

## CRANES & DERRICKS

# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## CD3 APPLICATIONS FOR MOBILE CRANES

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

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW)



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



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



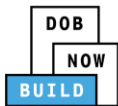
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[Facebook.com/NYCBuildings](https://www.facebook.com/NYCBuildings)



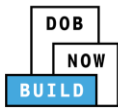
## Guidelines

### CRANE DEVICE NUMBER

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

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

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**

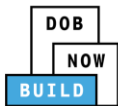
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot 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](https://nyc.gov/dobnowinfo)



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

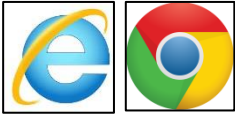
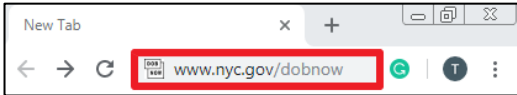
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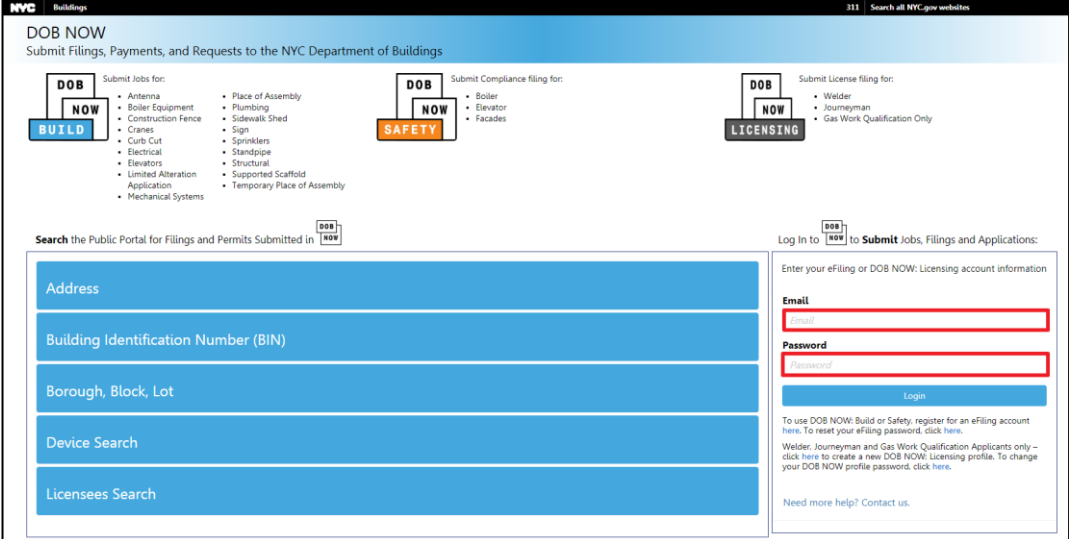
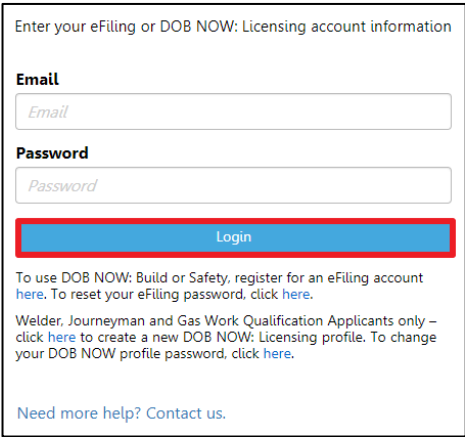
In these Step-by-Step Guides, you will learn how to:

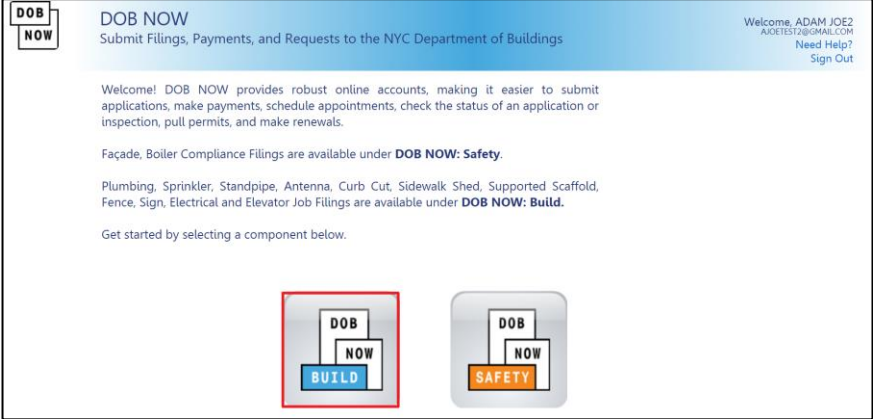
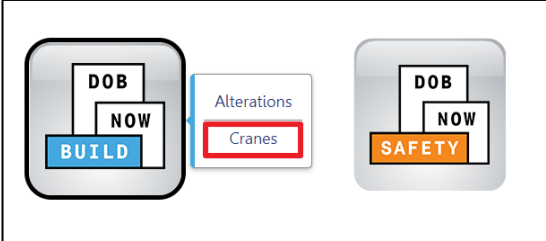
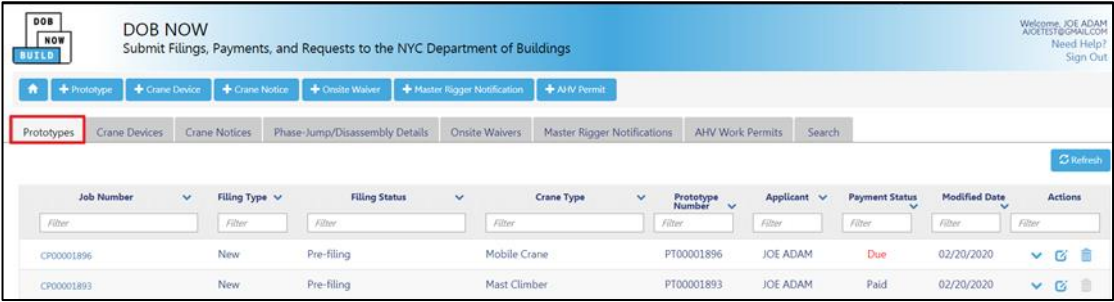
<b>Log into DOB NOW</b>	<b>4</b>
<b>Mobile Crane CD Number: CD3 Application</b>	<b>7</b>
Complete General Information Tab	8
Complete Equipment Information Tab	13
Upload Documents	19
Complete Statements & Signatures	23
Pay Fees	25
Complete Review and File	28
<b>Print Certificate Complete: From the Dashboard</b>	<b>30</b>
<b>Print Certificate Complete: From within the Application</b>	<b>32</b>

# Log into DOB NOW

Complete the following steps to log into DOB NOW:

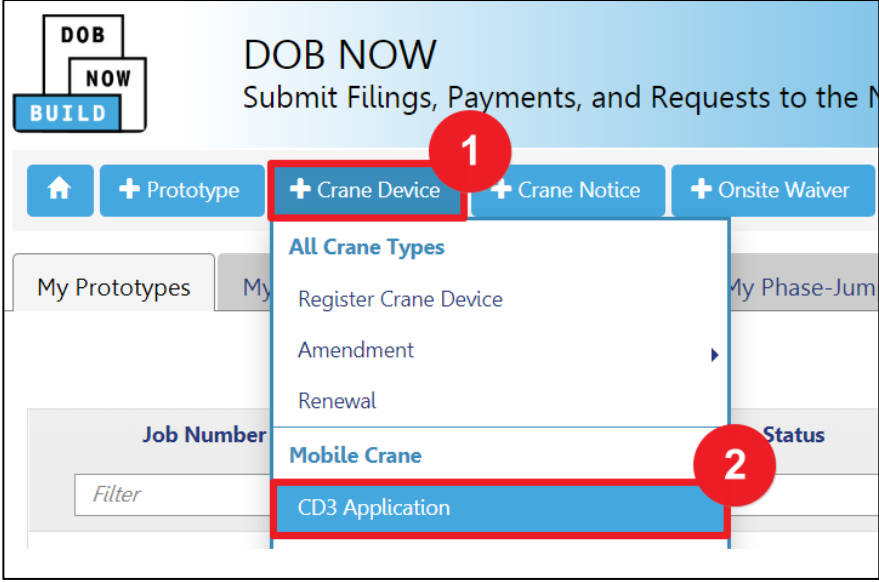
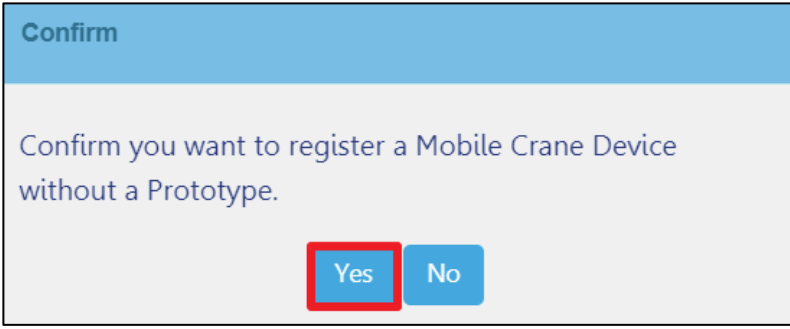
Step	Action
<p><b>Note:</b></p>	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>How to Register for eFiling:</i> <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></li> <li><input type="checkbox"/> <i>How to Turn Off Pop-up Blockers:</i> <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></li> </ul>
<p>1.</p>	<p>Access the <b>Internet</b>.</p> 
<p>2.</p>	<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> 
<p>3.</p>	<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>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>. Continue to the next section.</p>	

