

## CRANES & DERRICKS

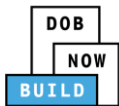
# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## CN APPLICATIONS

F O R D E D I C A T E D P I L E D R I V E R

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





## Guidelines

### Crane Notice Number (CN NUMBER)

When a specific job requires the use of a crane, a Crane Notice Number (CN NUMBER) must be obtained ( Except for certain Criteria where an Onsite waiver can be applied depending upon job type) by the job’s Professional Engineer in order for the crane to be put into use at the site. Only the PE can file for a CN Number. The system will issue a CN Number upon save of an application. The CN and Status is displayed on the portal’s Application Highlights.

Only if certain parameters of these devices fall within a certain range then CN numbers are not required

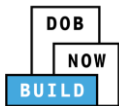
A CN number is unique to a location. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number (except for Dual Mast Climbers).

- These CN applications can be reviewed and approved by DOB, resulting in multiple approved CN applications on the same location.
- This business rule shall apply to all device types mentioned in this document.

The Professional Engineer may need to come back to the CN step of ‘Assign CD Number to the CN’ at any point in the CN process, to accommodate unique scenarios; for example: the crane at the site breaks or the contract for one crane expires and a new crane must be brought in. For phase 1, this will be handled by IT via the backend. The C&D Unit will coordinate with IT to accommodate this.

A CN fee must be paid annually (every 12 months) for as long as the CN is active.

- If 12 months elapses without the fee being paid, the status of the CN will change from ‘Active’ to ‘Inactive’. It will remain in this status of ‘Inactive’ for a period of 30 days during which time the fee can be paid to renew the CN.
- If the fee is not paid after the 30-day period, the status of the CN will change to expired.
- A CN can be renewed any time during the status of Active or Inactive. The updated expiration date will be based on the Anniversary Date.
- If the applicant pays by e-check, then a No-Good Check Verification is performed. If the e-check bounces, a bounced check fee is applied, and the full fee must be paid in order to move forward. The anniversary date is still the original file date.



After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be assigned to one CN at a time. However, for other crane types such as Mobile Cranes, Dedicated Pile Drivers and Self Erecting Tower cranes, a CD can be assigned to multiple CN's.

**Initial CN:** The numbering format for initial Crane Notice will start with "CN" + 8 digits (where the ending two digits are the year that the CN is initially filed in and the digits immediately before that are the next sequentially available number). At the start of each new year, the numbering scheme resets at 1 (e.g. the very first CN that is filed in the year 2021 will have several: CN00000121). **Example CN:** CN00103619

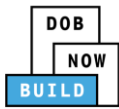
**CN Amendment:** The numbering format for CN Amendment will start with "-A"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Amendment on the given CN. **Example:** CN00103519-A000001

**CN Renewal:** The numbering format for CN renewal will start with "-R"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Renewal on the given CN. **Example:** CN00103519-R000001

For Mobile cranes, Self- Erecting tower cranes, Dedicated Pile Driver and Derricks if user answer “No” to Assembly/Disassembly required for Initial Phase. Then system will not allow the user to identify A/D Director. If answer to the above question “Yes” then this is required step.

### **ROLES & RESPONSIBILITIES**

1. Only the Professional Engineer (PE) can file for a Crane Notice (CN) Number.
2. The system will issue a CN Number upon submission of an application.
3. The CN and Status is displayed on the portals Application Highlights.
4. Only if certain parameters of these devices fall within a certain range then CN numbers are not required.
5. A CN number is unique to a location.
6. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number.
7. Only one Device Installer and one Lift Director can be assigned to a CN at a time.



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

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8. Up to 10 Hoist Machine Operator's (HMO) can be assigned at one time. For an HMO to be added to a CN, the system their license must be Active.

