  No

Are any of the scaffolds used on the job anchored to a building or structure? (BC 3314.3.2 Ex 2.1)\*

Yes  No

Are all of the suspended scaffolds being used to hang signs? (BC 3314.3.2 Ex 3)\*

Yes  No

- Depending on the support method, the system may require more information.
- However, if **Non-Adjustable** is selected, then no additional Scope of Work questions will be required.

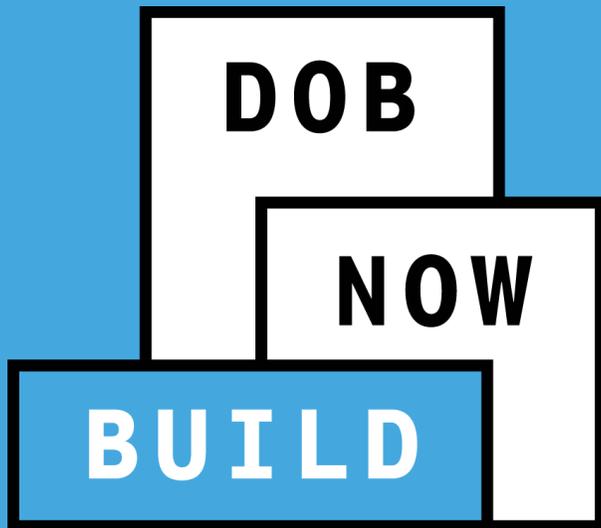
All suspended scaffold platforms on the job are:\*

Adjustable  Non-Adjustable

---

Is the platform area in all installations  $\leq 40$  sf?(BC3314.2 Ex 3)?\*

Yes  No



## SUSPENDED SCAFFOLD FILING REVIEW



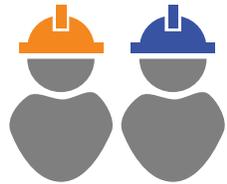
- For Suspended Scaffold, the current process of review for **Standard Plan Examination** remains the same, where DOB Plan Examiners conduct the review.
- Customers can file as **Professional Certification** only if the Applicant of Record is PE/RA.

# DOB NOW: *Build* – SUSPENDED SCAFFOLD FEES



- The fee structure for Suspended Scaffold Job Filings and Permits will be as follows:

PERMIT TYPE	FEE
▪ <b>JOB FILING FEE</b>	\$160
▪ <b>PERMIT RENEWAL FEE</b>	\$130
▪ <b>POST AMENDMENT APPROVAL FEE</b>	\$130
▪ <b>NOTIFICATION OF INSTALLATION (each)</b>	\$35
▪ <b>NOTIFICATION OF REMOVAL OF AN ADJUSTABLE SUSPENDED SCAFFOLD (each)</b>	\$35



### Applicant

Professional Engineer  
or Registered Architect



### Complete Application

Professional Engineer  
or Registered Architect



### Pay

Fees, Penalties  
or Violations



### Submit

To DOB for Review

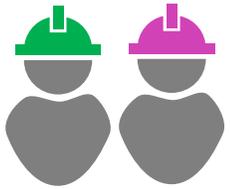


### Suspend Scaffold Approved

By DOB

# DOB NOW: *Build* – SS: MASTER/SPECIAL RIGGER OR MASTER/SPECIAL SIGN HANGER APPLICANT

DOB  
NOW



## Applicant

Master/Special Rigger  
or Master/Special  
Sign Hanger



## Complete Application

Master/Special Rigger or  
Master/Special Sign Hanger



## Complete Attestation

Professional Engineer  
or Registered Architect, if applicable



## Pay

Fees, Penalties  
or Violations



## Submit

To DOB for Review



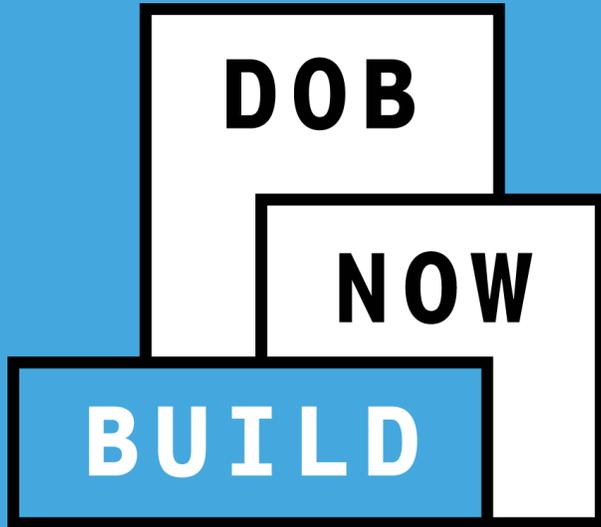
## Suspend Scaffold Approved

By DOB



## Permit Generated

Automatically Generated if the  
Applicant is a Master/Special Rigger or  
Master/Special Sign Hanger after SC  
Filing Approval.



## SUSPENDED SCAFFOLD PERMITS

# DOB NOW: *Build* – SUSPENDED SCAFFOLD PERMIT UPDATES



JOB FILING AOR	DOES THE PW2 NEED TO BE FILED?	WHO FILES THE PW2?
<ul style="list-style-type: none"> <li>▪ Professional Engineer</li> <li>▪ Registered Architect</li> </ul>	<ul style="list-style-type: none"> <li>▪ Yes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Master/Special Rigger</li> <li>▪ Master/Special Sign Hanger</li> </ul>
<ul style="list-style-type: none"> <li>▪ Master/Special Rigger</li> <li>▪ Master/Special Sign Hanger</li> </ul>	<ul style="list-style-type: none"> <li>▪ No</li> <li>▪ Permit is auto-issued upon approval of the job filing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>

- Work Permit numbers have a suffix added to the Job Filing Number to indicate the Work Type:
  - **SC** for Work Permits  
(e.g. B00343343-I1-**SC**)
- **After Hours Variance (AHV) Permits** are allowed for Suspended Scaffold Job Filings and the process has not changed.

