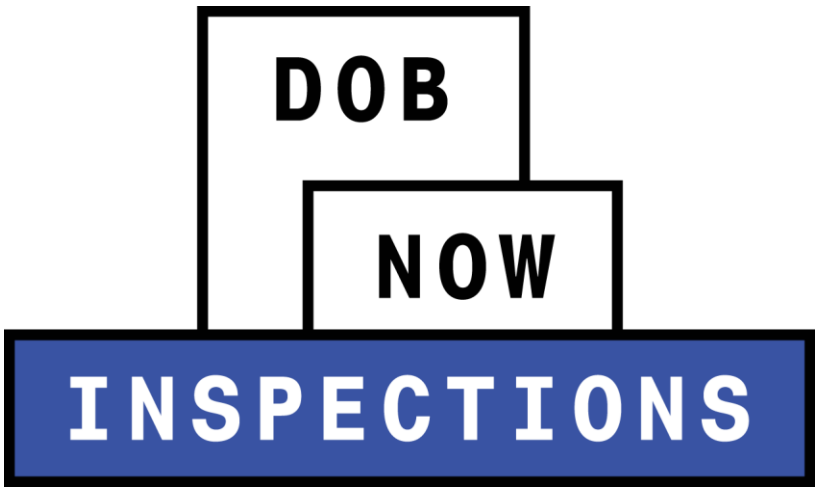


# Cranes and Derricks: Certifications

NYC Buildings

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# Introduction

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)[1], and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

| | |
|---|---|
| Electrical | Plumbing |
| Fire Suppression | Signs |
| Construction | Boilers |
| Elevators | Cranes & Derricks |
| Oil Burning Equipment | BPP |
| High Rise Initiative | Sustainability |

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain Objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable 'Collections'

The purpose of this User Manual is to provide instructions on how to submit Cranes and Derricks Certifications in DOB NOW: *Inspections*.

[1] LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects

# Cranes and Derricks Certifications

DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload Mast Climber and all CD-8 Certification documentation. When submitting CD8 Certification documentation, Owners, LPs, or Delegates can upload a CD8, CD8-AD, or CD8-TR form.

The Cranes and Derricks Unit will review the submission and accept or reject the Certification.

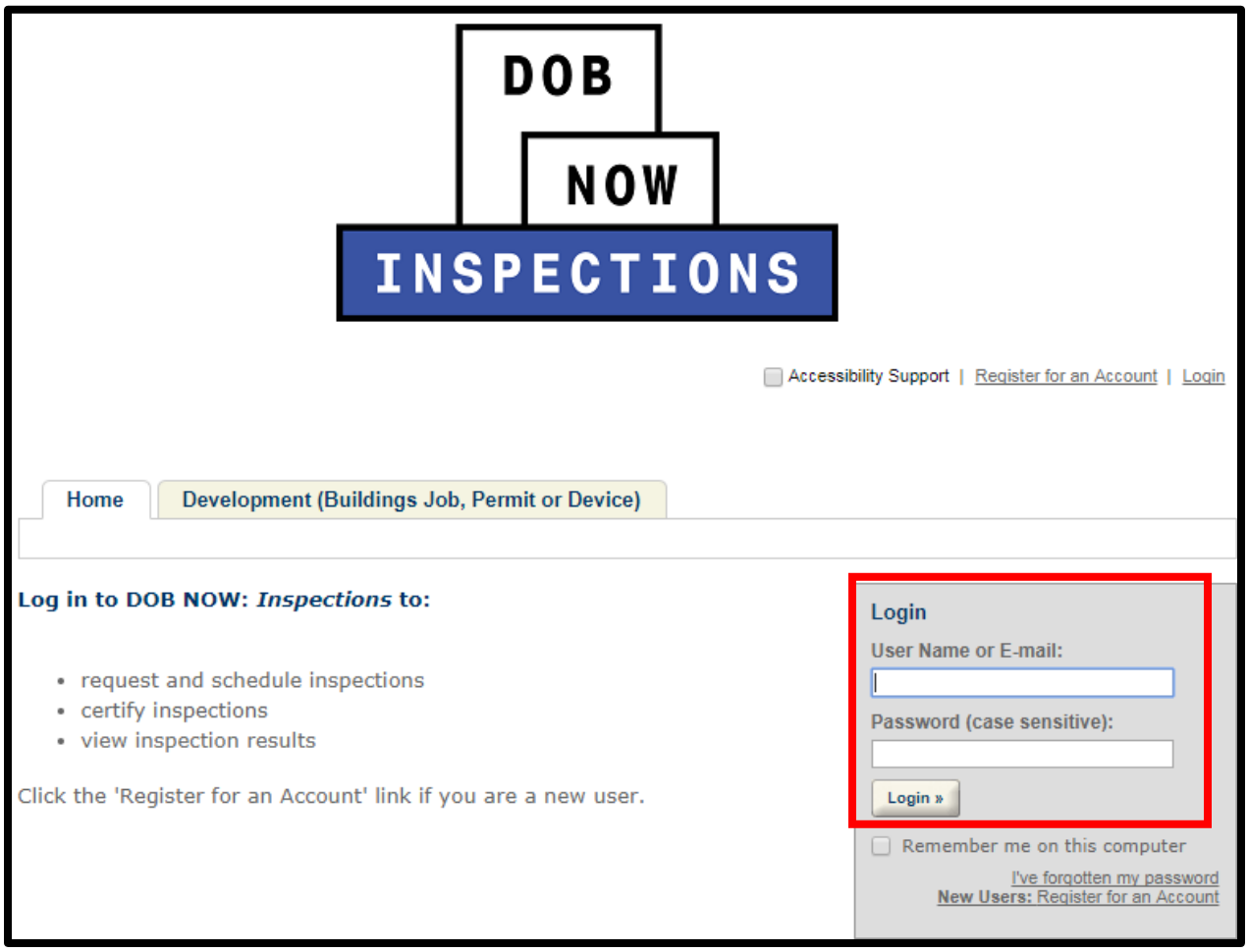
## Upload Mast Climber Certification Documentation

Mast Climber Certifications can be submitted on Mast Climber Records with the following statuses:

- Approved for Use
- Approved for Installation

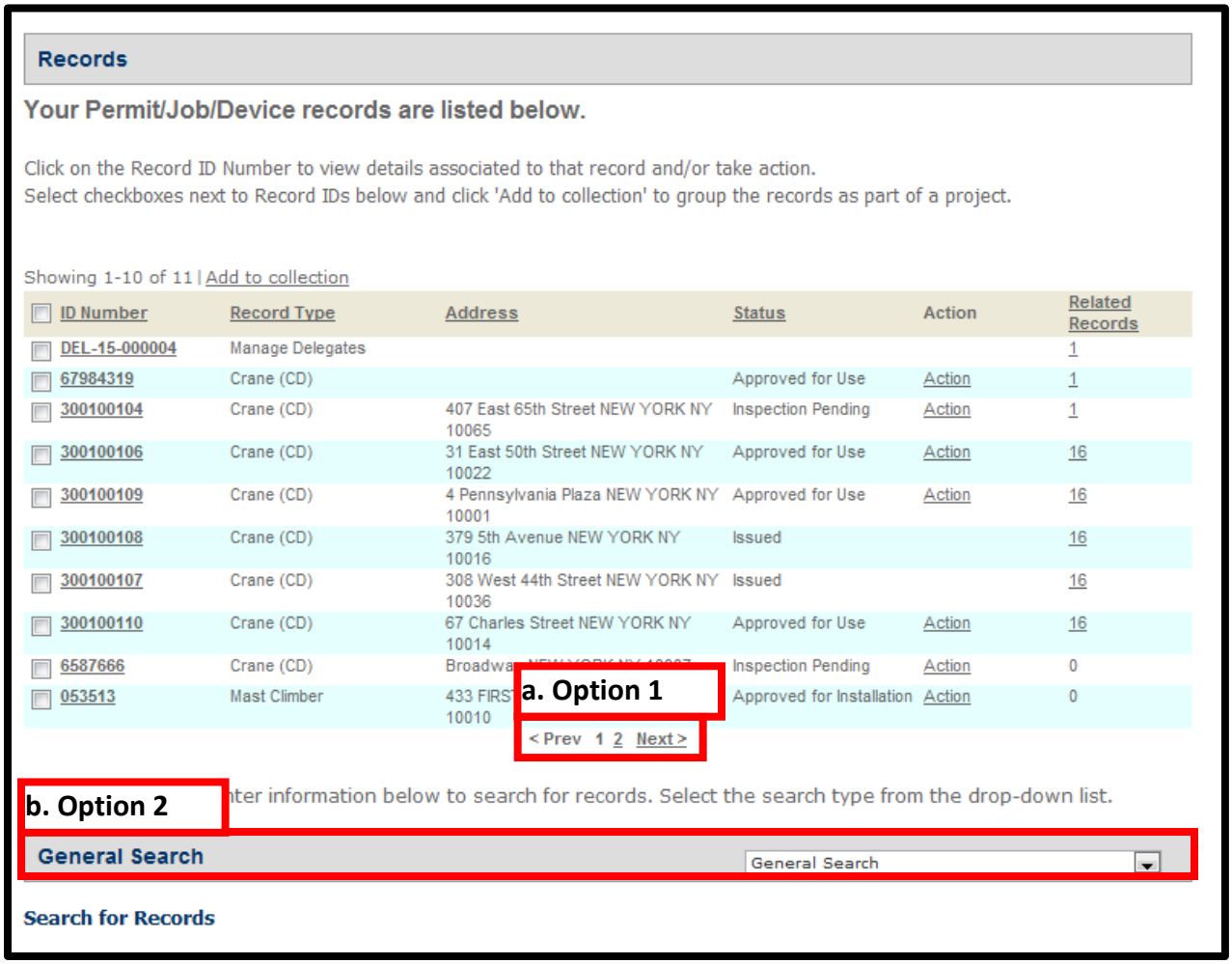
1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