# 0 Mobile Crane CD Number: CD3 Application

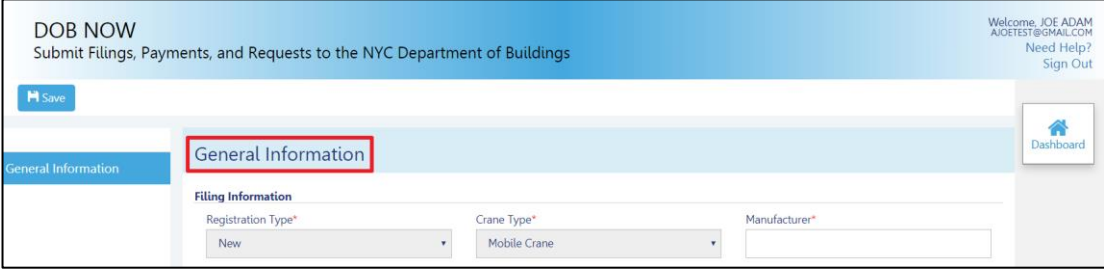
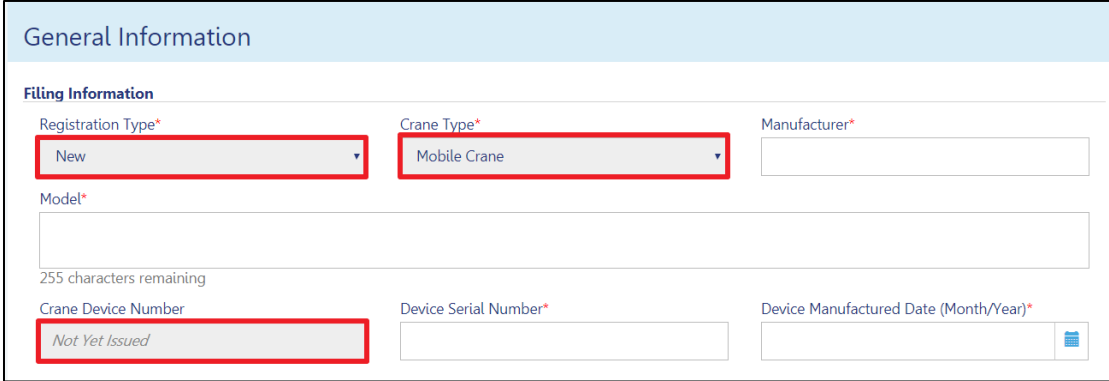
Complete the following steps to register a Crane Device without a Prototype:

Step	Action
1.	<p>Hover the cursor over <b>+ Crane Device</b> and select <b>CD3 Application</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 Mobile Crane Device without a Prototype. 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>	


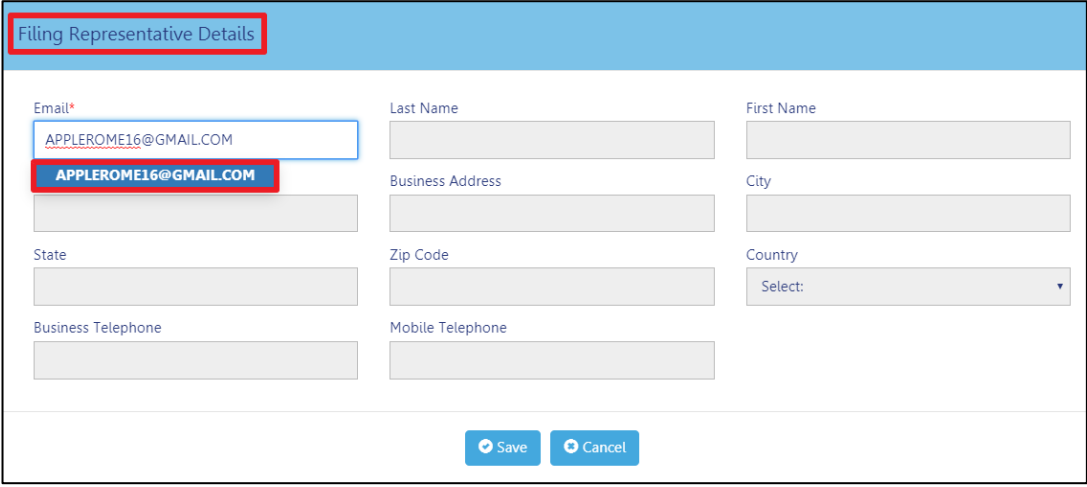
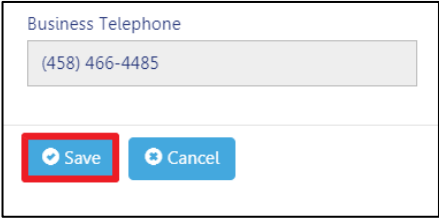













## Complete General Information Tab

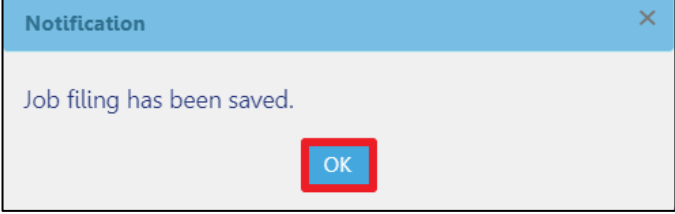
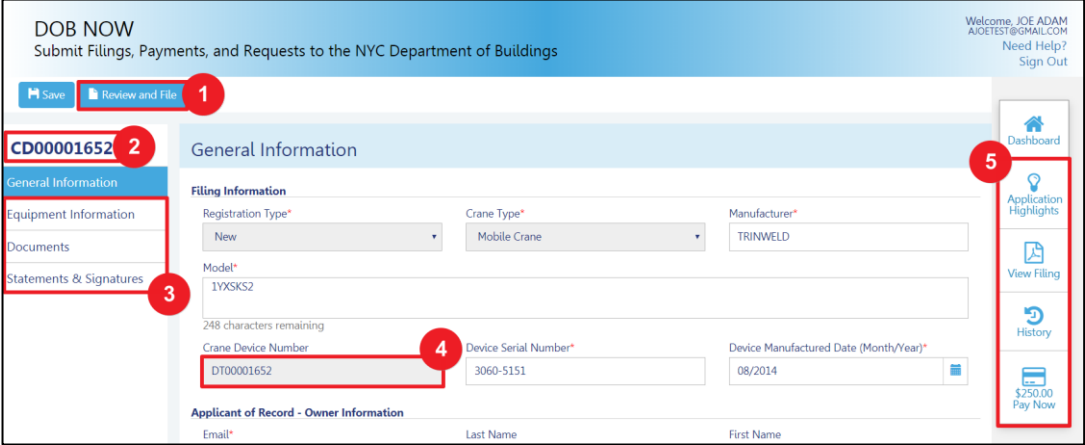
Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (e.g. *Filing Representatives, Manufacturers etc.*) to the application:

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

Step	Action
2.	<p>Enter the <b>Filing Information</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Manufacturer</b></li> <li><input type="checkbox"/> <b>Model</b></li> <li><input type="checkbox"/> <b>Device Serial Number</b></li> <li><input type="checkbox"/> Select the <b>Device Manufactured Date (Date/year)</b> from the calendar.</li> </ul> <div data-bbox="315 520 1416 898" style="border: 1px solid black; padding: 5px;"> <p><b>General Information</b></p> <p><b>Filing Information</b></p> <p>Registration Type* <input type="text" value="New"/> Crane Type* <input type="text" value="Mobile Crane"/> Manufacturer* <input style="border: 2px solid red;" type="text"/></p> <p>Model* <input style="border: 2px solid red;" type="text"/></p> <p><small>255 characters remaining</small></p> <p>Crane Device Number <input type="text" value="Not Yet Issued"/> Device Serial Number* <input style="border: 2px solid red;" type="text"/> Device Manufactured Date (Month/Year)* <input type="text" value=""/> </p> </div>
3.	<p>Enter the <b>Applicant of Record: Owner Information</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Email</b> and then select the Email Address from the blue drop-down</li> <li><input type="checkbox"/> Select the <b>Business Name</b> from the Business Name drop-down list (click <b>+ Add New</b> if the Business Name is not listed)</li> </ul> <div data-bbox="456 1119 857 1291" style="border: 1px solid black; padding: 5px;"> <p>Business Name*</p> <p>Select: <input type="text" value="Select:"/></p> <p>Select: JA LLC</p> <p style="background-color: #007bff; color: white; padding: 2px;"><b>+ Add New</b></p> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the <b>Owner Type</b> (e.g., <b>Individual</b>) from the Owner Type drop-down list</li> </ul> <div data-bbox="315 1360 1416 1696" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant of Record - Owner Information</b></p> <p>Email* <input style="border: 2px solid red;" type="text" value="Enter email/username..."/> Last Name <input type="text"/> First Name <input type="text"/></p> <p>Business Name* <input style="border: 2px solid red;" type="text" value="Select:"/> Business Address <input type="text"/> City <input type="text"/></p> <p>State <input type="text"/> Zip Code <input type="text"/> Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/> Country <input type="text" value="Select:"/> Owner Type* <input style="border: 2px solid red;" type="text" value="Select Owner Type:"/></p> </div>

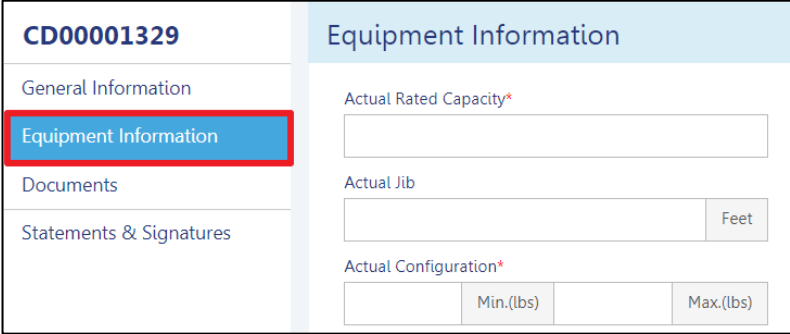
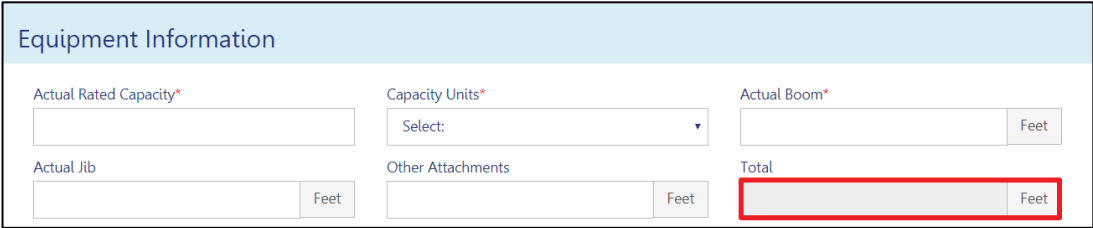
Step	Action
4.	<p>If applicable, click <b>+Add Representative</b>.</p> 
5.	<p>The Filing Representative Details pop-up window displays. Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> 
6.	<p>Click <b>Save</b>.</p> 

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> <p>To add an additional Filing Representative repeat Steps 7 to 9 above.</p> <div data-bbox="315 556 1419 751" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p><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>At the top-left of the screen, click <b>Save</b>.</p> <div data-bbox="315 854 1036 1194" style="border: 1px solid black; padding: 5px;"> <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Depa</p> <p> Save</p> <p>General Information</p> <p>General Information</p> <p>Filing Information</p> </div>												
<p>8.</p>	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Are you sure you want to continue with creating new CD3 application for mobile crane device.</p> <p>Click <b>Save</b>, to continue.</p> <div data-bbox="315 1398 1338 1745" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with creating new CD3 application for mobile crane device.</p> <p> </p> </div>												

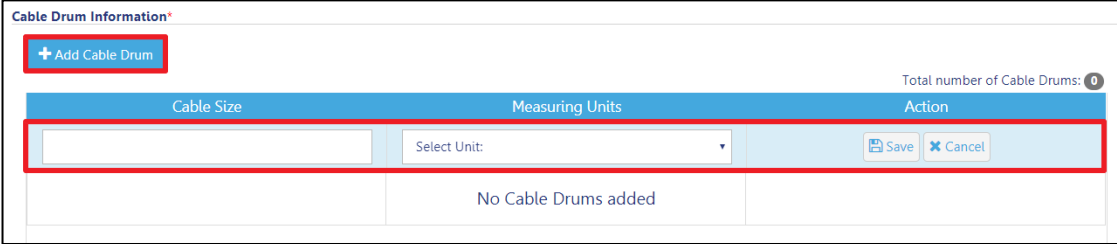
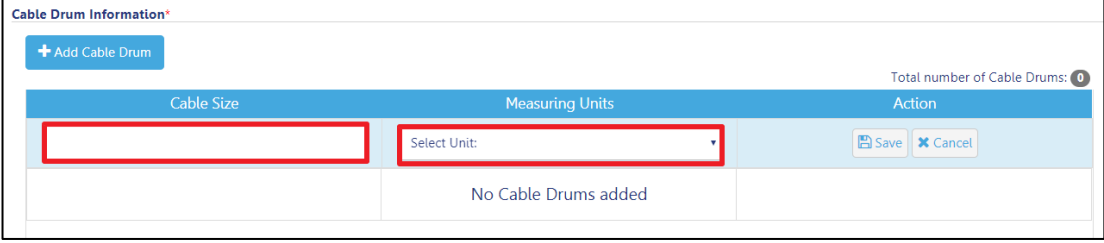
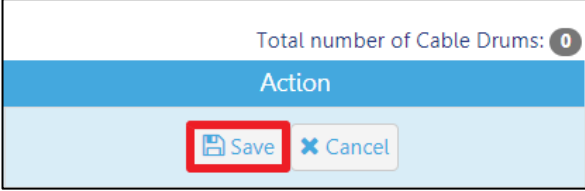
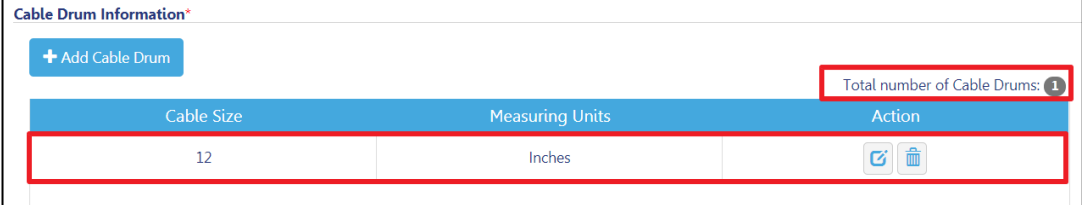
Step	Action
9.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<p><b>Note:</b></p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> <li>1. <i>Review and File</i></li> 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