- The following is an **example of a CD5 Work Permit** once printed.

# NYC<sup>TM</sup> Buildings



## Work Permit Department Of Buildings

Permit Number: <b>M00844861-I1-SF</b>	Issued: <b>03/28/2023</b>
Permit Classification: <b>TEMPORARY CONSTRUCTION EQUIPMENT</b>	Expires: <b>07/19/2023</b>
Address: <b>MANHATTAN 140 FRANKLIN STREET</b>	Issued To: <b>RENE NUNEZ</b>
Work on Floor(s): <b>FACADE</b>	Business: <b>ANDAMIO SCAFFOLDING LLC</b>
Total number of dwelling units at location: <b>13</b>	License No: <b>GC-623088</b>
Number of dwelling units occupied during construction:	
Description: <b>PROPOSED INSTALLATION OF TEMPORARY PIPE SCAFFOLD AS PER PLANS. WORK SHALL COMPLY WITH CHAPTER #33 OF 2022 THE NYC BUILDING CODE. NO CHANGE IN USE, OCCUPANCY, OR EGRESS UNDER THIS APPLICATION.</b>	

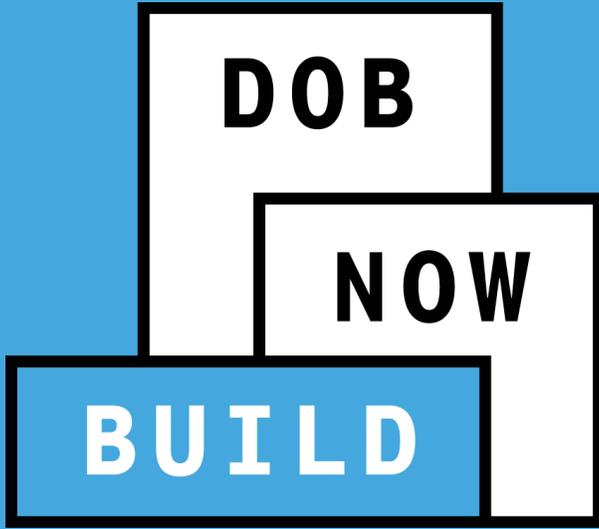


For detailed information regarding this permit, please log on to DOB NOW at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).  
Call 311 with any questions or complaints.

Borough Commissioner: 

Commissioner of Buildings:   
Acting Commissioner of Buildings

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.



# SUSPENDED SCAFFOLD NOTIFICATIONS

- A Notification must be submitted to DOB before installing or removing an adjustable Suspended Scaffold.
- Types of Notifications:
  - **Installation Notification:** To notify DOB on the upcoming installation of a Suspended Scaffold
  - **Removal Notification:** To notify DOB of taking down a Suspended Scaffold

- **Multiple** Installation and Removal Notifications can be submitted for a single Suspended Scaffold Job Filing.
- Once **Final Takedown** is indicated on a Removal Notification, no further Notifications may be filed.

- 
- A submission fee of \$35 is applicable for each Notification unless the job is Fee Exempt.



# DOB NOW: *Build* – SUSPENDED SCAFFOLD NOTIFICATIONS



APPLICANT OF RECORD	PERMIT HOLDER	WHO MUST SUBMIT NOTIFICATION?
<ul style="list-style-type: none"> <li>Master/Special Rigger or Master/Special Sign Hanger</li> </ul>	<ul style="list-style-type: none"> <li>The Master/Special Rigger or Master/Special Sign Hanger who filed the Job</li> </ul>	<ul style="list-style-type: none"> <li><b>The Master/Special Rigger or Master/Special Sign Hanger who filed the Job</b></li> </ul>
<ul style="list-style-type: none"> <li>PE/RA</li> </ul>	<ul style="list-style-type: none"> <li>Master/Special Rigger or Master/Special Sign Hanger</li> </ul>	<ul style="list-style-type: none"> <li><b>Permit Holder</b></li> </ul>
<ul style="list-style-type: none"> <li>PE/RA</li> </ul>	<ul style="list-style-type: none"> <li>General Contractor</li> </ul>	<ul style="list-style-type: none"> <li><b>Applicant of Record</b></li> </ul>
<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A (no Job Filing)</li> </ul>	<ul style="list-style-type: none"> <li><b>In this case, DOB NOW allows any licensed Rigger/Sign Hanger to submit a Notification (without Job Filing number)</b></li> </ul>