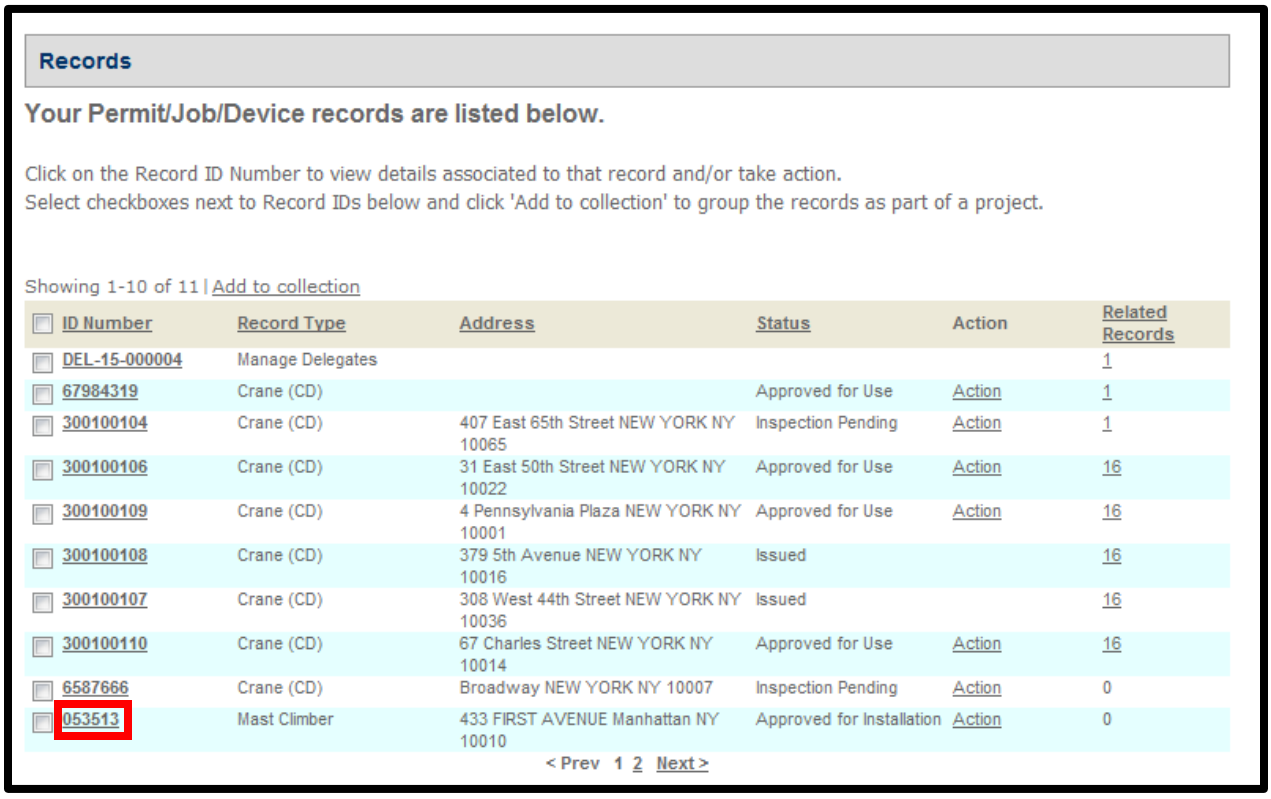


3. From the Home Page, click **Search Records**.

4. Locate the Record for which you would like to upload Mast Climber Certification documentation. This can be done in one of two ways:
   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
   b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.



5. From the list of Records, click **ID Number** in the row of the applicable Record.



**Records**

**Your Permit/Job/Device records are listed below.**

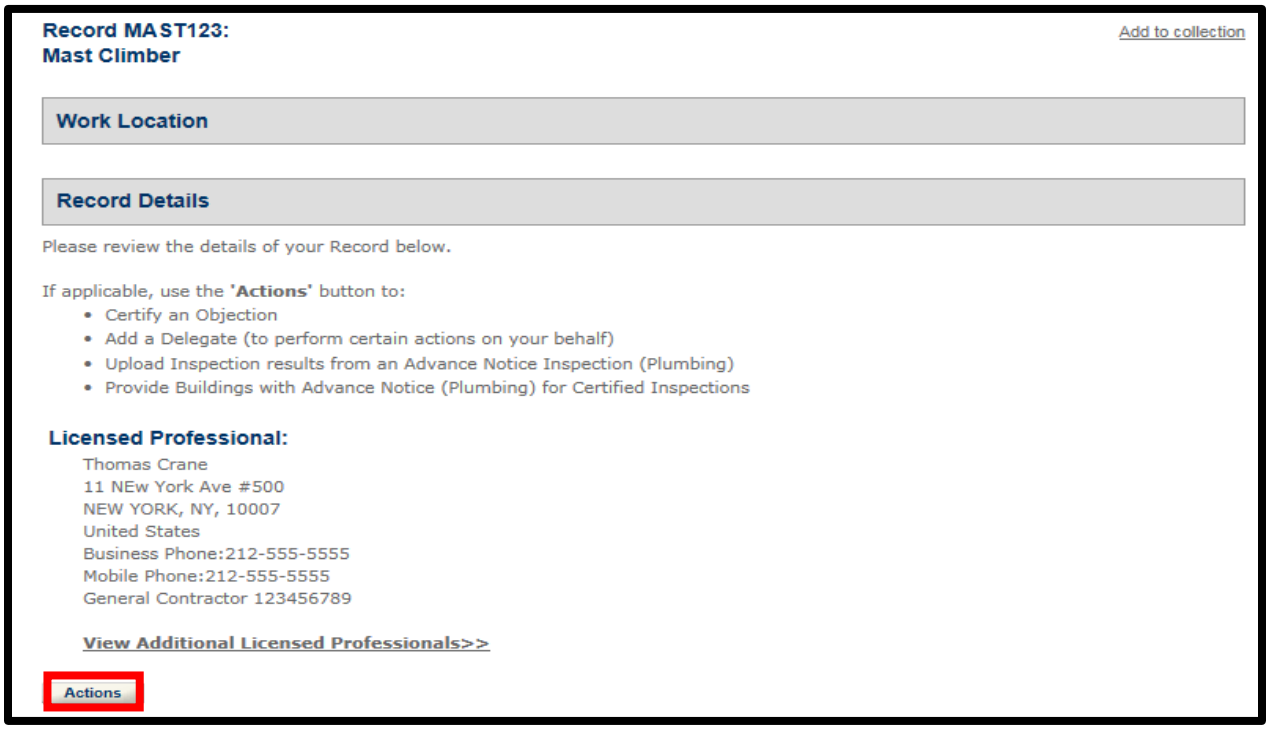
Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 11 | Add to collection

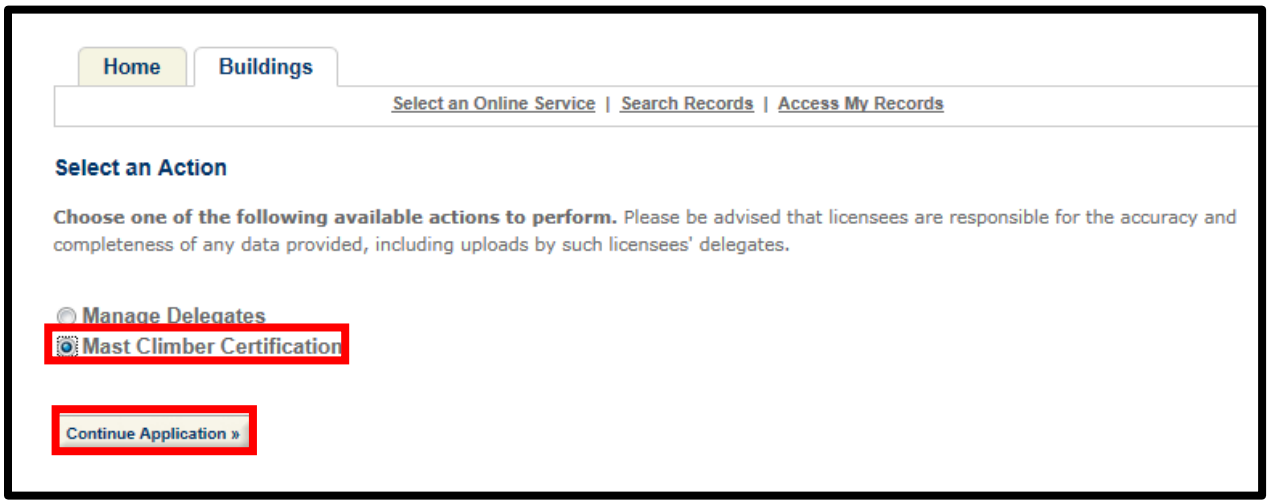
| ID Number | Record Type | Address | Status | Action | Related Records |
|---|---|---|---|---|---|
| DEL-15-000004 | Manage Delegates | | | | 1 |
| 67984319 | Crane (CD) | | Approved for Use | Action | 1 |
| 300100104 | Crane (CD) | 407 East 65th Street NEW YORK NY 10065 | Inspection Pending | Action | 1 |
| 300100106 | Crane (CD) | 31 East 50th Street NEW YORK NY 10022 | Approved for Use | Action | 16 |
| 300100109 | Crane (CD) | 4 Pennsylvania Plaza NEW YORK NY 10001 | Approved for Use | Action | 16 |
| 300100108 | Crane (CD) | 379 5th Avenue NEW YORK NY 10016 | Issued | | 16 |
| 300100107 | Crane (CD) | 308 West 44th Street NEW YORK NY 10036 | Issued | | 16 |
| 300100110 | Crane (CD) | 67 Charles Street NEW YORK NY 10014 | Approved for Use | Action | 16 |
| 6587666 | Crane (CD) | Broadway NEW YORK NY 10007 | Inspection Pending | Action | 0 |
| 053513 | Mast Climber | 433 FIRST AVENUE Manhattan NY 10010 | Approved for Installation | Action | 0 |

< Prev 1 2 Next >

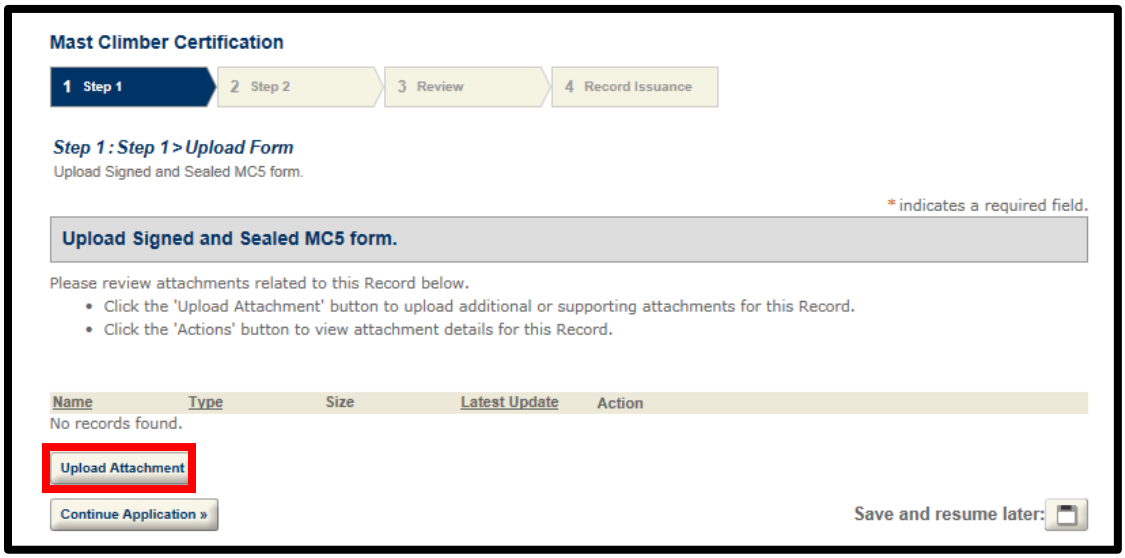
6. Click **Actions** in the Record Details section.