## Complete Equipment Information Tab

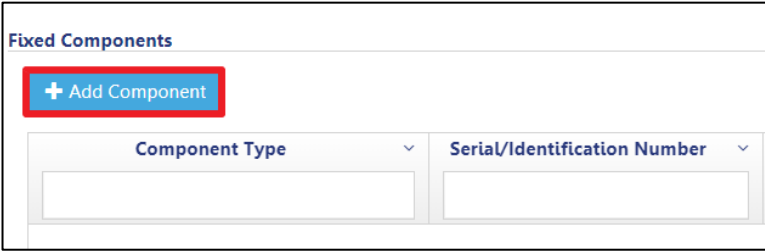
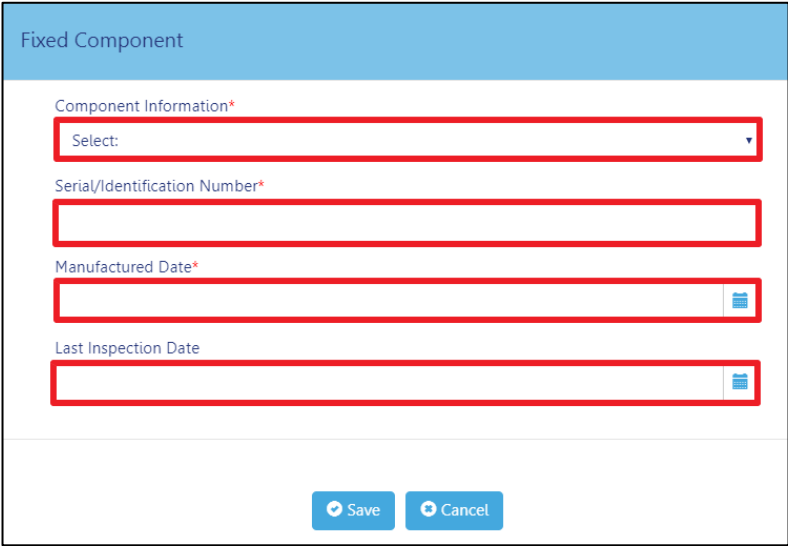
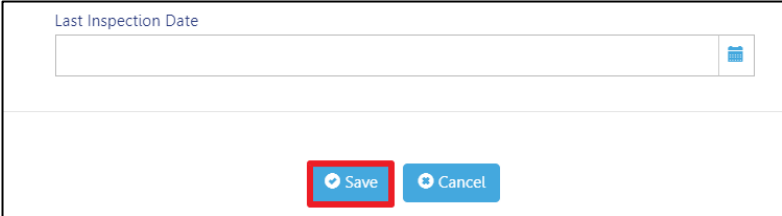
Complete the following steps to complete the Equipment Information tab:

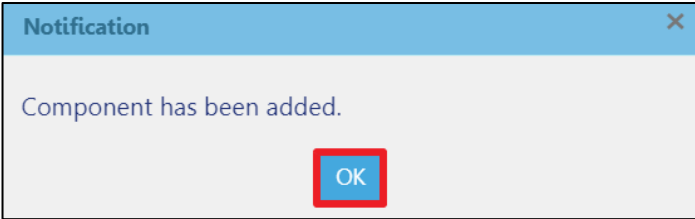
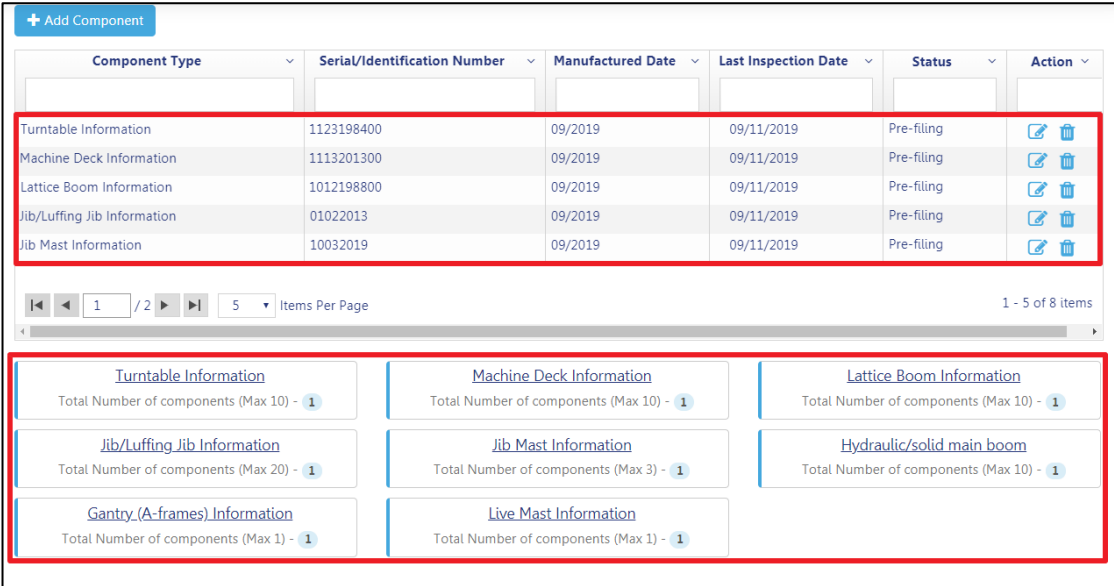
Step	Action
1.	<p>Click <b>Equipment Information</b> to display the Equipment Information section.</p> 
Note:	<p><i>The Equipment Information field: Total is greyed-out and cannot be edited.</i></p> 

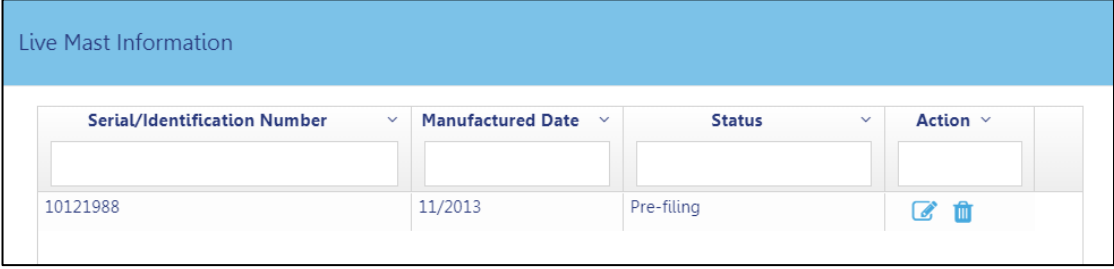
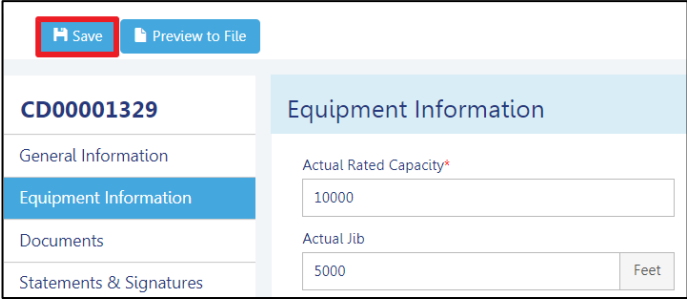
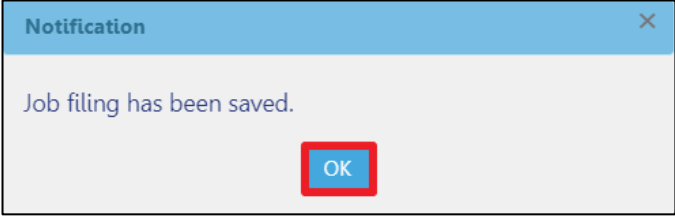
Step	Action																														
2.	<p>Enter the Equipment Information:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> Actual Rated Capacity</p> <p><input type="checkbox"/> Capacity Units (e.g. Kips)</p> <p><input type="checkbox"/> Other Attachments</p> <p><input type="checkbox"/> Transmission Type (e.g. Mechanical)</p> <p><input type="checkbox"/> Carrier Type (e.g. Crawler)</p> <p><input type="checkbox"/> Overall Carrier Width</p> <p><input type="checkbox"/> Overall Carrier Tailswing</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> Actual Boom</p> <p><input type="checkbox"/> Actual Jib</p> <p><input type="checkbox"/> Actual Counterweight Configuration</p> <p><input type="checkbox"/> Power (e.g. Gas)</p> <p><input type="checkbox"/> Overall Carrier Length</p> <p><input type="checkbox"/> Width with Outriggers Extended</p> </div> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Equipment Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Actual Rated Capacity*</td> <td style="width: 33%;">Capacity Units*</td> <td style="width: 33%;">Actual Boom*</td> </tr> <tr> <td><input type="text"/></td> <td>Select: <input type="text"/></td> <td><input type="text"/> Feet</td> </tr> <tr> <td>Actual Jib</td> <td>Other Attachments</td> <td>Total</td> </tr> <tr> <td><input type="text"/> Feet</td> <td><input type="text"/> Feet</td> <td><input type="text"/> Feet</td> </tr> <tr> <td>Actual Counterweight Configuration*</td> <td>Transmission Type*</td> <td>Power*</td> </tr> <tr> <td><input type="text"/> Min.(lbs) <input type="text"/> Max.(lbs)</td> <td>Select: <input type="text"/></td> <td>Select: <input type="text"/></td> </tr> <tr> <td>Carrier Type*</td> <td>Overall Carrier Length*</td> <td>Overall Carrier Width*</td> </tr> <tr> <td>Select: <input type="text"/></td> <td><input type="text"/> Feet</td> <td><input type="text"/> Feet</td> </tr> <tr> <td>Width with Outriggers Extended*</td> <td>Overall Carrier Tailswing*</td> <td></td> </tr> <tr> <td><input type="text"/> Feet</td> <td><input type="text"/> Feet</td> <td></td> </tr> </table> </div>	Actual Rated Capacity*	Capacity Units*	Actual Boom*	<input type="text"/>	Select: <input type="text"/>	<input type="text"/> Feet	Actual Jib	Other Attachments	Total	<input type="text"/> Feet	<input type="text"/> Feet	<input type="text"/> Feet	Actual Counterweight Configuration*	Transmission Type*	Power*	<input type="text"/> Min.(lbs) <input type="text"/> Max.(lbs)	Select: <input type="text"/>	Select: <input type="text"/>	Carrier Type*	Overall Carrier Length*	Overall Carrier Width*	Select: <input type="text"/>	<input type="text"/> Feet	<input type="text"/> Feet	Width with Outriggers Extended*	Overall Carrier Tailswing*		<input type="text"/> Feet	<input type="text"/> Feet	
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Width with Outriggers Extended*	Overall Carrier Tailswing*																														
<input type="text"/> Feet	<input type="text"/> Feet																														
3.	<p>Select the applicable <b>Boom Type Information</b> checkbox(s) (e.g., <b>Articulating</b>).</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <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>																														
Note:	<p><i>If <b>Other</b>, is selected Describe Other Boom Type field displays.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <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 checked="" type="checkbox"/> Other           </p> <p>Describe Other Boom Type*</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> <p>35 characters remaining</p> </div>																														