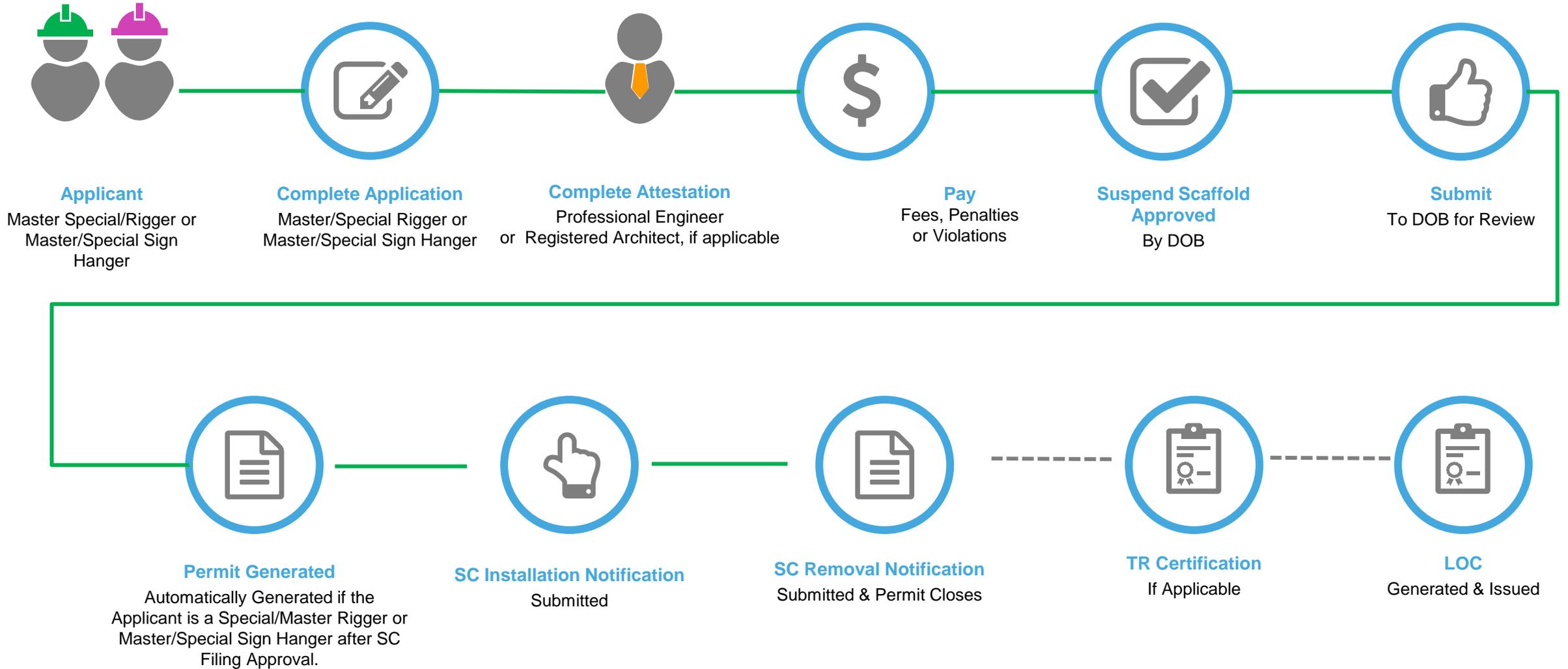
- Separate Notifications must be filed **for each support method**.
- Until “Is this the **Final Removal of the Equipment?**” is selected on the Removal Notification, multiple Notifications can be filed.
- Both **Installation** and **Removal** Notifications are needed.
- The submission **fee for each Notification is \$35**, which is non-refundable.
- The notifier can **cancel** Notifications if the LOC is not issued.
- If a Notification is cancelled due to unforeseen circumstances (e.g., inclement weather), the user **must submit a new Notification** and pay the \$35 fee, unless fee exempt, to get a LOC.
- ONLY the person who submitted the notification can cancel the notification.

- Notifications carry certain date/time restrictions:
  - Notifications can be submitted at any time after the permit is issued.
  - The **Start Date** is the day when the installation or removal of the suspended scaffold begins.
  - The **Expiration Date** must be three business days after the Start Date.
  - A **permit must be valid** when submitting a Notification.

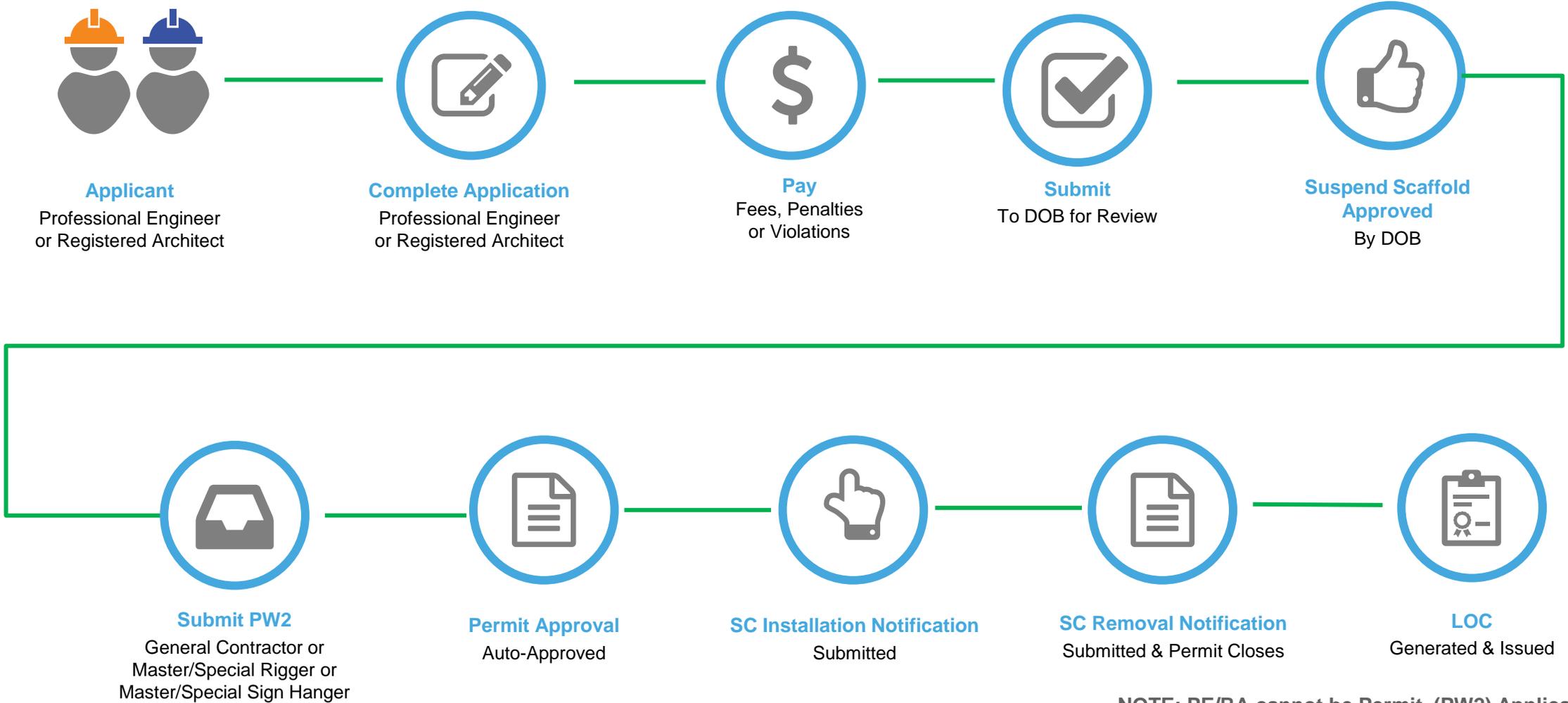
- On Removal Notification, if the customer checks **Yes** to “Is this the final removal of the equipment?” the Permit will be Signed-off.
- Once all TR Certifications (if any optional TRS are added) are complete, a Letter of Completion (LOC) will be issued.
- The customer will **need a new filing to reinstall** a new suspended scaffold.