7. Select the radio button next to **Mast Climber Certification.** Click **Continue Application**.



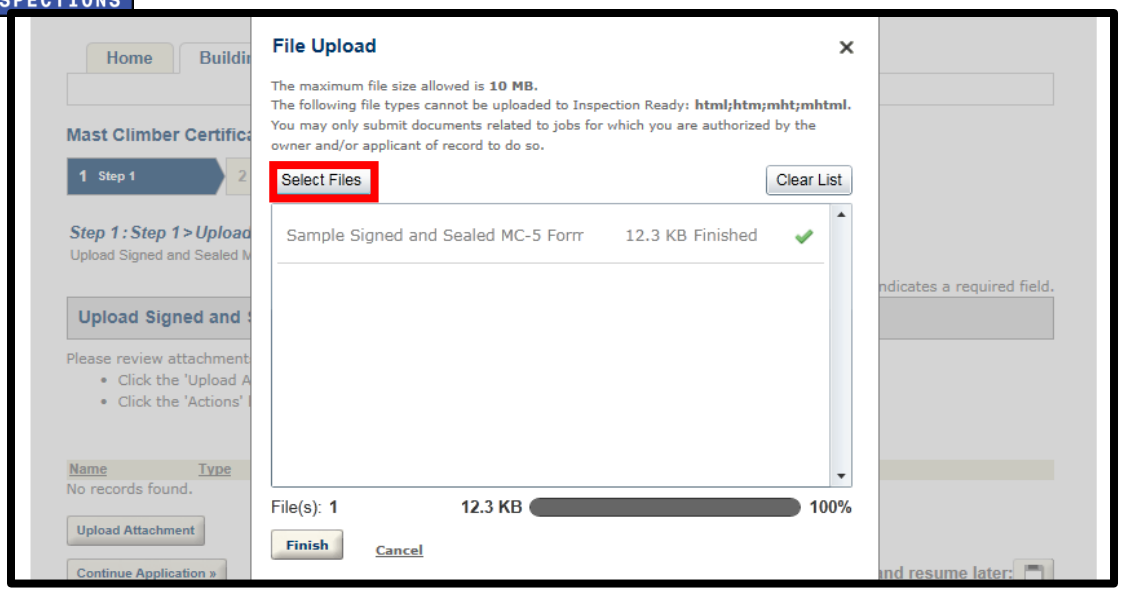
8. Click **Upload Attachment**.



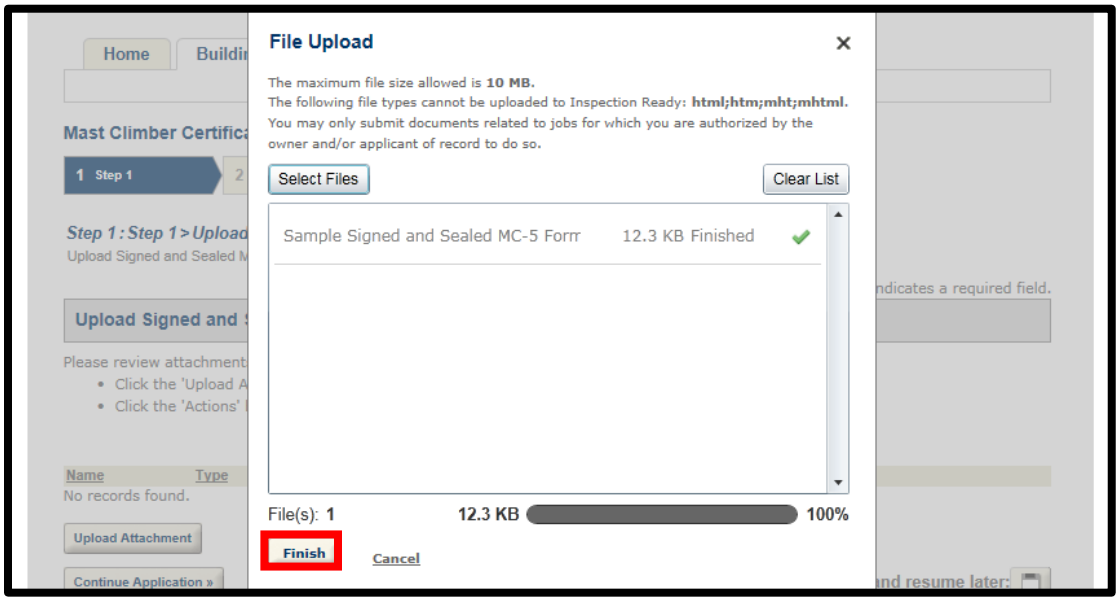

9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

   *Please Note:*

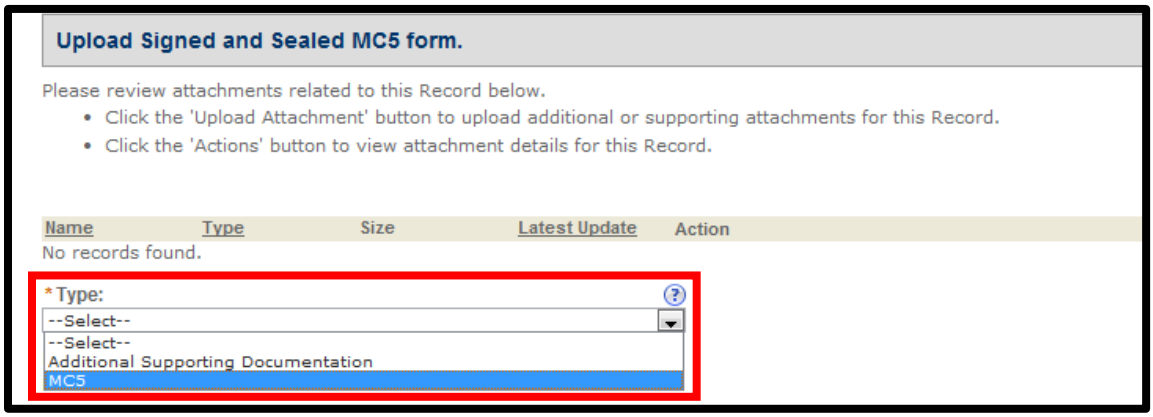
   - *Microsoft Silverlight is required to upload documents in DOB NOW:* Inspections*. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
   - *Multiple documents can be uploaded for a single Certification.*
   - *The maximum file size allowed is 10 MB.*
   - *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*