### **For FILING REPRESENTATIVES only**

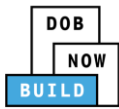
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot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

### **SYSTEM GUIDELINES**

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

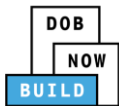
### **ADDITIONAL HELP & INFORMATION**

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



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

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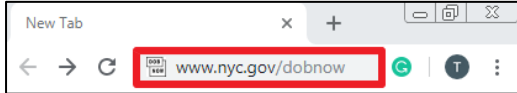
## DOB NOW: *Build* – CRANES & DERRICKS STEP-BY-STEP GUIDE

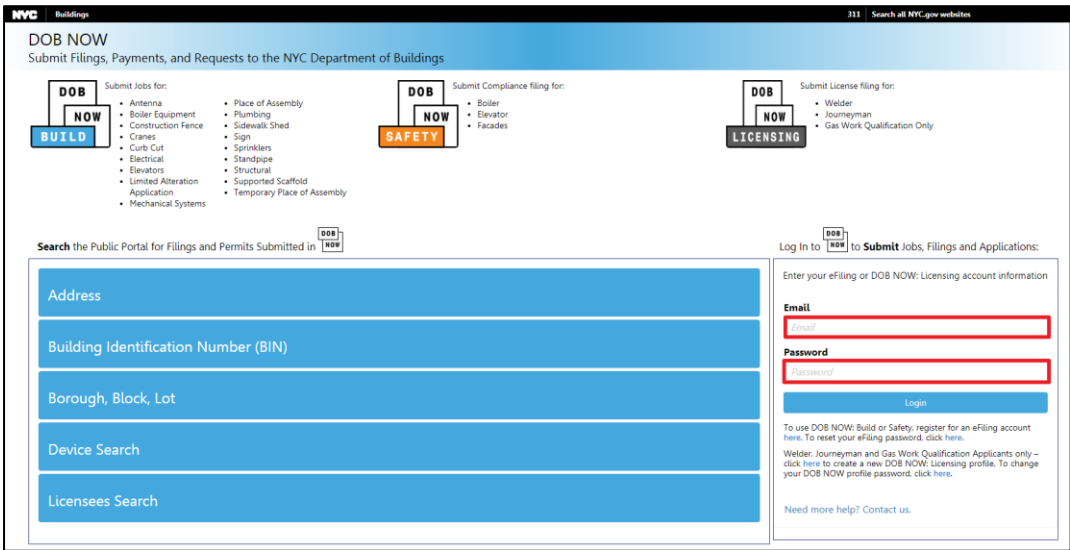
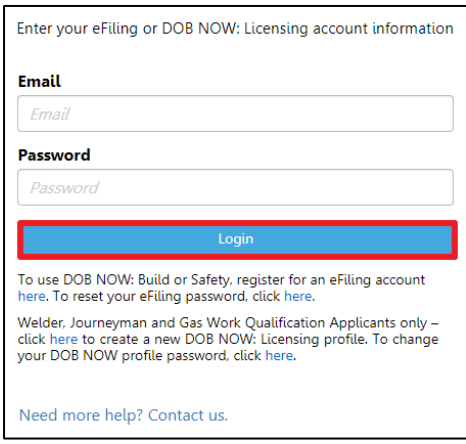
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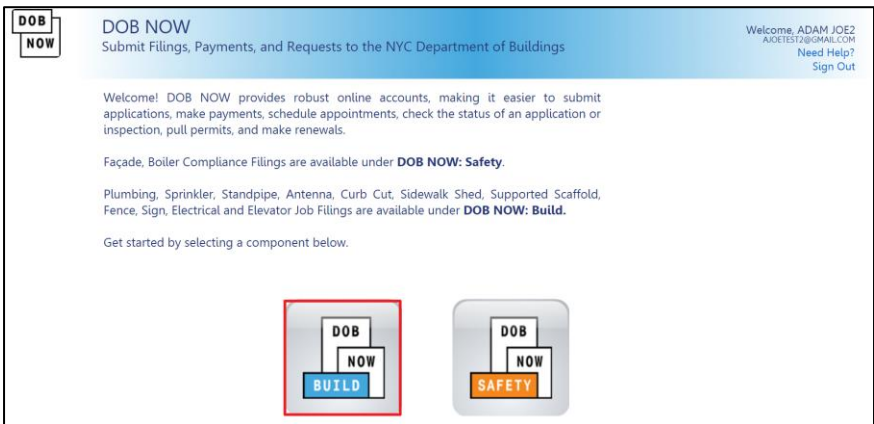
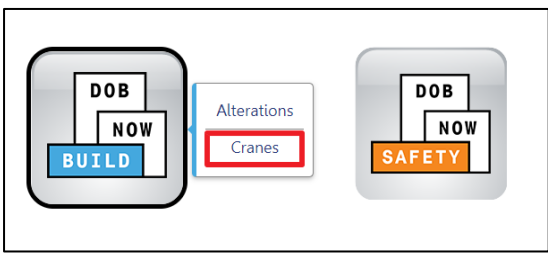
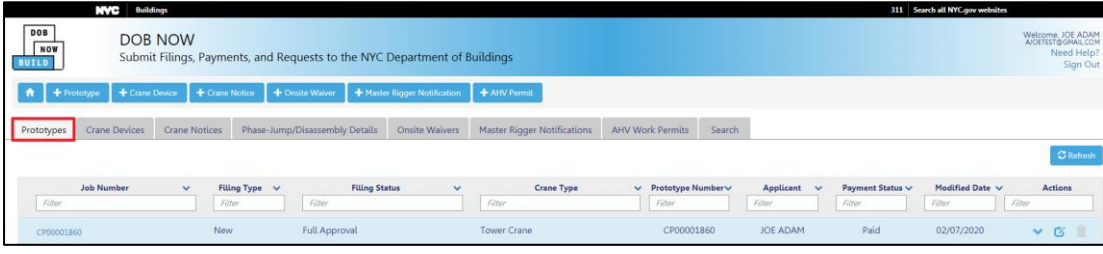
# Log into DOB NOW