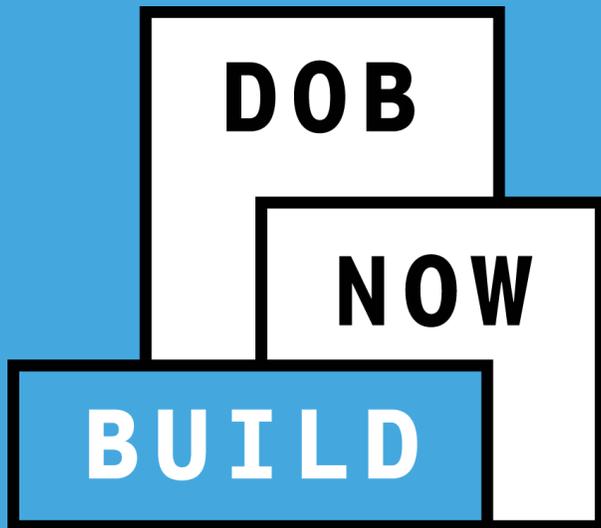
# DOB NOW: *Build* – SC: MASTER/SPECIAL RIGGER OR MASTER/SPECIAL SIGN HANGER APPLICANT



# DOB NOW: *Build* – SC: PE/RA APPLICANT



NOTE: PE/RA cannot be Permit (PW2) Applicant

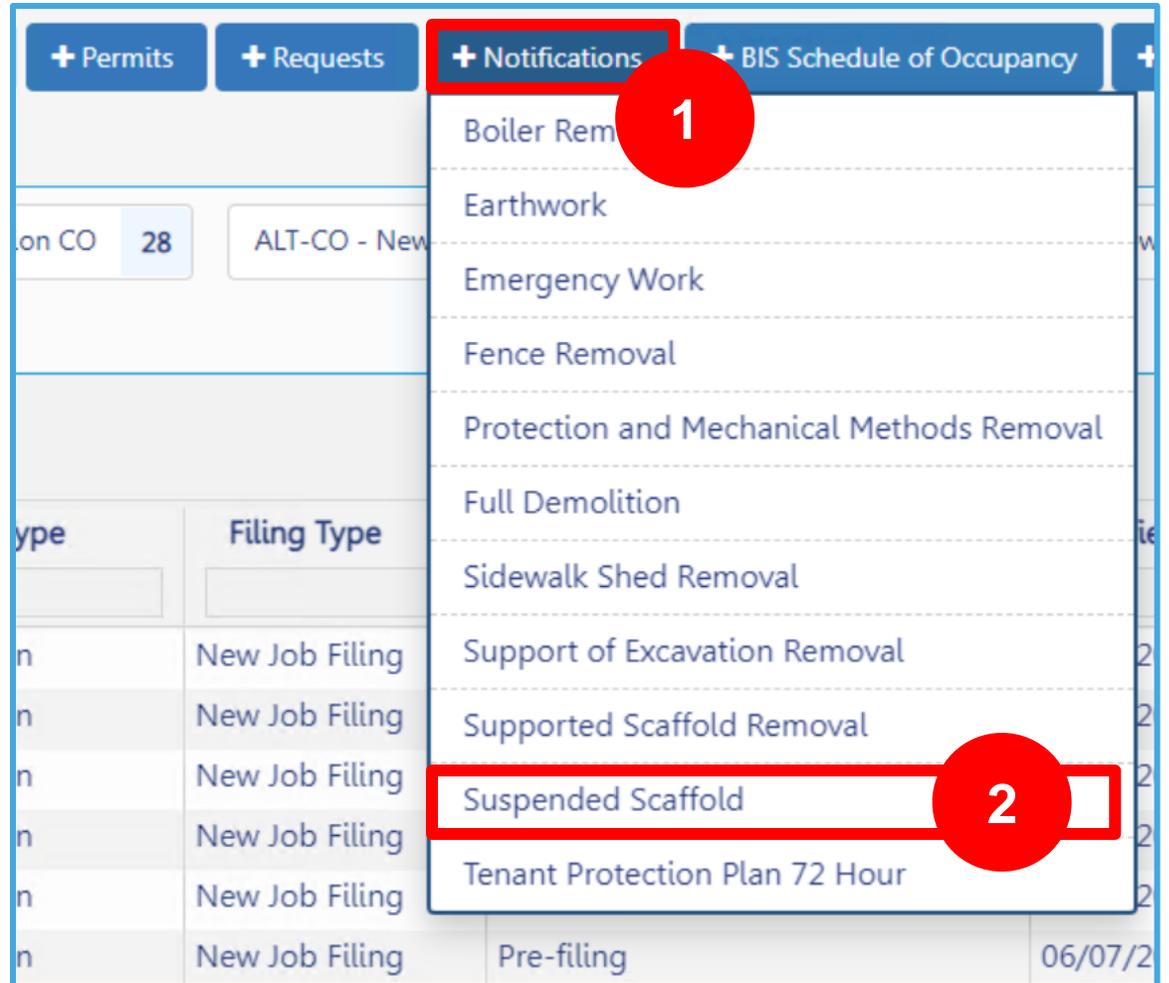


## NOTIFICATIONS

Submit a Suspended Scaffold Initial/Removal Notification

# DOB NOW: *Build* – SUSPENDED SCAFFOLD NOTIFICATIONS

1. From the main dashboard, click the **+Notifications** button to display the options
2. Then select **Suspended Scaffold**



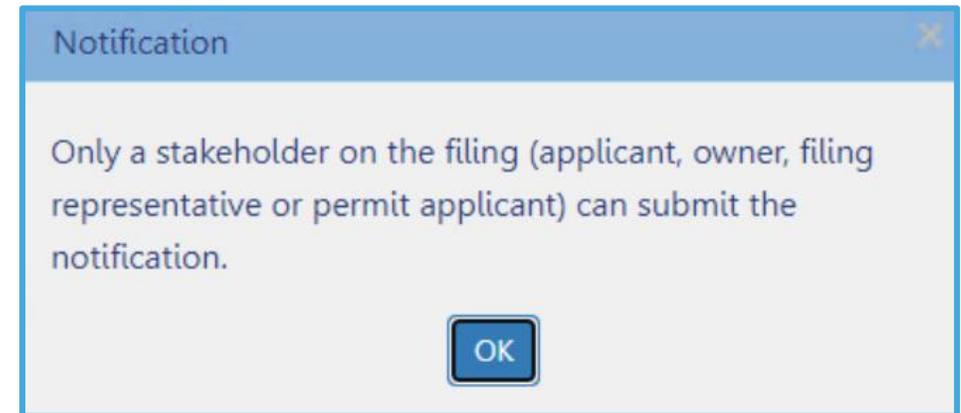
- The **Suspended Scaffold Notification** window displays:
  - Enter the **Job Filing Number**
  - Click **Proceed** to continue.

Suspended Scaffold Notification

For DOB NOW jobs, use format M00000001-I1. Enter a DOB NOW job number in format M00000000-I1.

Enter Job Filing Number

- The system displays a **Notification** if you are not associated or as stakeholder on the Job Filing.



- The **Suspended Scaffold Notification** window displays; the Job Filing Information section is read-only.
- Complete the required fields within the **Notification Information** section.

**Notification Information**

Initial Notification       Removal Notification

Type of Suspended Scaffold\*       Suspended Scaffolds       Industrial Rope Access (IRA)