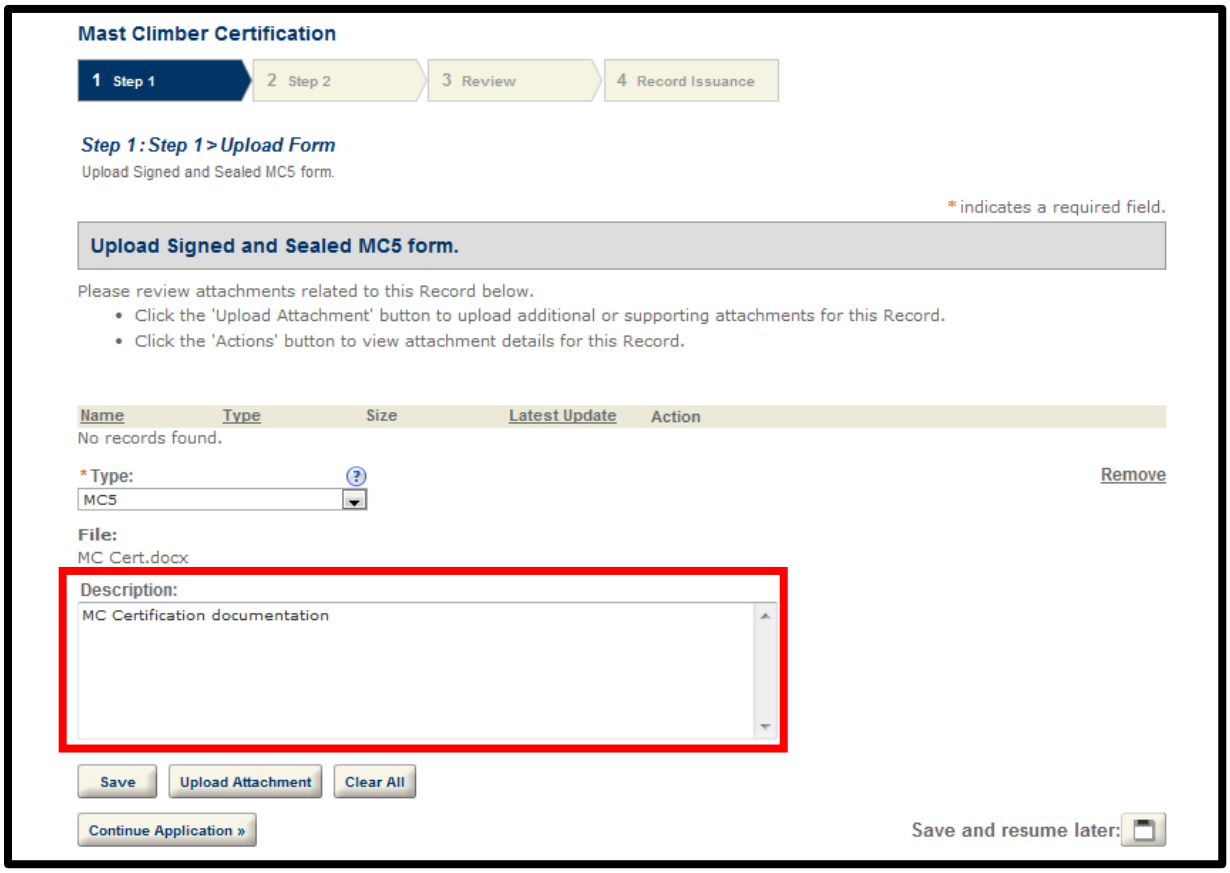

10. Once the file has uploaded, click **Finish**.



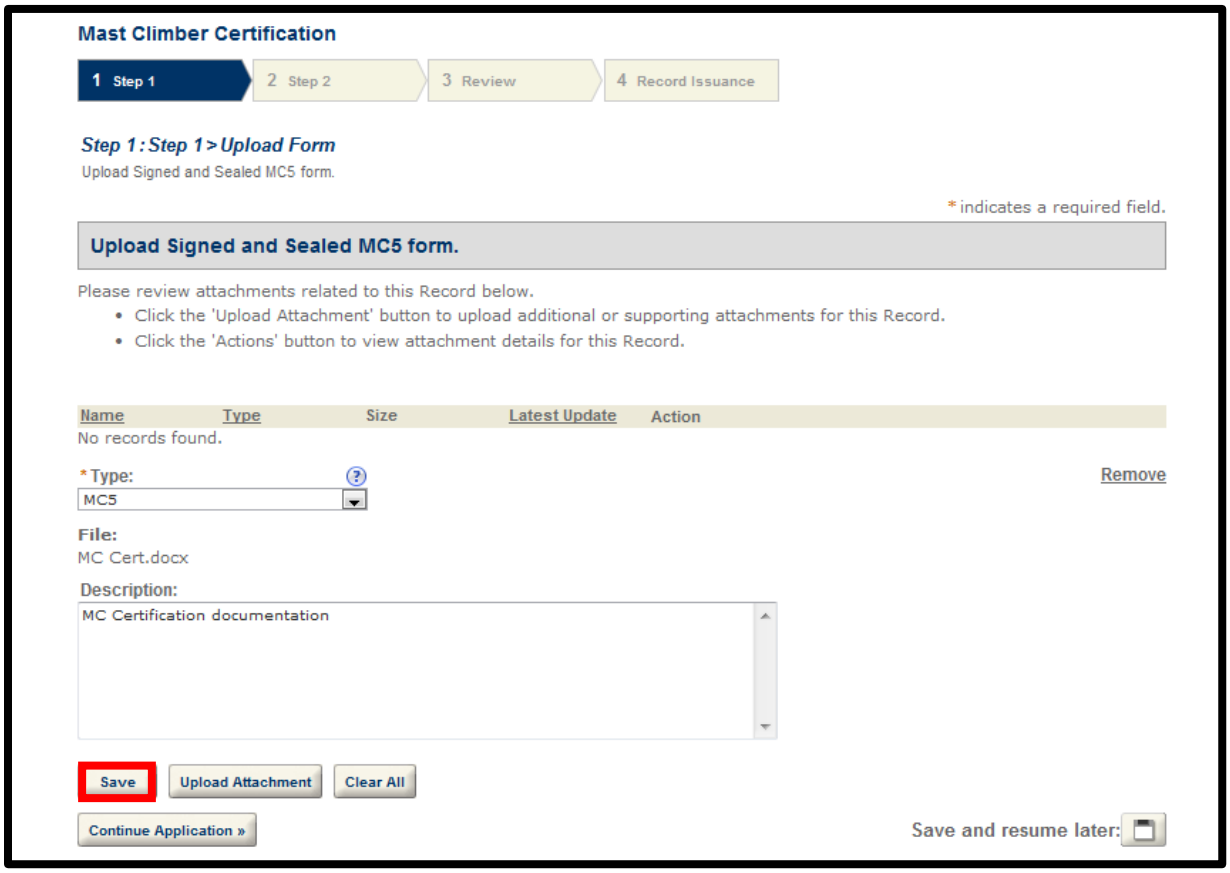
11. Select an option from the **Type** dropdown.



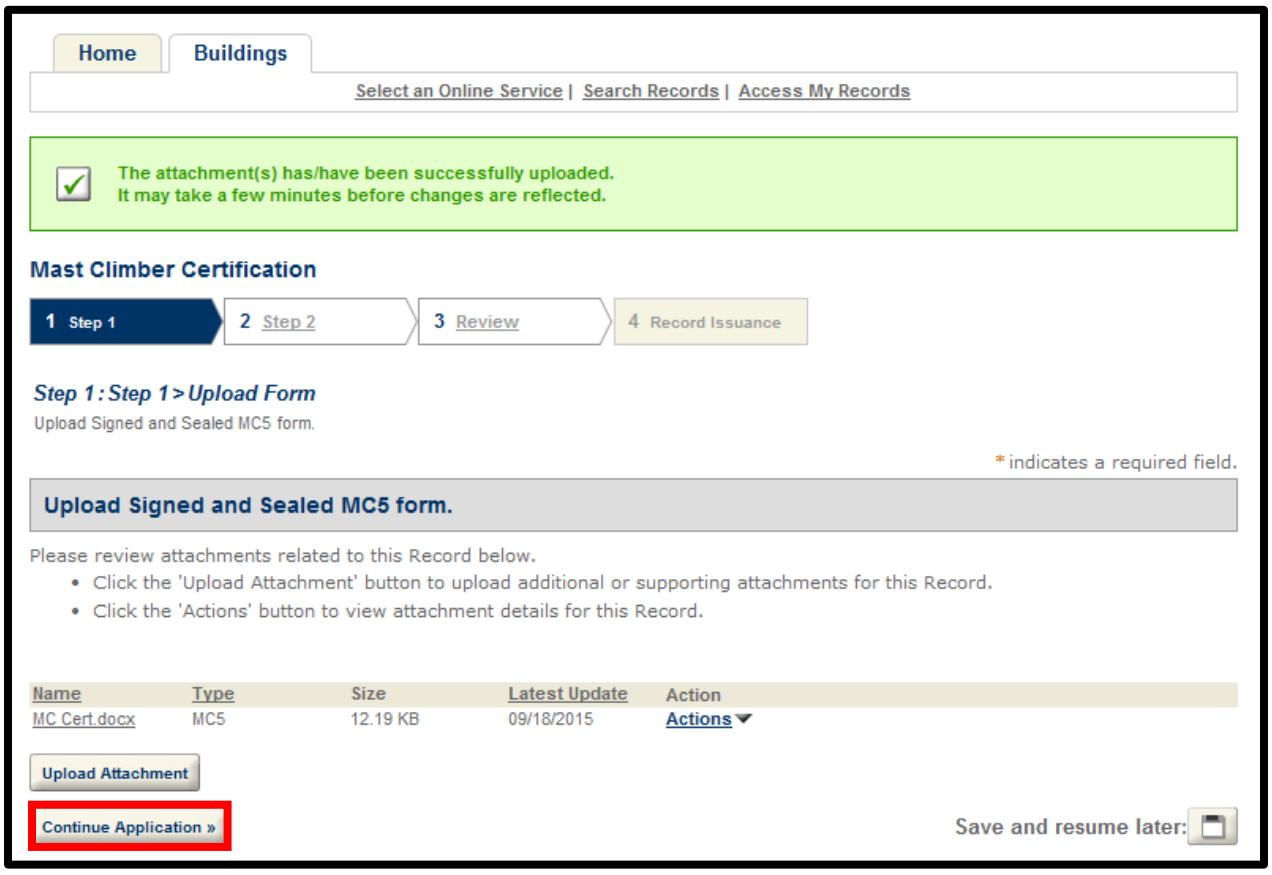
12. The **Description** field is optional.



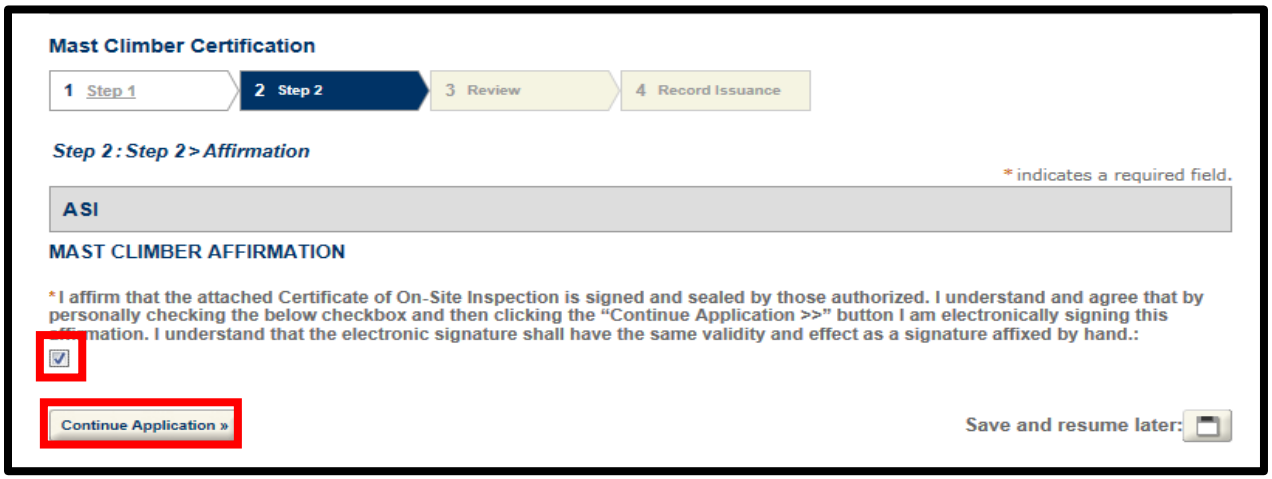
13. Click **Save**.



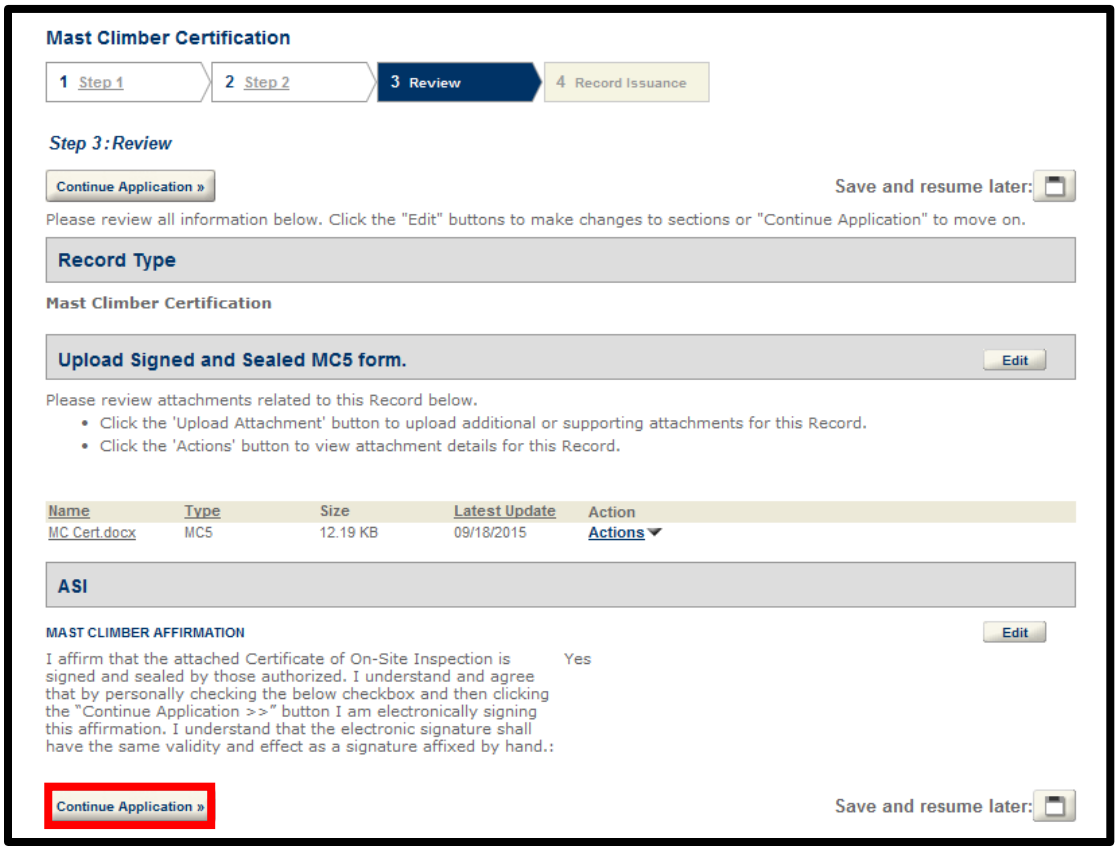
14. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.