Complete the following steps to log into DOB NOW:

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

Step	Action
4.	<p><b>The DOB Login page displays.</b></p> <p><b>Enter Email and Password (as registered in eFiling).</b></p> 
5.	<p><b>Click Login.</b></p>  <p>Enter your eFiling or DOB NOW: Licensing account information</p> <p><b>Email</b></p> <p><i>Email</i></p> <p><b>Password</b></p> <p><i>Password</i></p> <p>Login</p> <p>To use DOB NOW: Build or Safety, register for an eFiling account <a href="#">here</a>. To reset your eFiling password, <a href="#">click here</a>.</p> <p>Welder, Journeyman and Gas Work Qualification Applicants only – <a href="#">click here</a> to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, <a href="#">click here</a>.</p> <p>Need more help? <a href="#">Contact us</a>.</p>

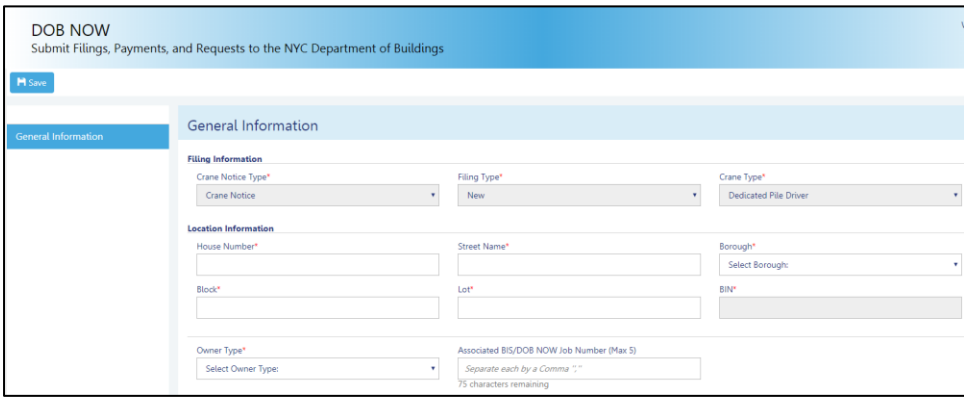


Step	Action
6.	<p><b>The DOB NOW Welcome page displays.</b></p> <p><b>Hover the cursor over DOB NOW: Build.</b></p> 
7.	<p><b>Select Cranes from the drop-down list.</b></p> 
8.	<p><b>The DOB NOW Dashboard displays.</b></p> <p><b>The My Prototypes tab displays by default and displays all Prototype Certificate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