SubCategory of Suspended Scaffold\*       Adjustable       Non-Adjustable

Number of Stories:\*

Start Date:\*

Expiration Date:\*

- Select the:
  - **Type of Suspended Scaffold**
  - **Subcategory of Suspended Scaffold**
- Enter the:
  - **Number of Stories**
  - **Start Date**
- The Expiration Date is auto-populated.
- Click **Notify** to submit the Initial Notification.

### Notification Information

Initial Notification       Removal Notification

Type of Suspended Scaffold\*       Suspended Scaffolds       Industrial Rope Access (IRA)

SubCategory of Suspended Scaffold\*       Adjustable       Non-Adjustable

Number of Stories:\*

Start Date:\*

Expiration Date:\*

**Notify** **Cancel**

- If you **proceeded without a Job Number**, the Notification displays additional fields to complete.

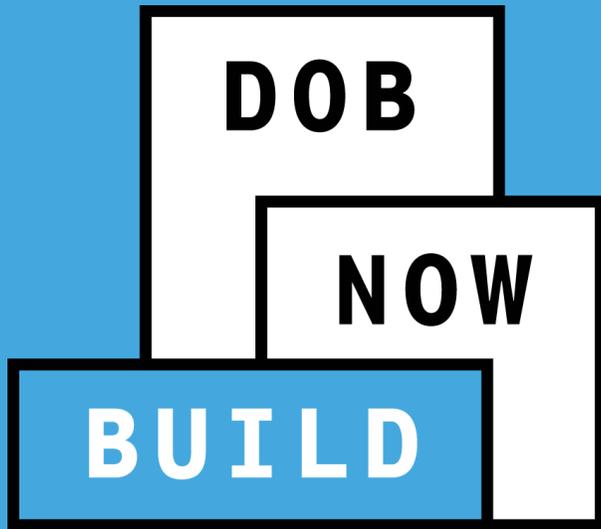
### Suspended Scaffold Notification

#### Location Information

House Number*	Street Name*
<input type="text"/>	<input type="text"/>
Block*	Lot*
<input type="text"/>	<input type="text"/>

#### Applicant Information

Email*	License Type*
<input type="text" value="Please enter email address"/>	<input type="text" value="Select Type:"/>
First Name	Middle Initial
<input type="text"/>	<input type="text"/>
Business Name*	Business Telephone
<input type="text" value="Select Type:"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>