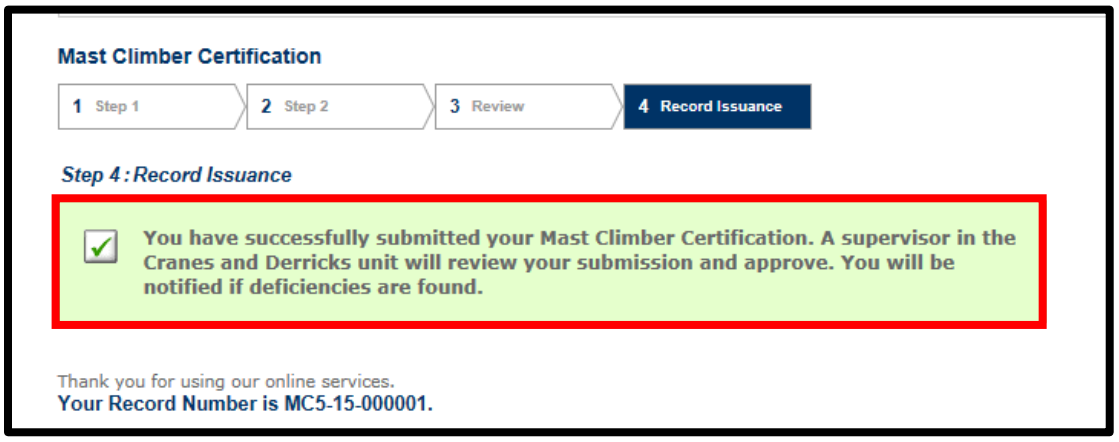

15. Check the checkbox to indicate acceptance of the Mast Climber Affirmation. Click **Continue Application**.



16. Click **Continue Application**.




17. The confirmation message below will display on the screen.



## *Outcomes of a Mast Climber Certification*

The Cranes and Derricks Unit will review all documents submitted for a Mast Climber Certification. Based on this review, the Unit will accept or reject the documentation provided for the Certification.

When the Certification is:

- **Received:**
  - An email is sent to all Registered Users on the Record stating that the Certification documentation was received.

- **Accepted**:
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was accepted.

- **Rejected**:
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was rejected.
  - The email will contain comments as to why the Certification was rejected.

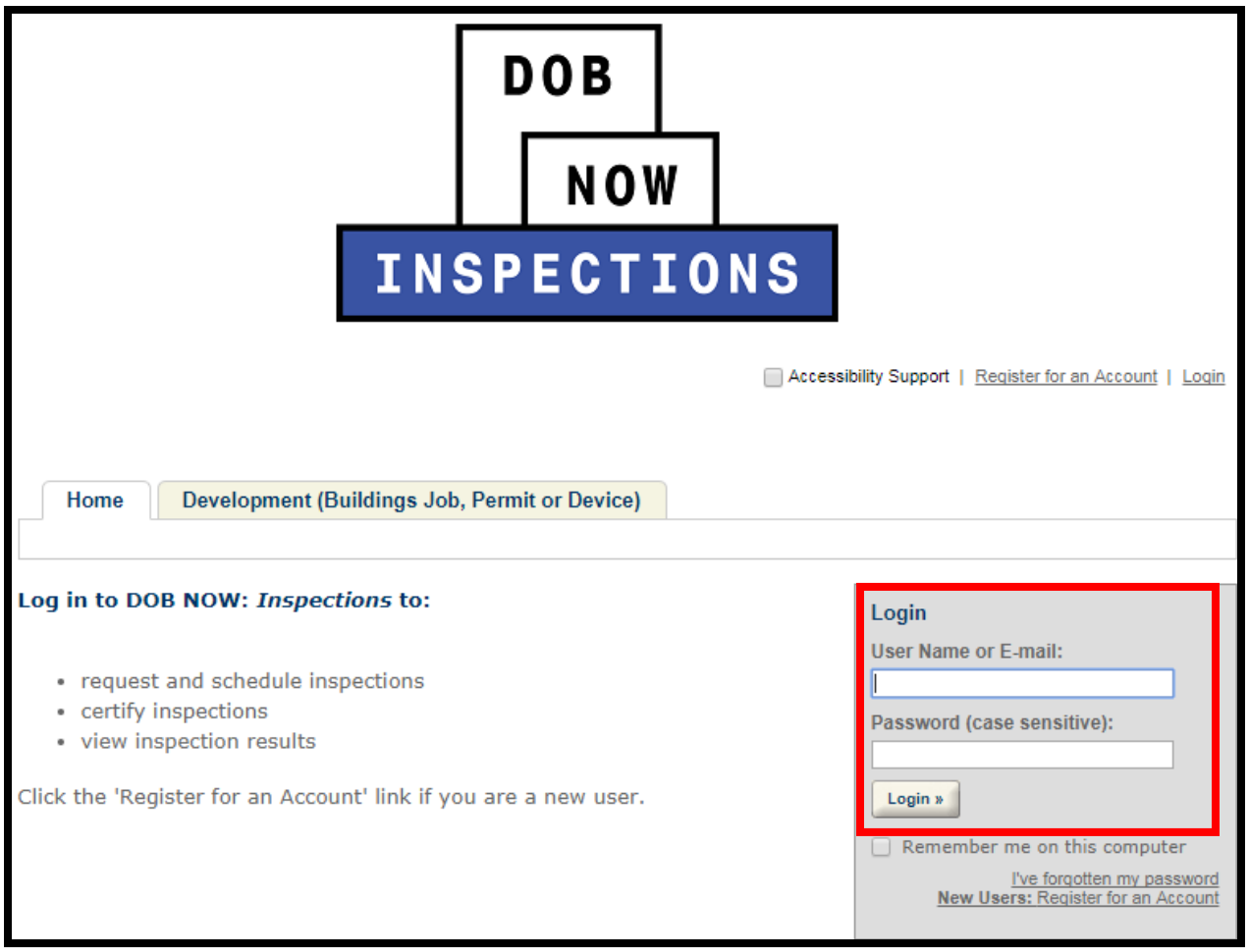
## Upload CD-8 Certification Documentation

All CD-8 Certifications (CD8, CD8-AD, CD8-TR) can be submitted on CN Records with the following statuses:

- Approved for Installation
- Approved for Use
- TC Foundation Accepted

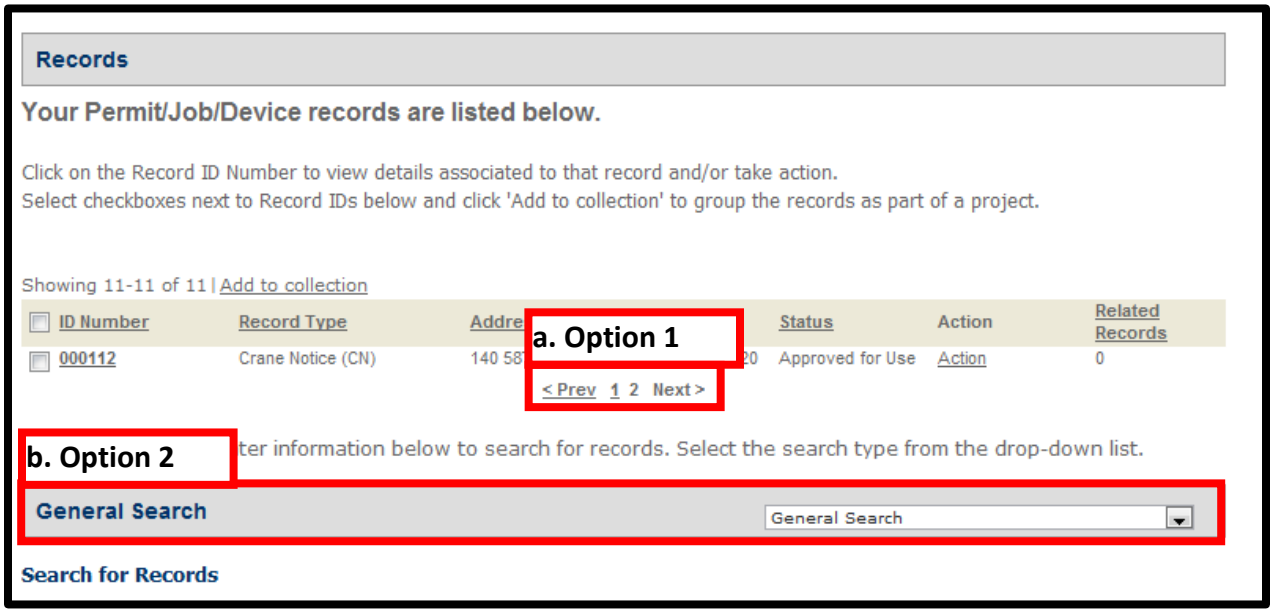
1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have an DOB NOW: *Inspections* account.