Step	Action
4.	<p>Click <b>+ Add Cable Drum</b> to display the Cable Size, Measuring Units and Action fields.</p> 
5.	<p>To add the <b>Cable Drum Information</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Cable Size</b></li> <li><input type="checkbox"/> Select the Measuring Unit from the <b>Select Unit</b> drop-down list (e.g., <b>Inches</b>).</li> </ul> 
6.	<p>Under the Action column, click <b>Save</b>.</p> 
<b>Note:</b>	<p><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> 



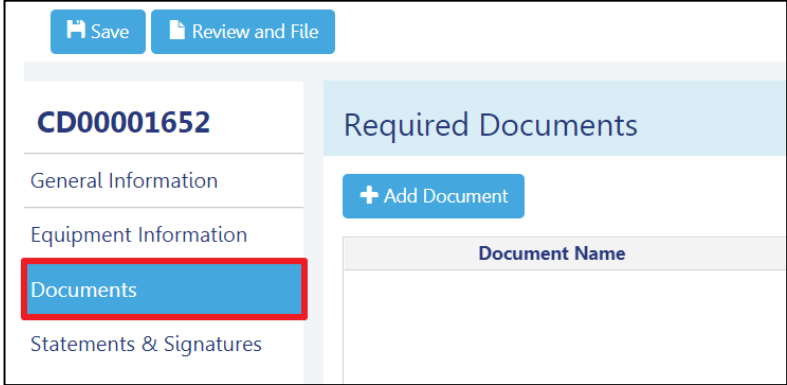
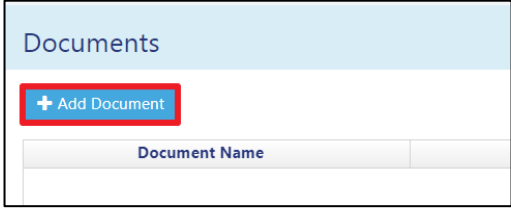
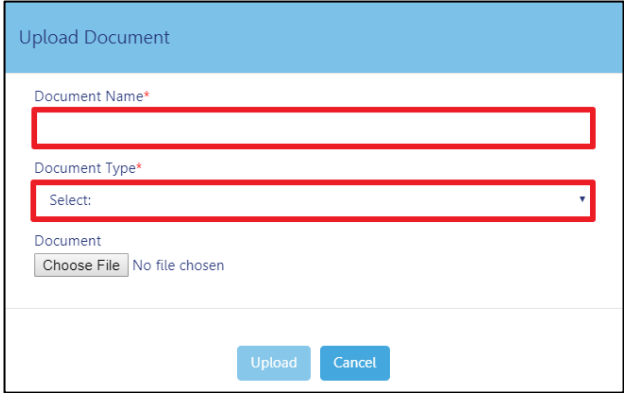
Step	Action
7.	<p>Click <b>+Add Component</b> to display the Fixed Component pop-up window.</p> 
8.	<p>To add each <b>Fixed Component</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the <b>Component Information</b> (e.g., <i>Live Mast Information</i>) from the Component Information drop-down list</li> <li><input type="checkbox"/> Enter the <b>Serial/Identification Number</b></li> <li><input type="checkbox"/> Select the <b>Manufactured Date</b></li> <li><input type="checkbox"/> Select the <b>Last Inspection Date</b></li> </ul> 
9.	<p>At the bottom of the pop-up window, click <b>Save</b>.</p> 


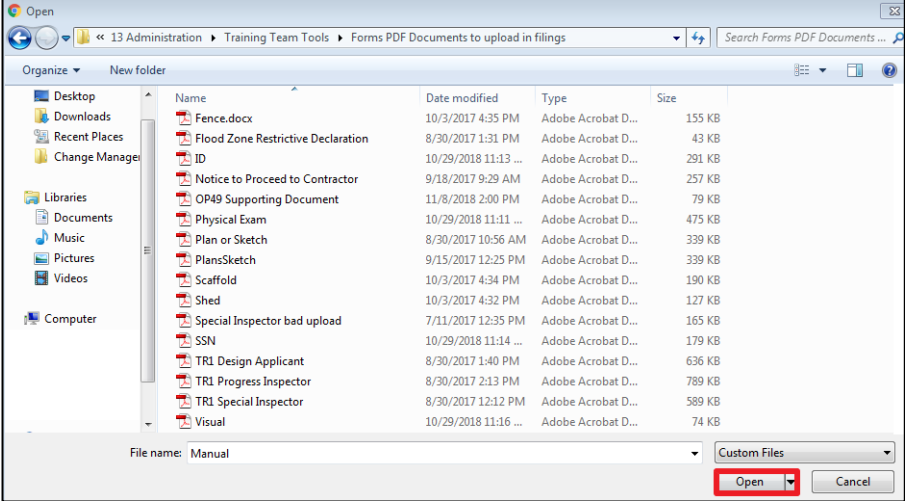
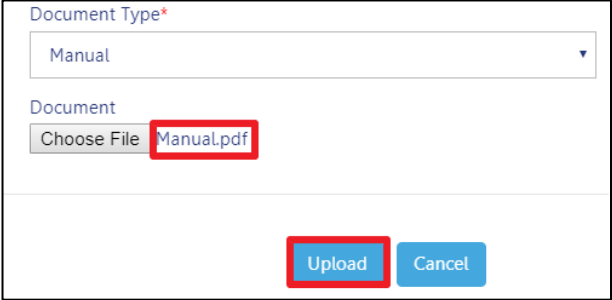
Step	Action
10.	<p>A <b>Notification</b> pop-up windows displays with a message: Component updated successfully. Click <b>OK</b> to close the notification.</p> 
<b>Note:</b>	<p><i>Repeat Steps 8 to 10 to add additional Fixed Components. The Fixed Component added displays within the Fixed Component table. Click the edit (✎) icon to update the Fixed Component information. Click the trash can (🗑) icon to delete the Fixed Component. The Total number of Fixed Component updates below the table.</i></p> 