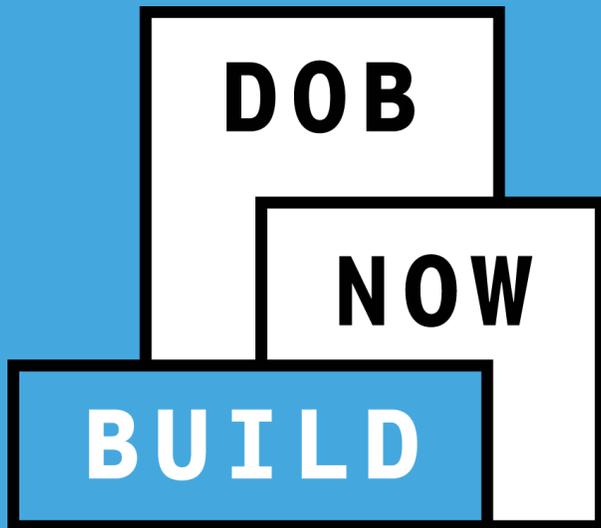
## SUSPENDED SCAFFOLD SUPERSEDE REQUESTS & PAA'S

- A **Supersede** request is not allowed if the applicant is a **Master/Special Rigger or Master/Special Sign Hanger**. A new Job Filing will be required.
- If the applicant is a Professional Engineer or Registered Architect (PE/RA), the filing will follow the existing DOB NOW supersede process.



- The following are the Post Approval Amendment (PAA) updates for this release:
  - PAA is **allowed regardless of the applicant** (Master/Special Riggers, Master/Special Sign Hangers or PE/RA)
  - PAA is **not allowed after LOC is issued** (see section about [Notifications](#)).
  - Post Approval Amendment Fee: **\$130**





## CD5 IN-FLIGHT JOB FILINGS

Job Filings

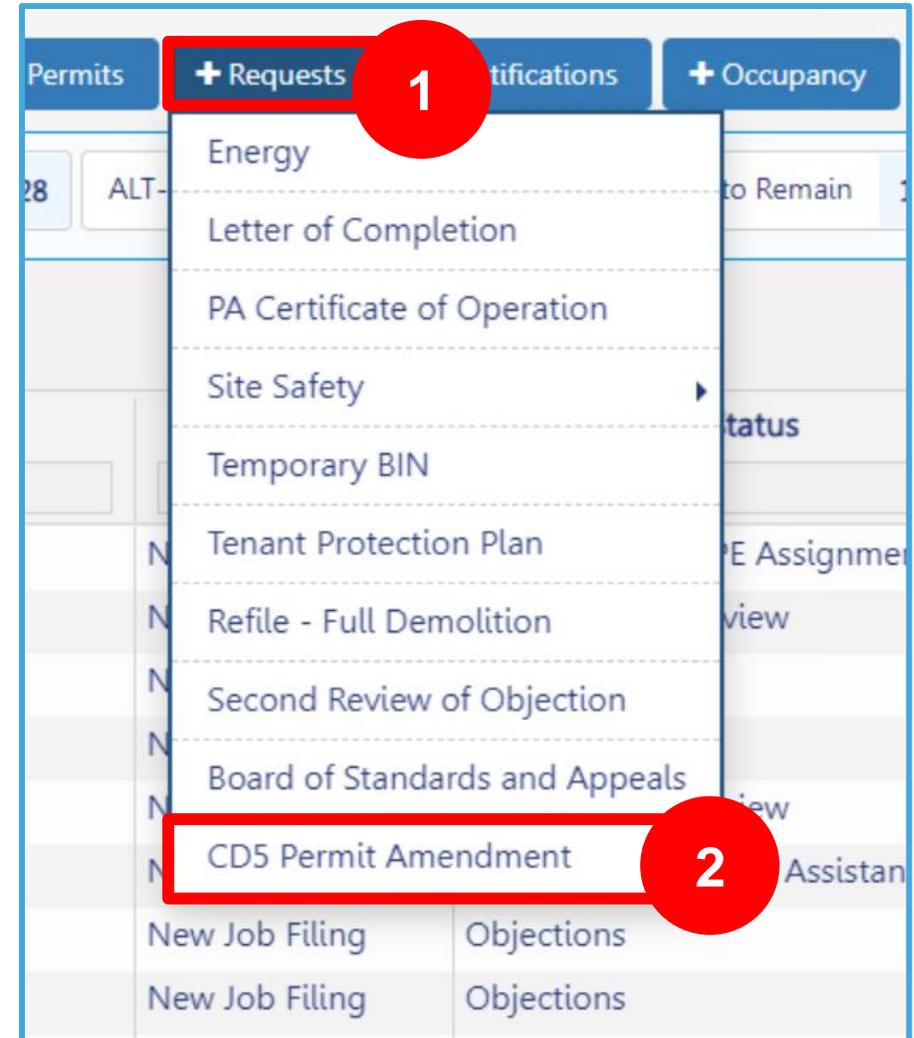
Permits & more

- **Amendments** and **Permit Renewals** for existing CD5s must be filed in DOB NOW starting November 15.
- A **SR# (Ex: 23-999)** is required to search by and initiate either an Amendment or a Permit Renewal in DOB NOW for any active CD5 approved paper applications.
- The Amendment fee is **\$130, and the Permit Renewal Fee is \$130.**
- The CD5 **Amendment** can be initiated from under **+ Requests** on the main dashboard.
- The CD5 **Renewal** can be initiated from under **+ Work Permits** on the main dashboard.

- When any one of these transactions is initiated in DOB NOW for the first time for a given SR#, all the required fields must be filled out and a fee must be paid prior to submitting to DOB for review and approval.
  - A job filing number will be generated for the respective transaction with a **suffix of I1 e.g., M00002343-I1**
- After the first transaction is completed, if another Amendment or Renewal transaction is initiated then the **data will be auto-populated**.
- Some fields are read-only and cannot be modified as part of the Amendment.
- No edits are allowed when renewing a permit.
- Installation and Removal Notifications **must be filed** per support method.
- The **same Notification fee and rules apply** as described in the Notification section.