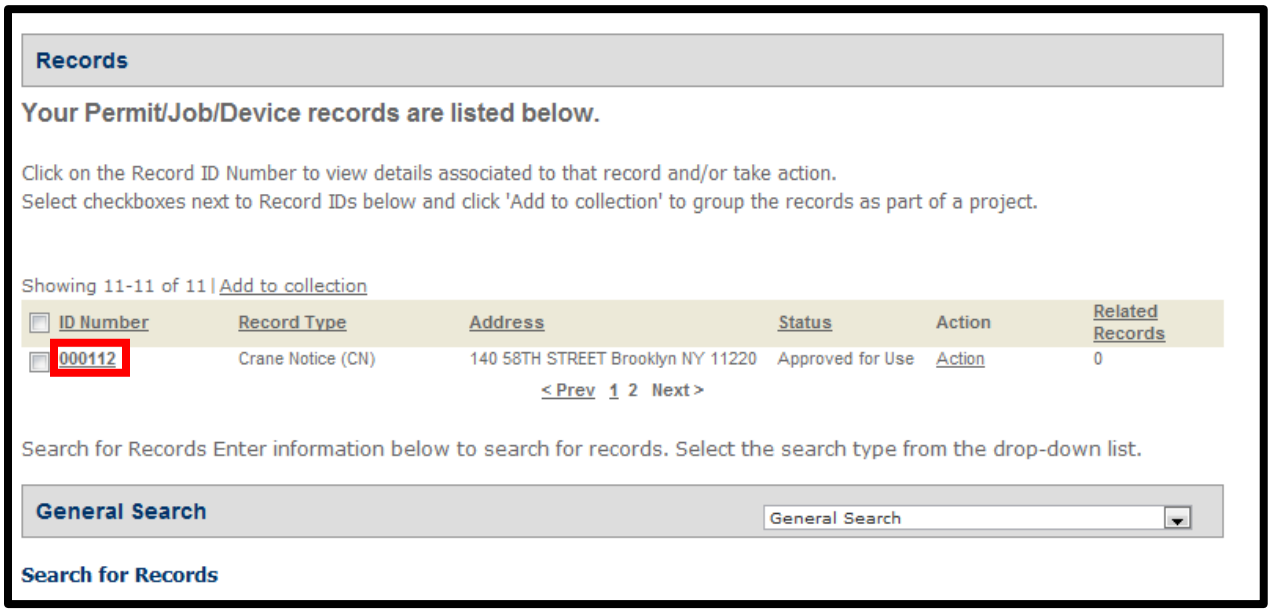


3. From the Home Page, click **Search Records**.

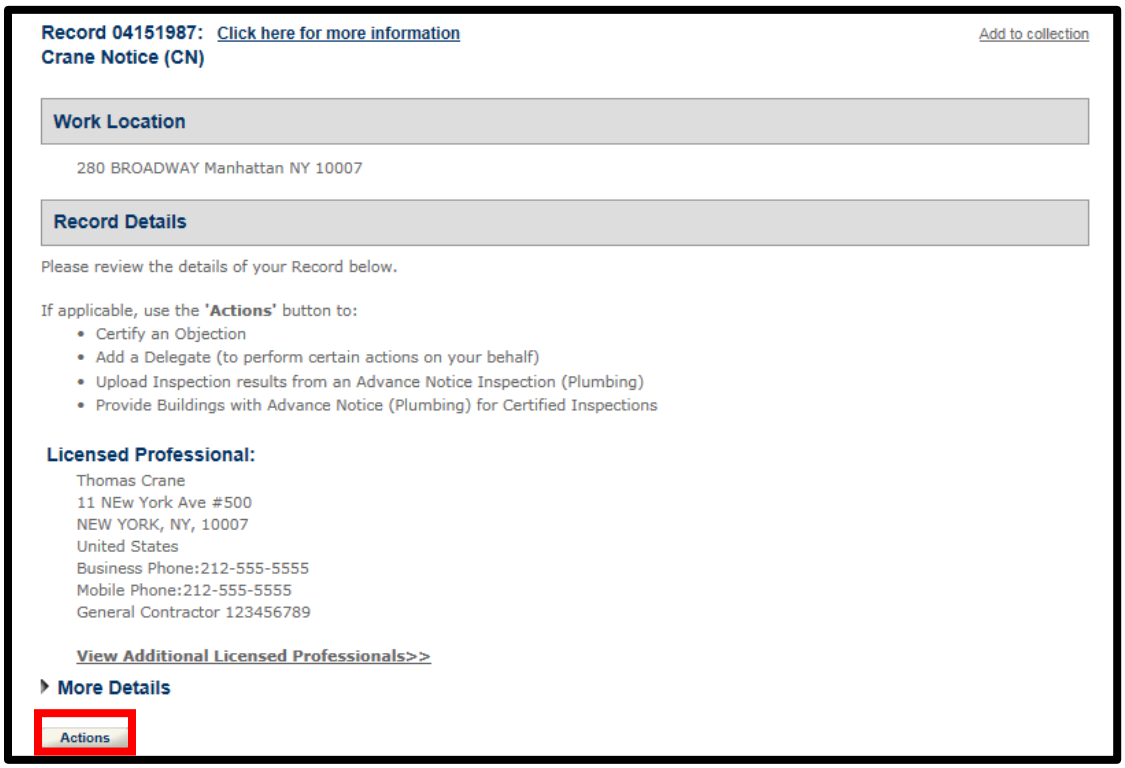
4. Locate the Record for which you would like to upload CD-8 Certification documentation. This can be done in one of two ways:
   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
   b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.



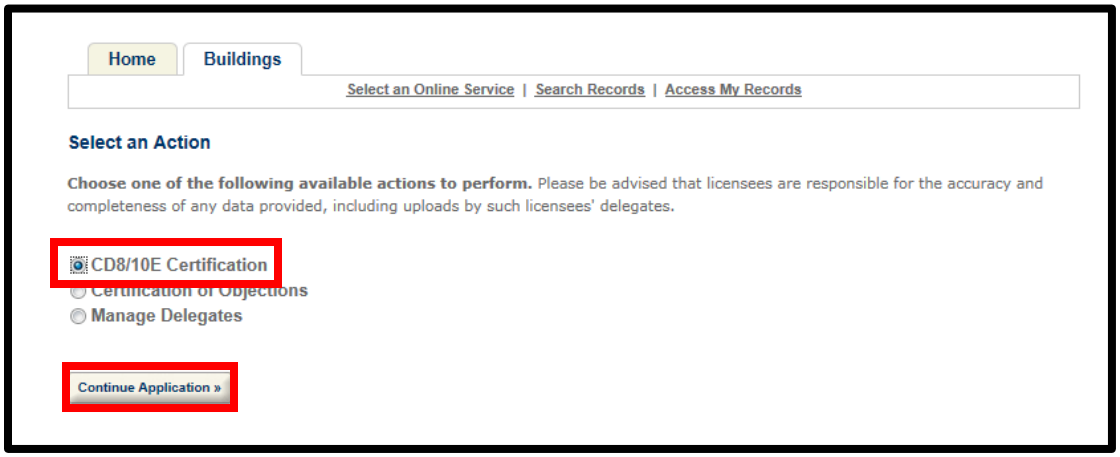

5. From the list of Records, click **ID Number** in the row of the applicable Record



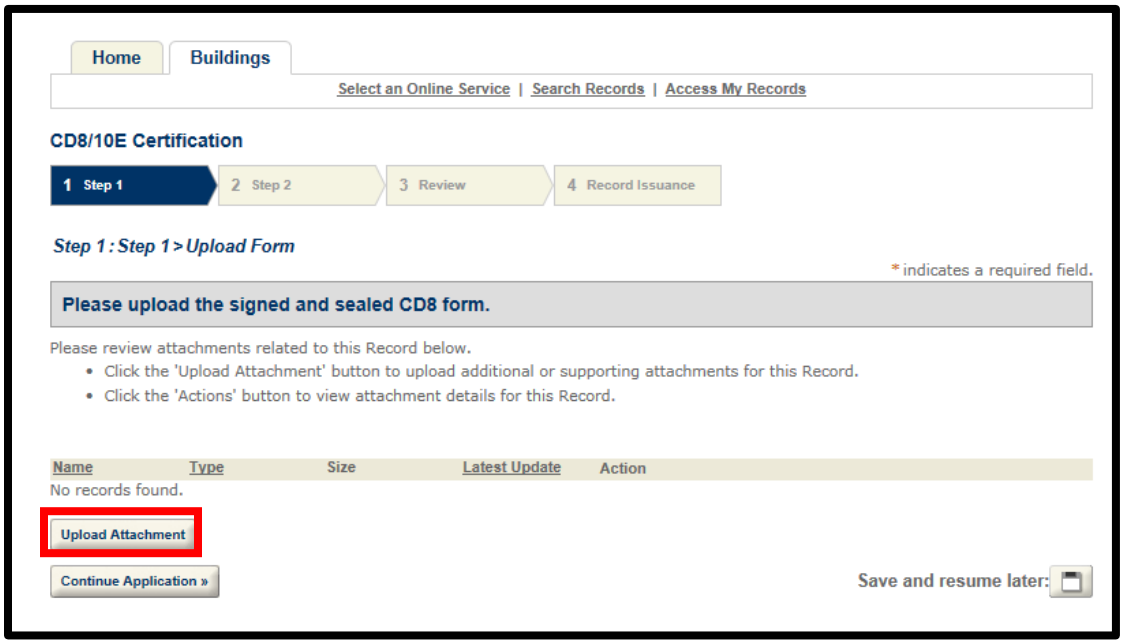
6. Click **Actions** in the Record Details section.