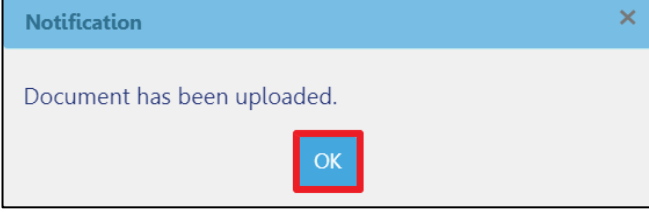
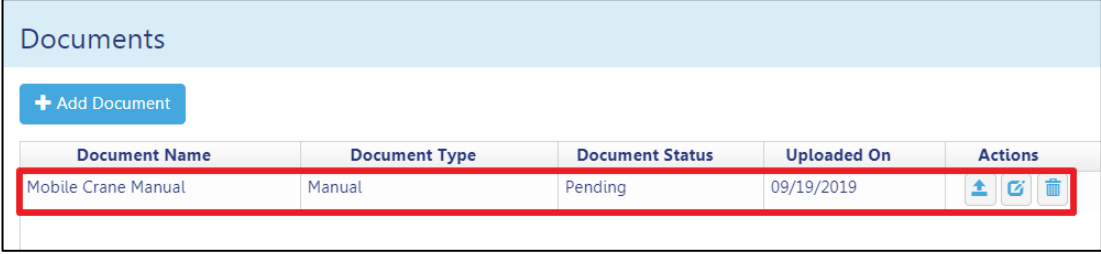
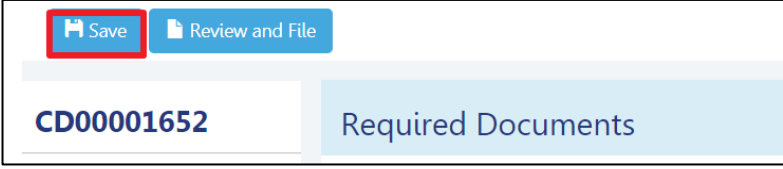
Step	Action
Note:	<p>Click the <b>Fixed Component</b> to view the Fixed Component Information (e.g., <b>Status</b>).</p> 
11.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
12.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Complete Equipment Information</b> tab. Continue to the next section.</p>	

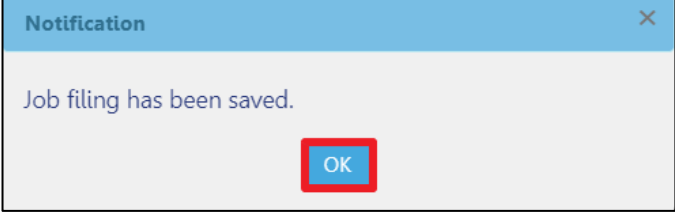
## Upload Documents

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> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Document Name</b>.</li> <li><input type="checkbox"/> Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</li> </ul> 


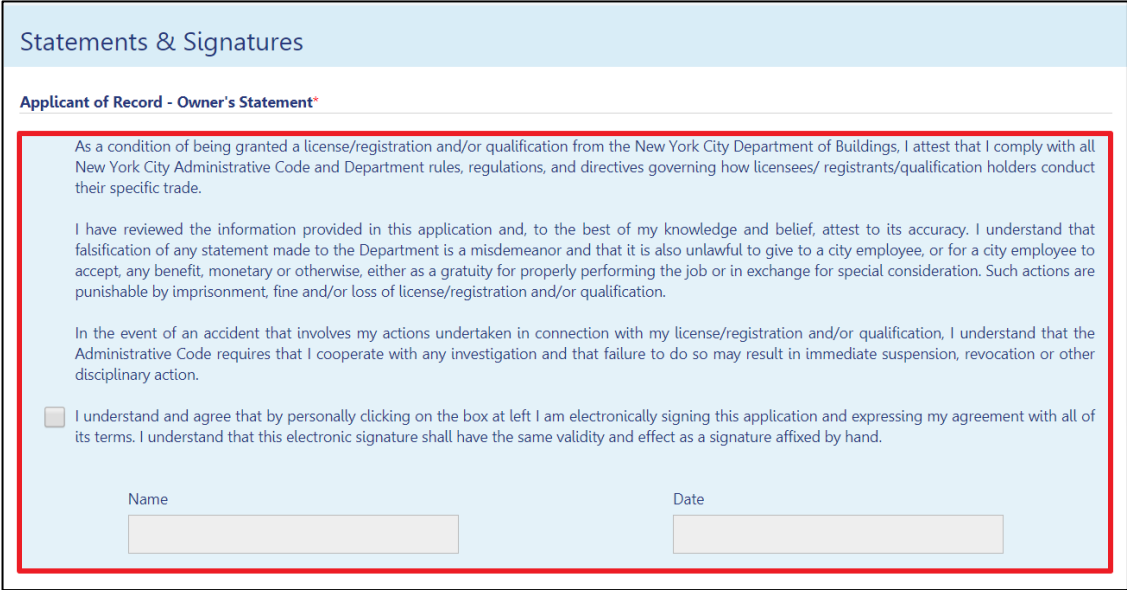
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 

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> 
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:

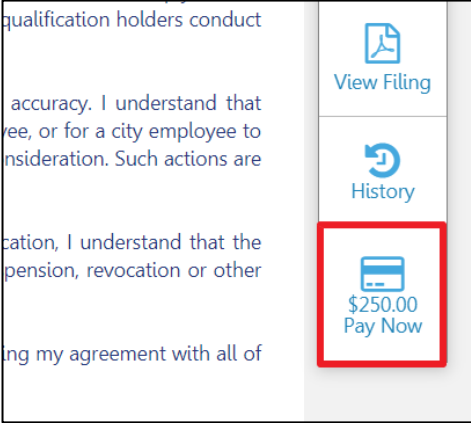
Step	Action
1.	<p>Click <b>Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 




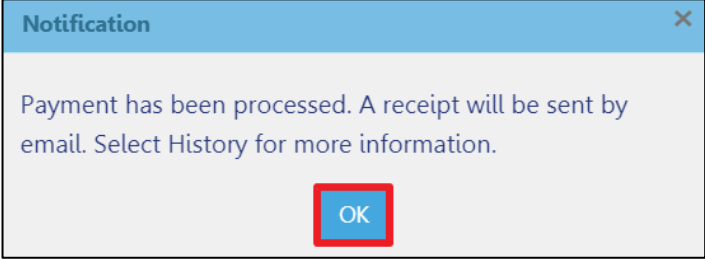
Step	Action
APPLICANT OF RECORD	
2.	<p>Click the <b>Applicant’s Statement</b> checkbox to electronically attest.                      The <b>Name</b> and <b>Date</b> field’s auto-populate by the system.</p> <div data-bbox="315 478 1417 646" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;"> <span style="margin-right: 100px;">Name</span> <span>Date</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">JOE ADAM <small>(Electronically Signed)</small></span> <span>09/19/2019</span> </p> </div>
3.	<p>At the top-left of the screen, click <b>Save</b>.</p> <div data-bbox="315 747 1092 913" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; display: flex; gap: 10px;"> <span style="border: 2px solid red; padding: 2px;">Save</span> <span>Review and File</span> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 20%;">CD00001652</div> <div style="border: 1px solid #ccc; padding: 5px; width: 50%; background-color: #e0f0ff;">Required Documents</div> </div> </div>
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> <div data-bbox="315 1119 985 1333" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Notification</span> <span>×</span> </div> <p style="margin-top: 10px;">Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">OK</span> </div> </div>
<p>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.

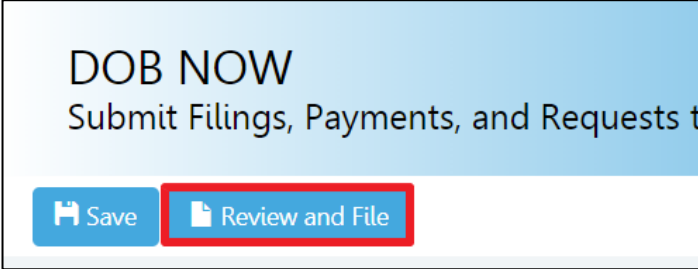
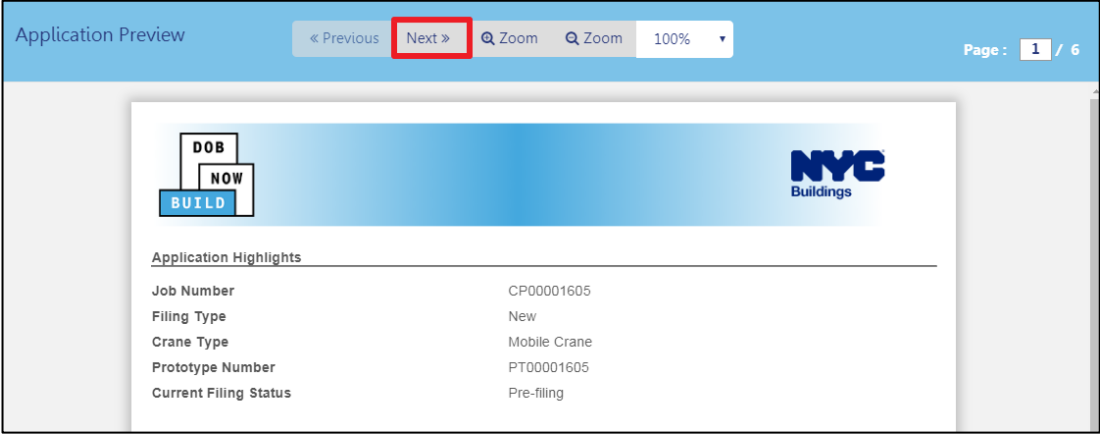