# Dedicated Pile Driver Crane CN: Initiate a Crane Notice Application

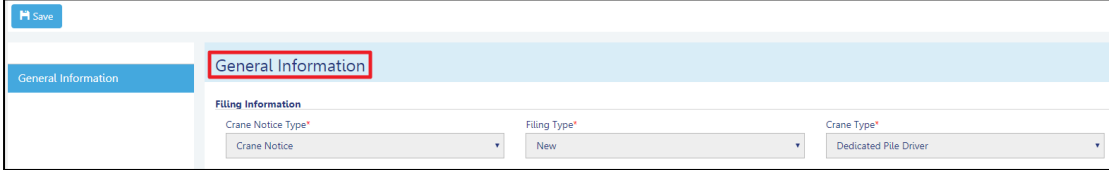
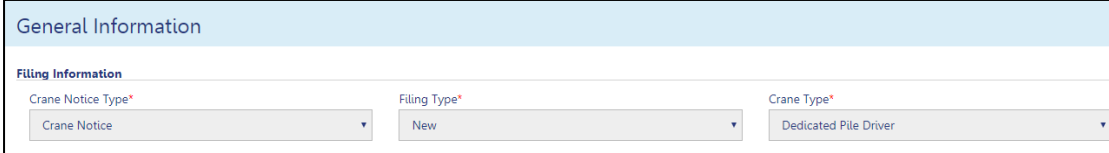
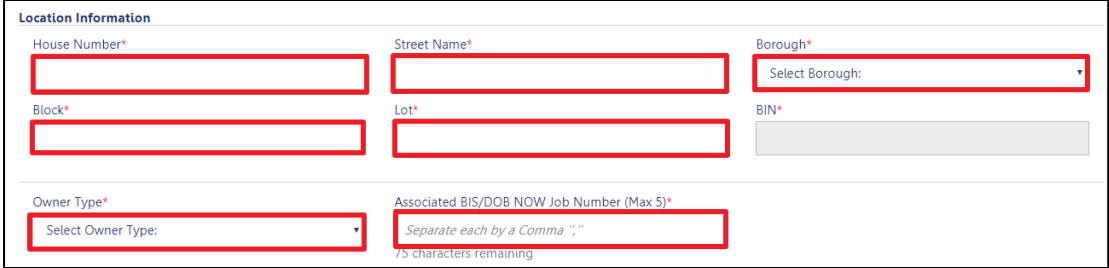
Complete the following steps to initiate Crane Notice Application:

Step	Action
<b>APPLICANT OF RECORD: OWNER</b>	
1.	<p><b>Hover the cursor over +Crane Notice and select New Crane Notice from the drop-down list.</b></p>
2.	<p><b>A New Crane Notice pop-up window displays with Crane Device options: Select the applicable Crane Device (e.g., Dedicated Pile Driver) and click Submit to proceed.</b></p>