7. Select the radio button next to **CD8/10E Certification**. Click **Continue Application**.



8. To upload the signed and sealed CD8 form, click **Upload Attachment**.



9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

   *Please Note:*

   - *Microsoft Silverlight is required to upload documents in DOB NOW:* Inspections. *If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
   - *Multiple documents can be uploaded for a single Certification.*
   - *The maximum file size allowed is 10 MB.*
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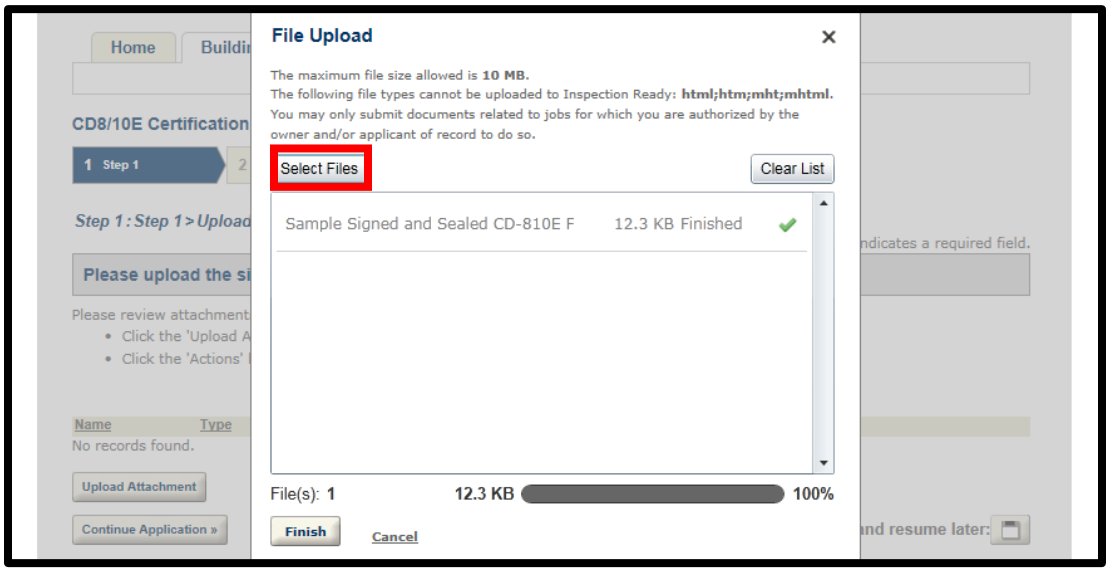
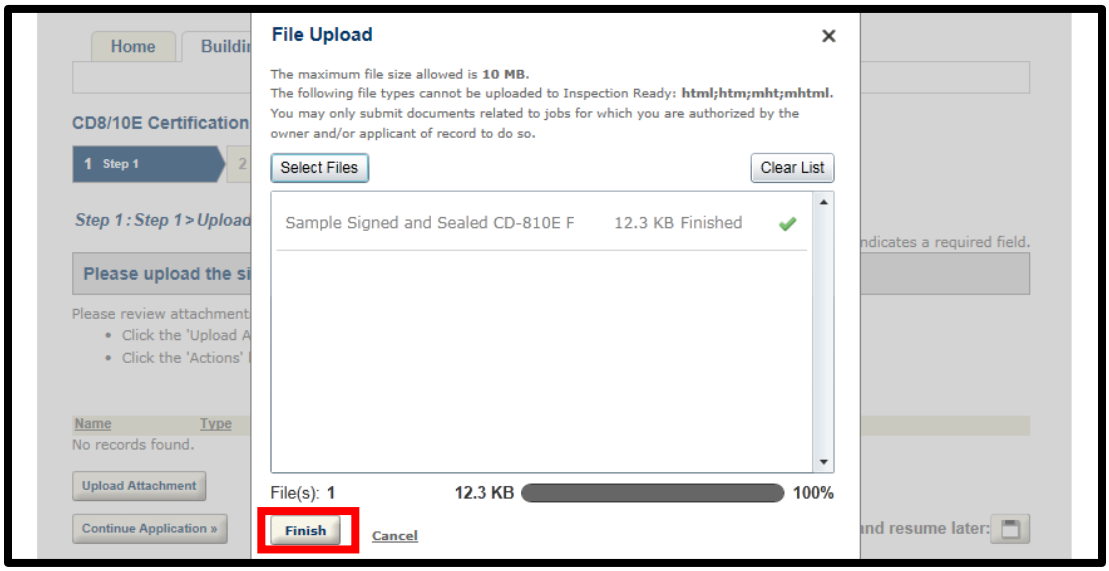
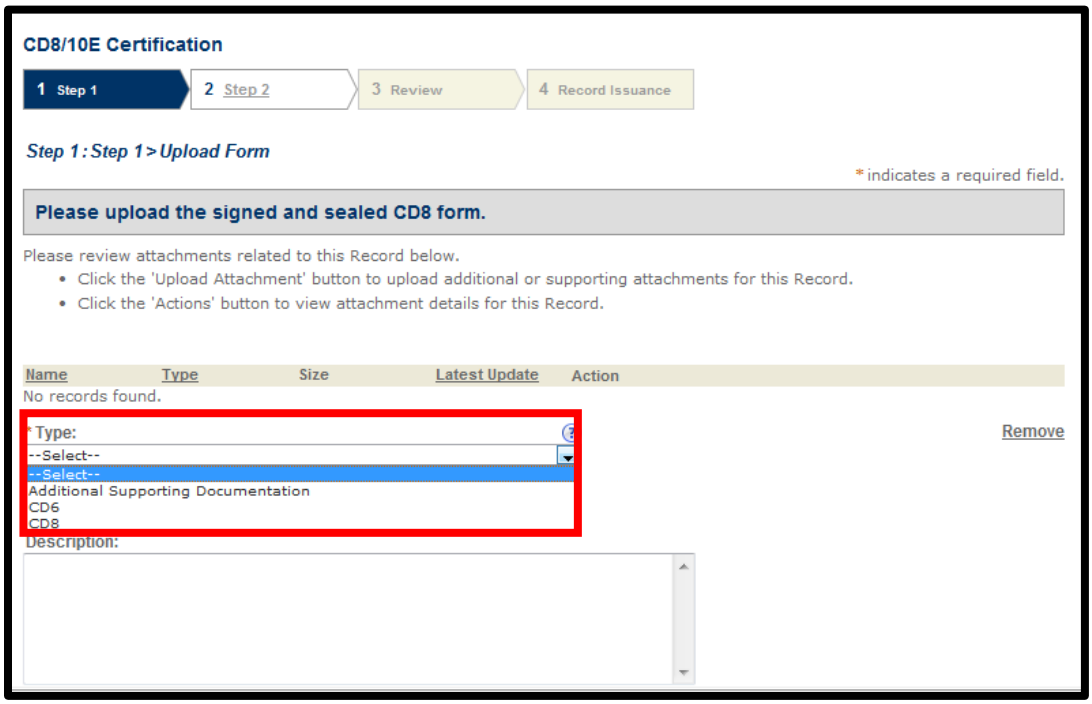


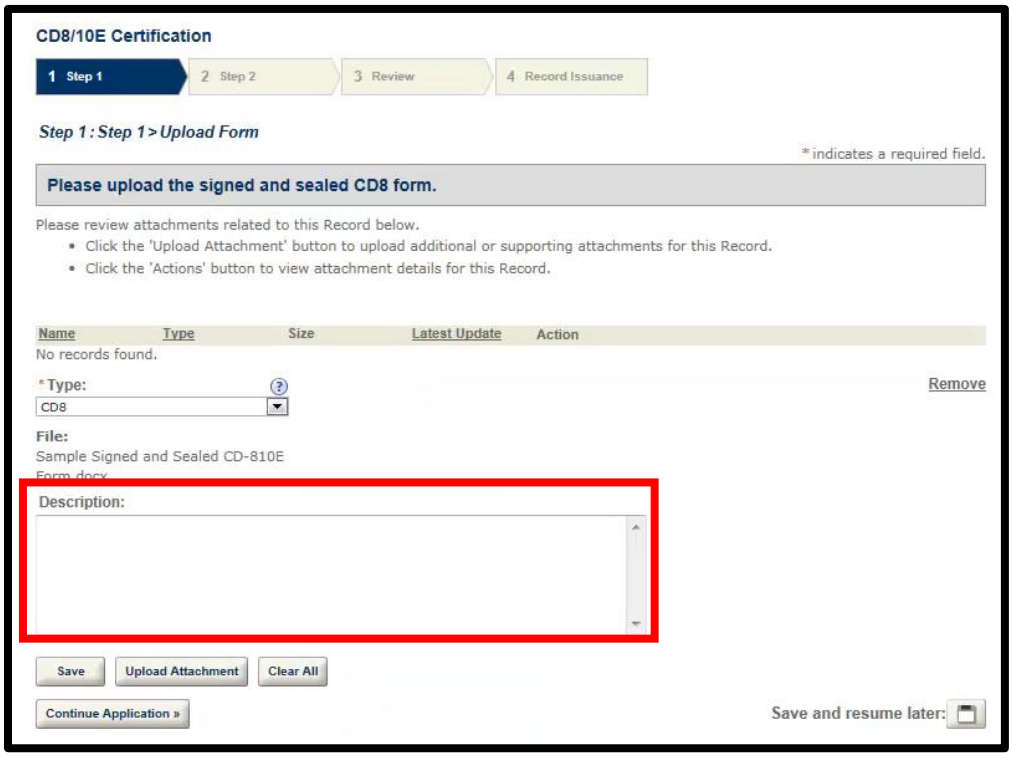
10. Once the file has uploaded, click **Finish**.