Step	Action
Note:	<i>The fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

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> <ul style="list-style-type: none"> <li>• Owner Type: <b>Individual</b></li> <li>• Actual Boom Length: <b>4500 Feet</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 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> <div data-bbox="315 772 1308 1409" style="border: 1px solid black; padding: 10px;"> <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> <li>• Actual Boom Length: <b>141 Feet</b></li> </ul> <p>Are you sure you want to make a payment now for <b>\$250.00?</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;"> <input data-bbox="1118 1335 1208 1394" type="button" value="Yes"/> <input data-bbox="1219 1335 1294 1394" type="button" value="No"/> </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

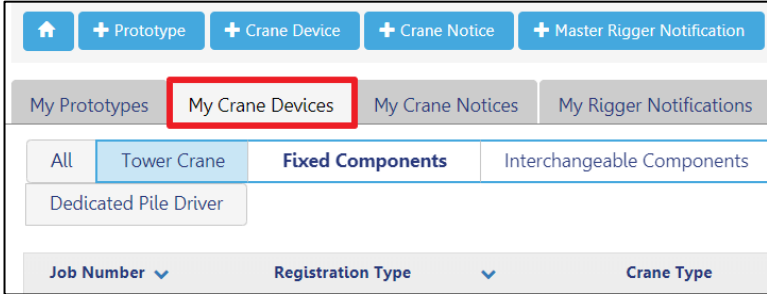
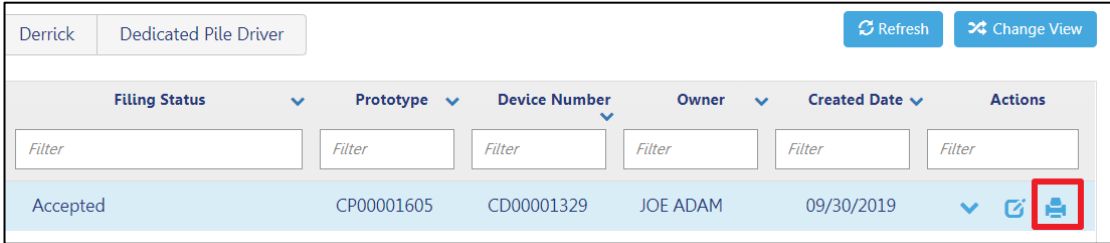
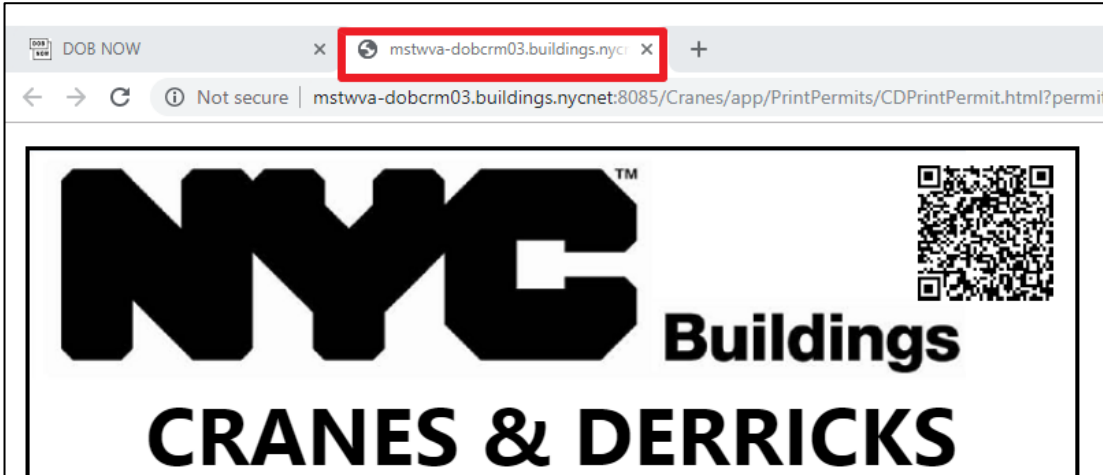
Complete the following steps to review and submit the application to the NYC Department of Buildings.


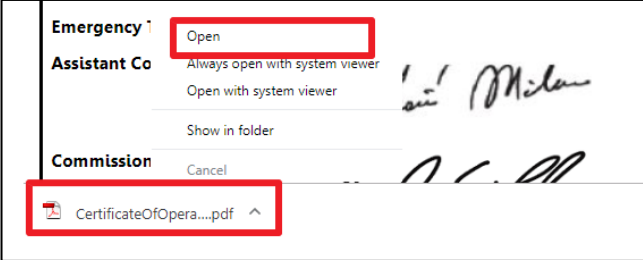
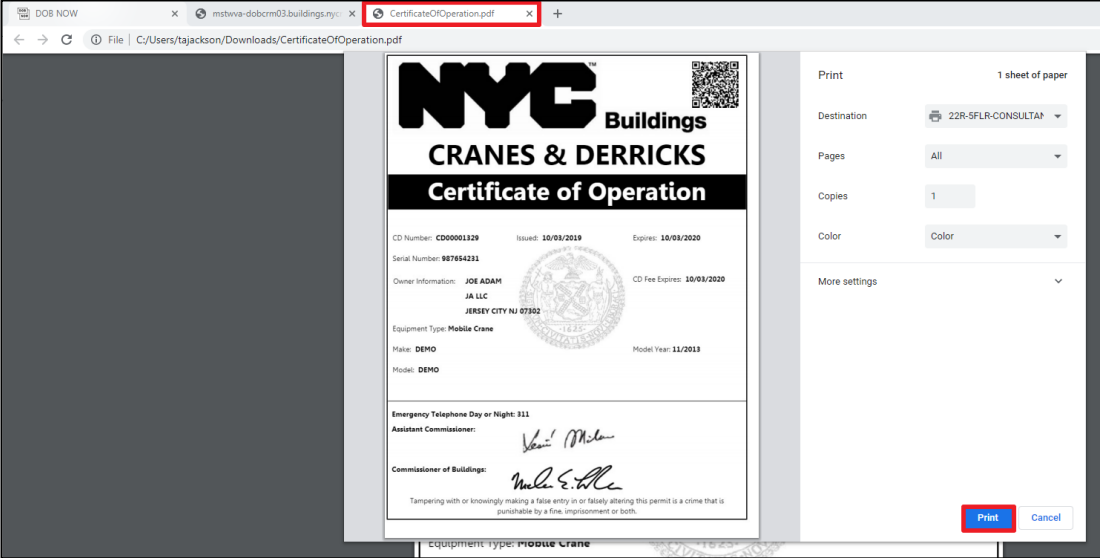
Step	Action												
<b>APPLICANT OF RECORD</b>													
1.	<p>At the top-left of the screen, click <b>Review and File</b>.</p> 												
2.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview to the final page.</p>  <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CP00001605</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Mobile Crane</td> </tr> <tr> <td>Prototype Number</td> <td>PT00001605</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CP00001605	Filing Type	New	Crane Type	Mobile Crane	Prototype Number	PT00001605	Current Filing Status	Pre-filing
Application Highlights													
Job Number	CP00001605												
Filing Type	New												
Crane Type	Mobile Crane												
Prototype Number	PT00001605												
Current Filing Status	Pre-filing												
<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; color: white;">✕</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;"> <span style="border: 2px solid red; padding: 2px 5px;">OK</span> <span style="border: 1px solid blue; padding: 2px 5px;">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>Mobile Crane CD Number: CD3 Application</b> Step-by-Step Guide.</p>	

# Print Certificate Complete: From the Dashboard

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

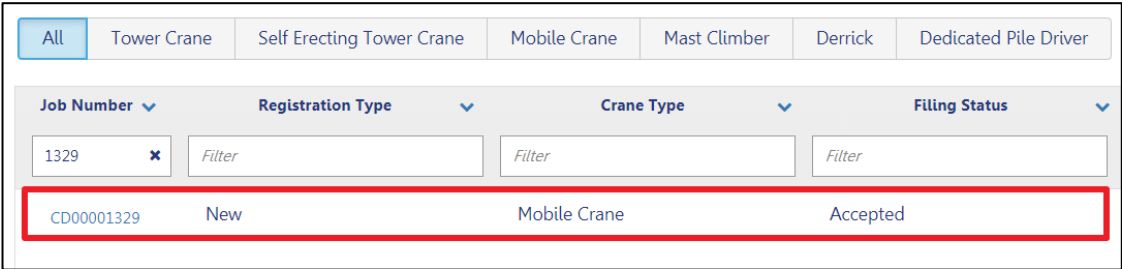
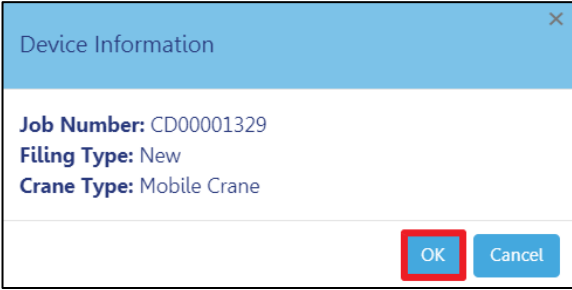
Step	Action
1.	<p>From the Dashboard, select the <b>My Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application.</p> <p>Under the <b>Actions</b> column, click the <b>Print</b> (🖨️) icon on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The <b>Cranes &amp;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