To submit a CD5 Permit Amendment:

1. Click **+Requests**
2. Then select **CD5 Permit Amendment** from the drop-down list



Then:

1. Enter the **SR#** in the **Enter SR Number** field
2. Then click **Get Jobs**

The screenshot shows a web form titled "CD5 Permit Amendment". It contains several input fields and buttons. A red box highlights the "Enter SR Number" input field, with a red circle containing the number "1" next to it. Another red box highlights the "Get Jobs" button, with a red circle containing the number "2" next to it. The form also includes a "Cancel" button and some pre-filled text: "Job Type: Alteration" and "Work Type: Suspended Scaffold".

The system displays more fields to be completed. Some questions may be updated based on your selection:

1. **Is this an application for Small Business (employs fewer than 100 persons)?**
2. **Suspended Scaffold Subcategory**
3. **All suspended scaffold platforms on the job are? (Adjustable/Non-Adjustable)**
4. **Are support of method C-Hook only and all C-Hooks connected to a parapet?**

CD5 Permit Amendment

Enter a SR number in format 12-123

Job Type: Alteration    Work Type: Suspended Scaffold

Enter SR Number    23-990

Is this an application for a Small Business (employs fewer than 100 persons)?\*     Yes     No

Suspended Scaffold Subcategory:\*     Suspended Scaffolds     Industrial Rope Access (IRA)

All suspended scaffold platforms on the job are:\*     Adjustable     Non-Adjustable

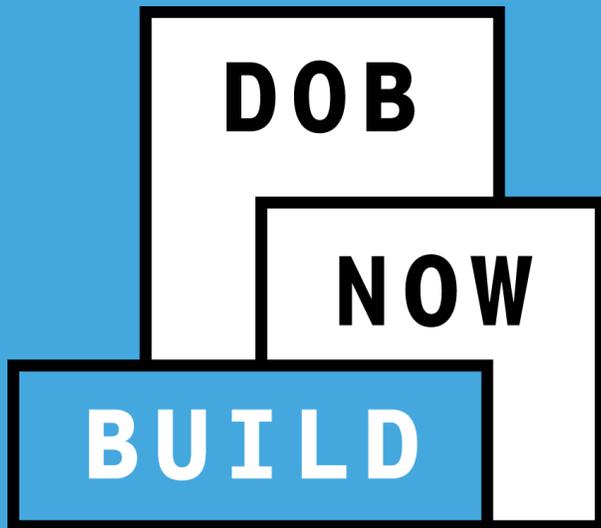
Are support of method C-Hook only and all C-Hooks connected to a parapet?\*     Yes     No

On clicking **Submit** the system may either:

1. Notify you that a filing is not needed  
OR
2. Display the amendment to be completed.

Reminder: You must complete the Plans/Work (PW1) tab in order to Save and generate a Request #.

The screenshot displays the DOB NOW system interface. A notification dialog box is overlaid on top of the main form, containing the text: "Notification", "No Job Filing required. To Submit Notification, go to the dashboard and select +Notifications.", and an "OK" button. A red circle with the number "1" is positioned next to the notification dialog. The main form is titled "Plans/Work (PW1) - Alteration" and features a sidebar with a navigation menu. The sidebar menu includes "Plans/Work (PW1)", "Technical Report" (with a dropdown arrow), "Technical Report (TR1/4/5/5H)", "Documents", and "Statements & Signatures". A red circle with the number "2" is positioned next to the "Plans/Work (PW1)" menu item. The main form area contains several sections: "Location Information\*", "Stakeholders\*", "Filing Review Type, Work Type/Filing Includes\*", "Additional Considerations, Limitations or Restrictions\*", "Job Description\*", and "Comments". At the top of the form, there are "Save" and "Preview" buttons.

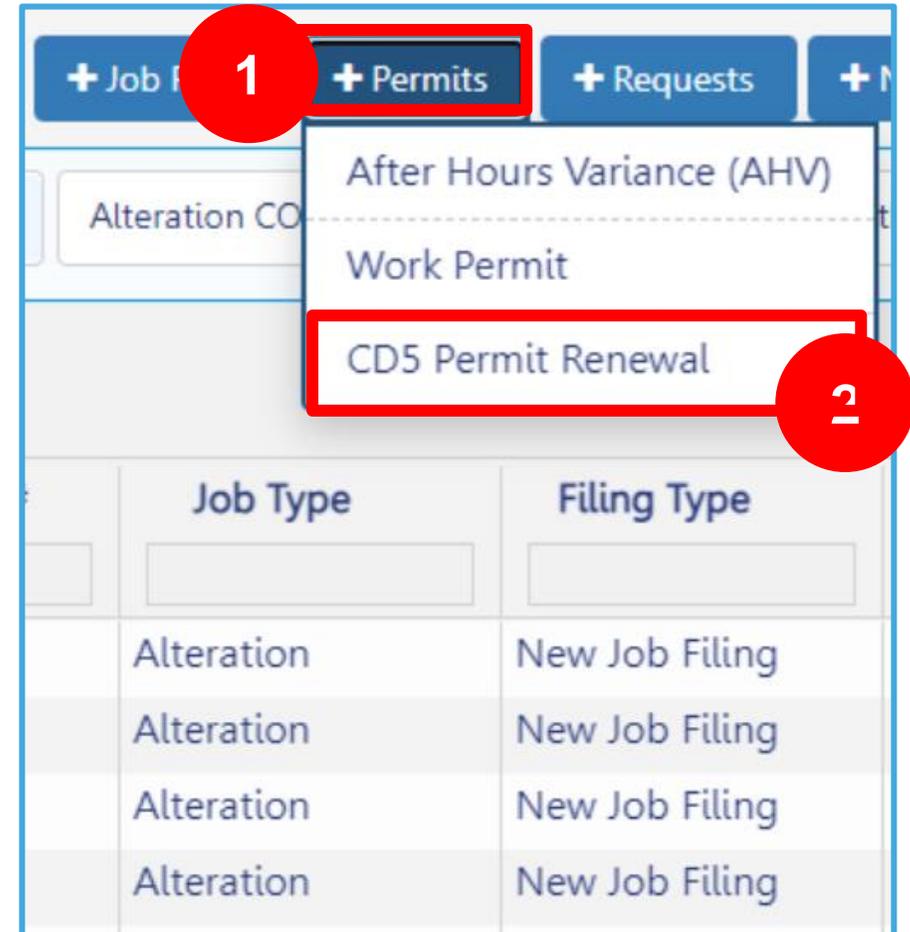


## CD5 IN-FLIGHT JOB FILINGS

Permit Renewals

To submit a CD5 Permit Amendment:

1. Click **+Permits**
2. Then select **CD5 Permit Renewal** from the drop-down list



Then:

1. Enter the **SR#** in the **Enter SR Number** field
2. Then click **Get Jobs**

The screenshot shows a web form titled "CD5 Permit Renewal". It features a dashed border around the input fields. The first field is a text input with the placeholder text "Enter a SR number in format 12-123". Below it, there are two labels: "Job Type: Alteration" and "Work Type: Suspended Scaffold". At the bottom of the form, there is a search bar with the placeholder "Enter SR Number" and a "Get Jobs" button with a magnifying glass icon, and a "Cancel" button with an "X" icon.

The system displays more fields to be completed. Some questions may be updated based on your selection:

1. Is this an application for Small Business (employs fewer than 100 persons)?
2. Suspended Scaffold Subcategory
3. All suspended scaffold platforms on the job are?
4. Are support of method C-Hook only and all C-Hooks connected to a parapet?

CD5 Permit Renewal

Enter a SR number in format 12-123

Job Type: Alteration    Work Type: Suspended Scaffold

Enter SR Number    23-990

Is this an application for a Small Business (employs fewer than 100 persons)?\*    Yes    No

Suspended Scaffold Subcategory:\*    Suspended Scaffolds    Industrial Rope Access (IRA)

All suspended scaffold platforms on the job are:\*    Adjustable    Non-Adjustable

Are support of method C-Hook only and all C-Hooks connected to a parapet?\*    Yes    No

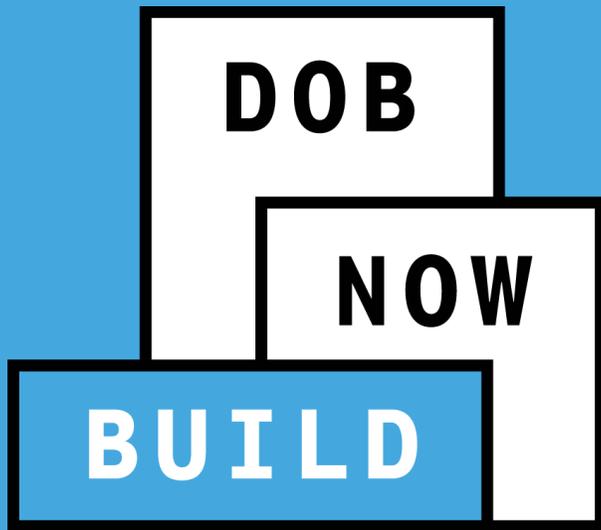
Submit    ✕ Cancel

On clicking **submit** the system may either:

1. Notify you that a filing is not needed  
OR
2. Display the amendment to be completed.

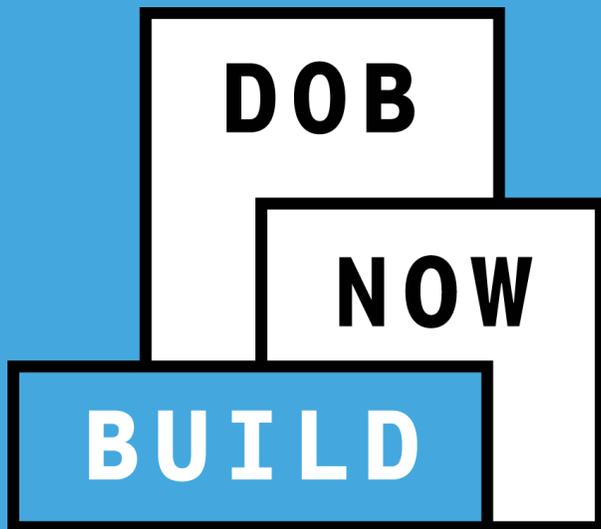
Reminder: You must complete the Plans/Work (PW1) tab in order to Save and generate a Request #.

The screenshot displays a web application interface. At the top, a notification dialog box is open, titled "Notification" with a close button (X). The message inside reads: "No Job Filing required. To Submit Notification, go to the dashboard and select +Notifications." Below the message is an "OK" button. A red circle with the number "1" is overlaid on the right side of the notification dialog. Below the notification, the main application form is visible. On the left, there is a sidebar menu with the following items: "Plans/Work (PW1)", "Technical Report" (with a dropdown arrow), "Technical Report (TR1/4/5/5H)", "Documents", and "Statements & Signatures". The "Plans/Work (PW1)" item is highlighted. Above the sidebar are "Save" and "Preview" buttons. The main content area is titled "Plans/Work (PW1) - Alteration" and contains several blue input fields, each with an asterisk indicating a required field: "Location Information\*", "Stakeholders\*", "Filing Review Type, Work Type/Filing Includes\*", "Additional Considerations, Limitations or Restrictions\*", "Job Description\*", and "Comments". A red circle with the number "2" is overlaid on the bottom left corner of the main form area.



NO PAPER. NO LINES.

# QUESTIONS?



**THANK YOU!**

**NO PAPER. NO LINES.**