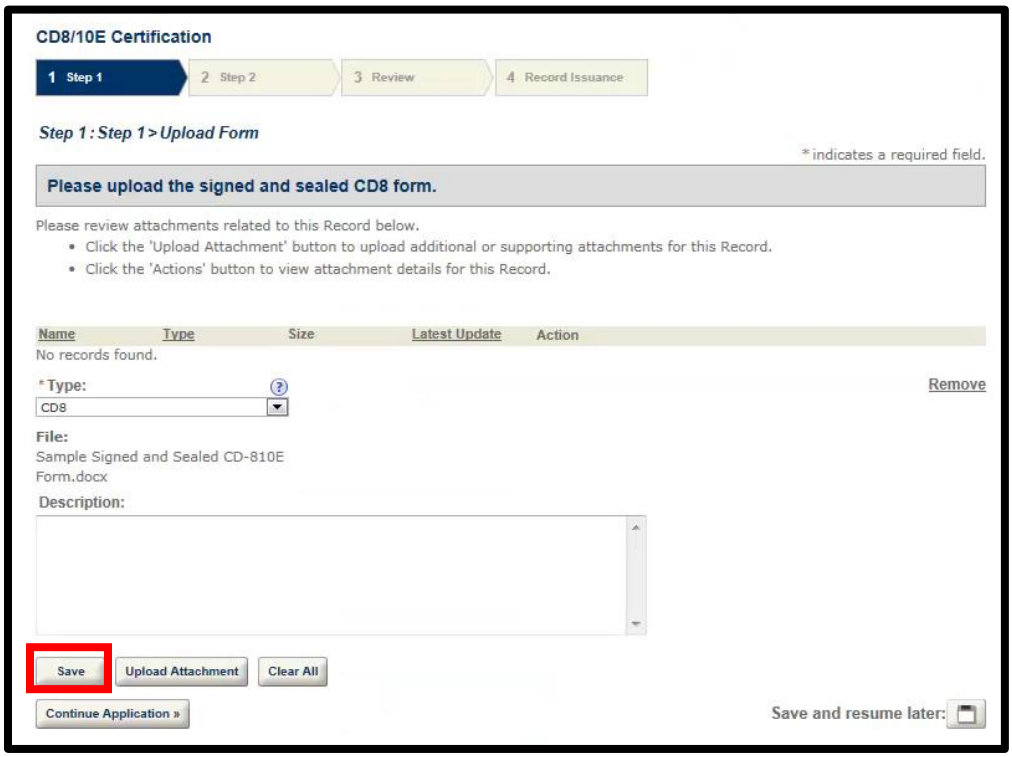

11. Select CD8 from the **Type** dropdown.



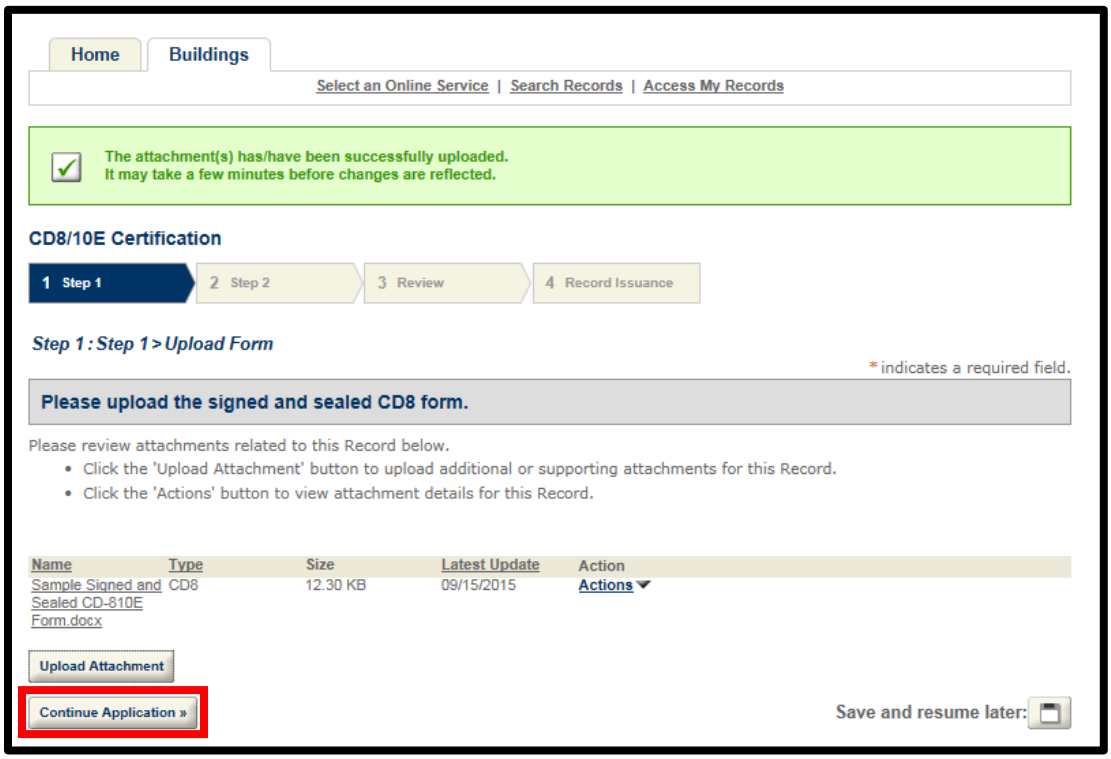
12. The **Description** field is optional.



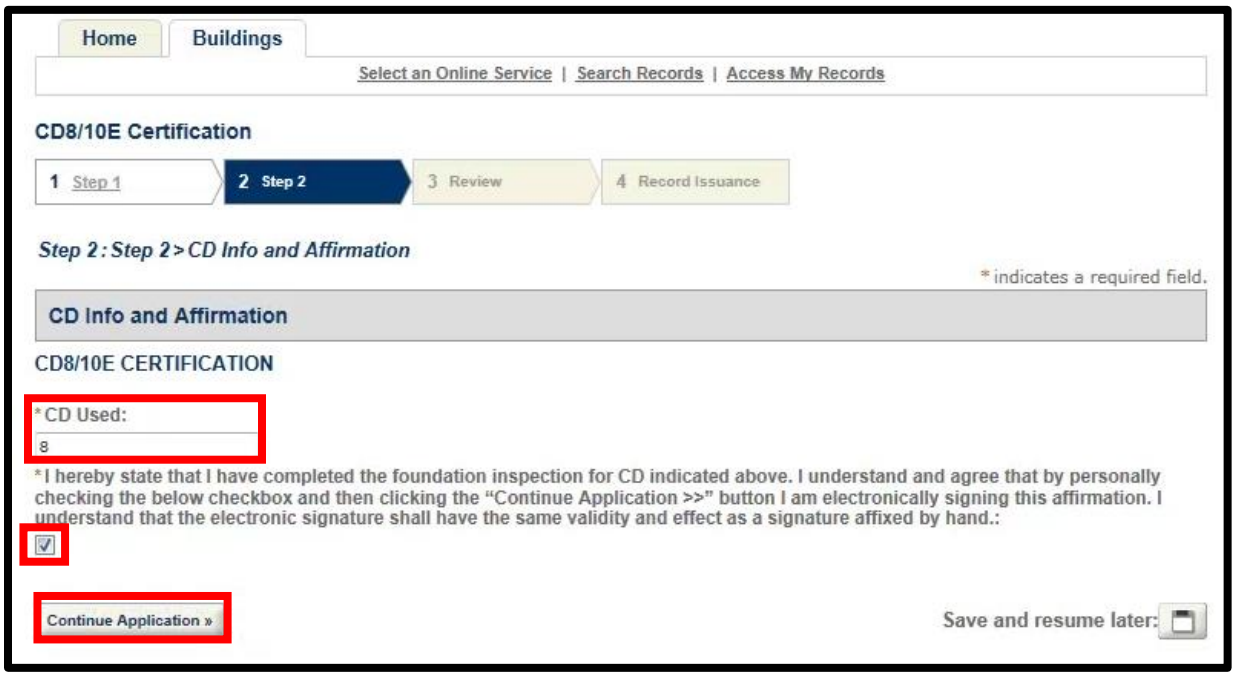

13. Click **Save**.



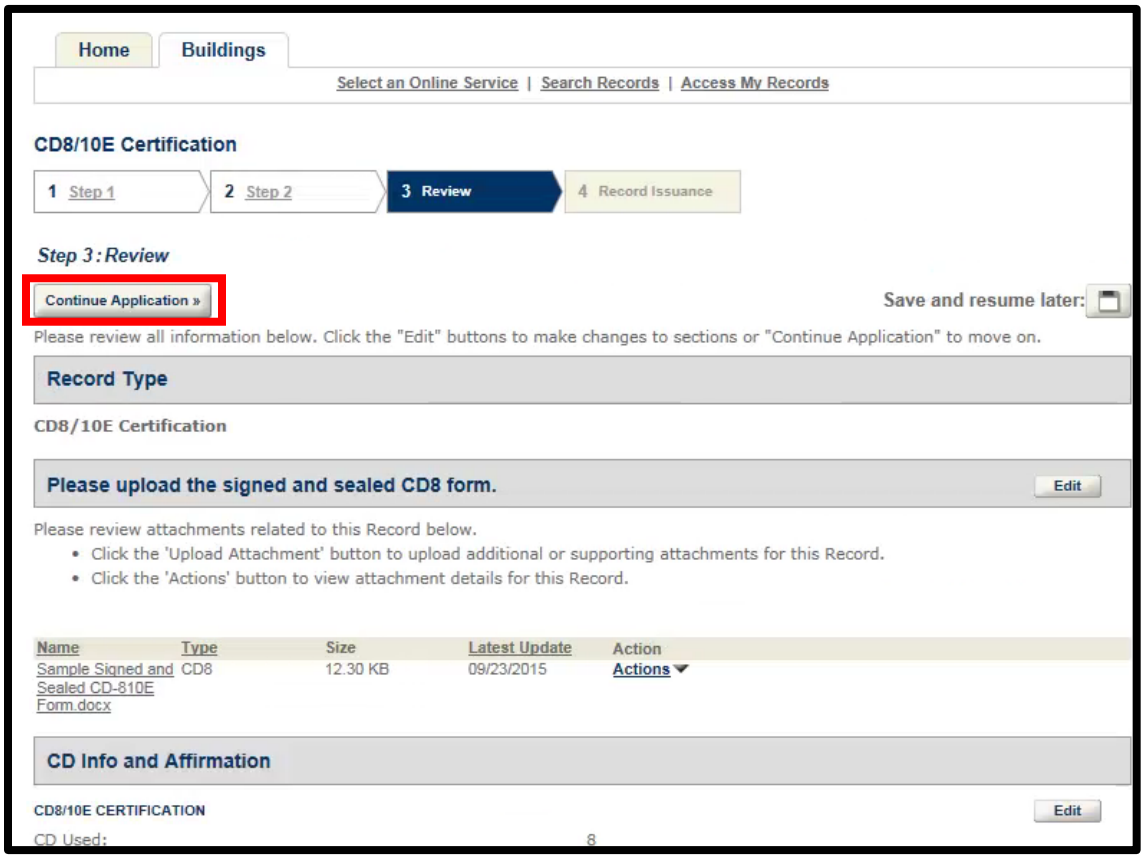
14. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application.**



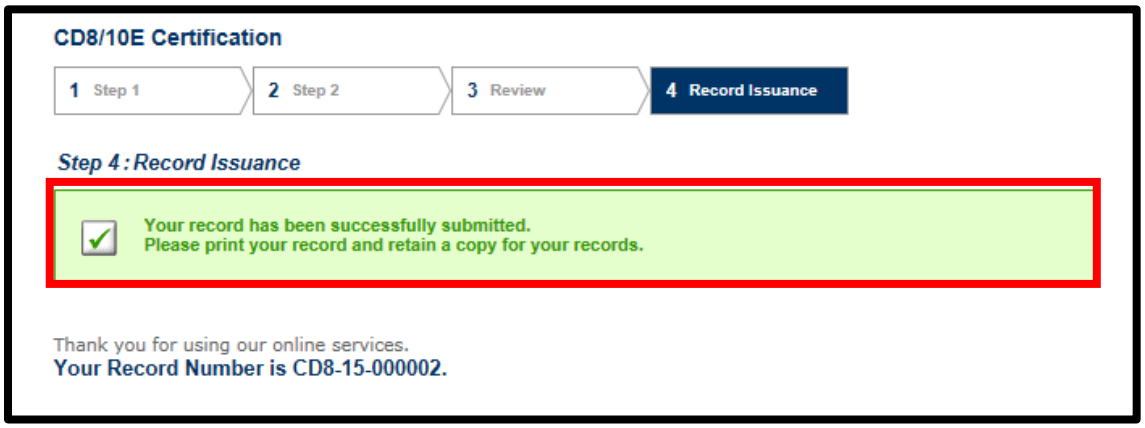
15. Type the number of the CD you are certifiying in the **CD Used** field. Check the **checkbox** to indicate acceptance of the CD Affirmation, and click **Continue Application**.



16. Click **Continue Application**.




17. The confirmation message below will display on the screen.



## *Outcomes of a CD-8 Certification*

The Cranes and Derricks Unit will review all documents submitted for a CD-8 Certification. Based on this review, the Unit will accept or reject the documentation provided for the Certification.

When the Certification is:

- **Received:**
  - An email is sent to all Registered Users on the Record stating that the Certification documentation was received.

- **Accepted**:
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was accepted.

- **Rejected**:
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was rejected.
  - The email will contain comments as to why the Certification was rejected.