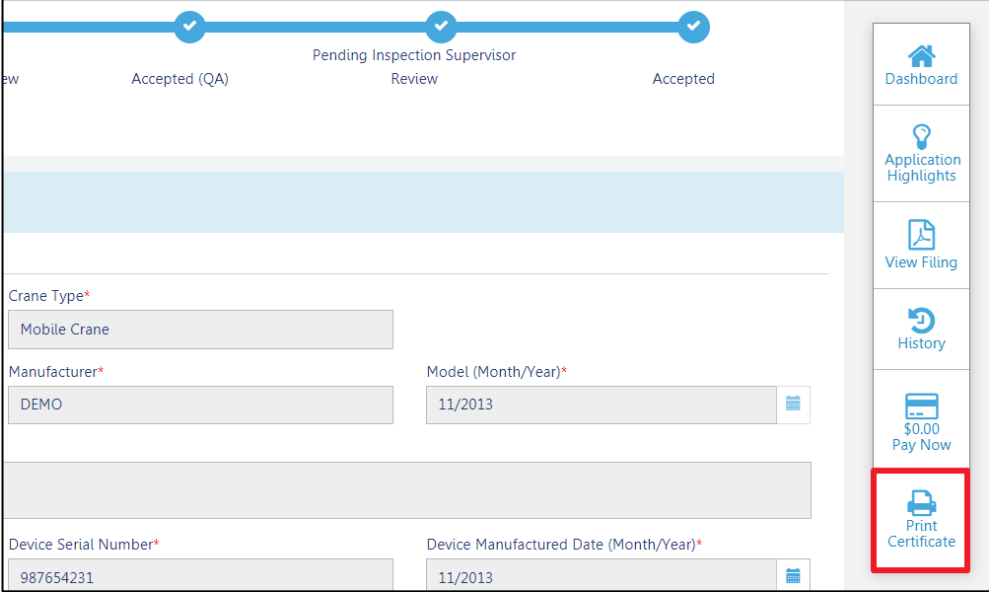
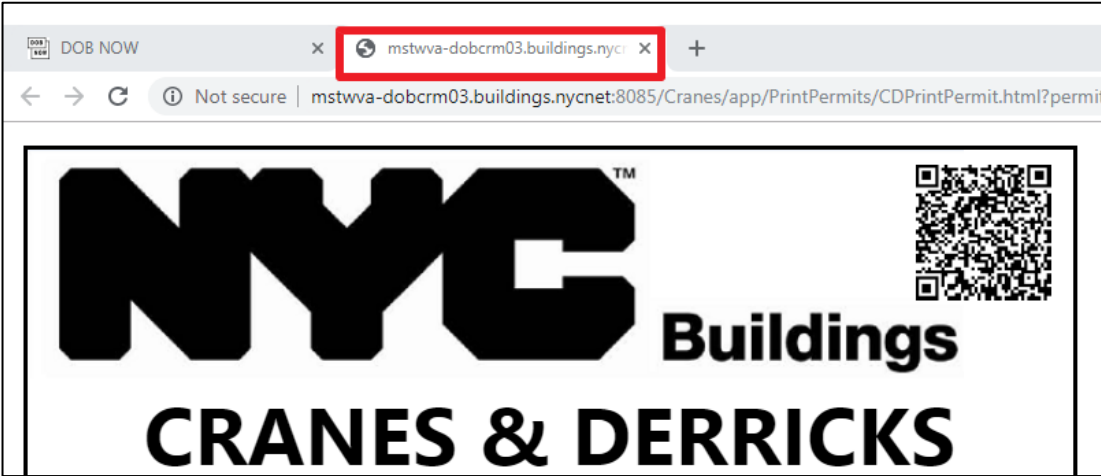
Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p> 
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p> 
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p> 
<p>You have completed the Print a Certificate: From the Dashboard Step-by-Step Guide.</p>	


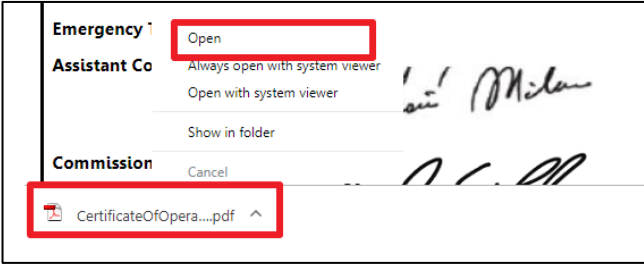
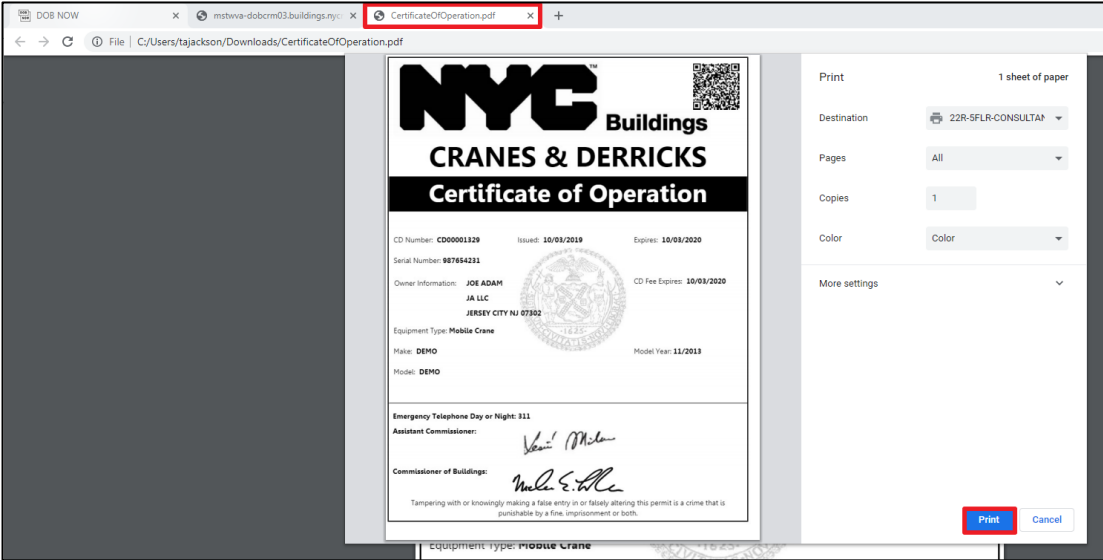


# Print Certificate Complete: From within the Application

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

Step	Action
1.	<p>From the Dashboard, select the <b>My Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application. <b>Double-click</b> the application.</p> 
3.	<p>The <b>Device Information</b> pop-up window displays with the (sample) message:  <b>Job Number:</b> CD00001329  <b>Filing Type:</b> New  <b>Crane Type:</b> Mobile 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>Cranes &amp; Derricks Certificate of Operation</b> 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.</p> <p>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>
8.	<p>A third tab opens with the print options.</p> <p>Click <b>Print</b>.</p>  <p>DOB NOW</p> <p>mstbwa-dobcrm03.buildings.ny.gov</p> <p>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>Print Cancel</p> <p><b>NYC Buildings</b></p> <p><b>CRANES &amp; DERRICKS</b></p> <p><b>Certificate of Operation</b></p> <p>CD Number: CD00001129 Issued: 10/03/2019 Expires: 10/03/2020</p> <p>Serial Number: 987654321</p> <p>Owner Information: JOE ADAM JA LLC CD Fee Expires: 10/03/2020</p> <p>JERSEY CITY NJ 07302</p> <p>Equipment Type: Mobile Crane</p> <p>Make: DEMO Model Year: 11/2013</p> <p>Model: DEMO</p> <p>Emergency Telephone Day or Night: 311</p> <p>Assistant Commissioner: [Signature]</p> <p>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>	