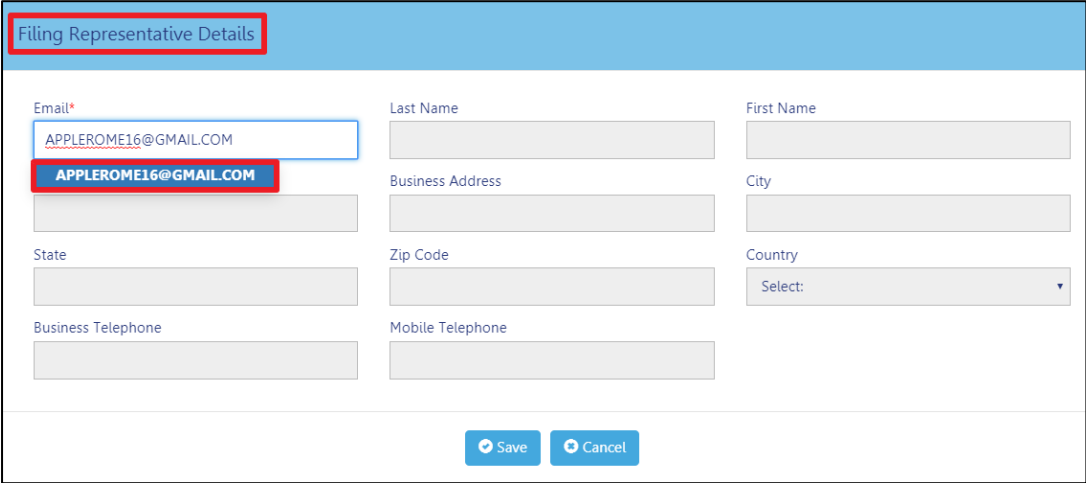
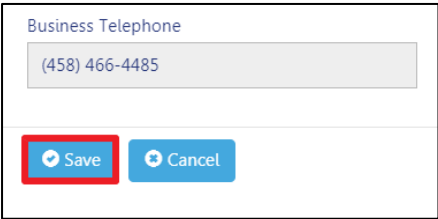


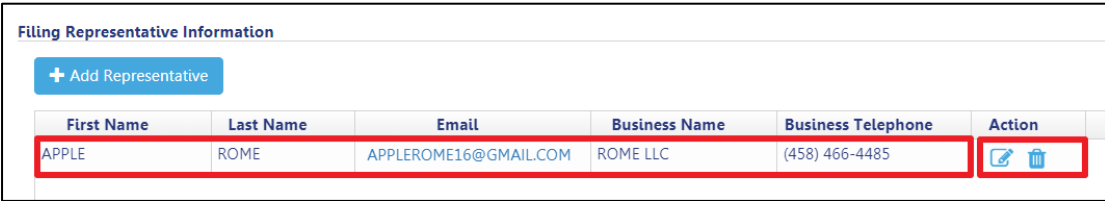
Step	Action
3.	<p><b><i>The page refreshes and displays the General Information tab.</i></b></p> 
<p><b><i>You have begun the process for a Crane Notice. Continue to the Complete General Information tab section.</i></b></p>	

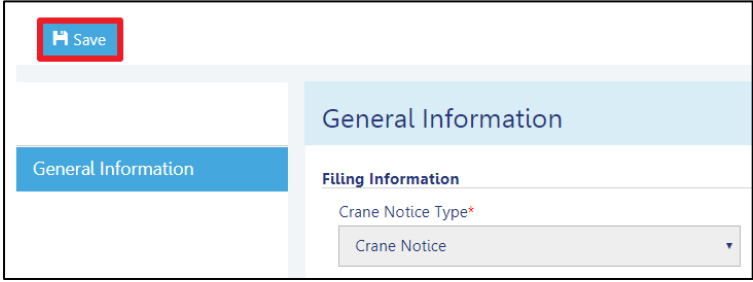
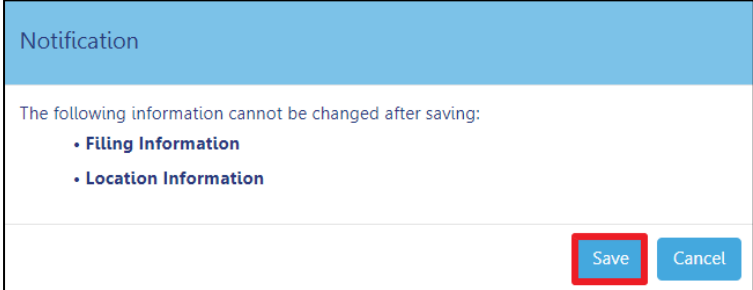
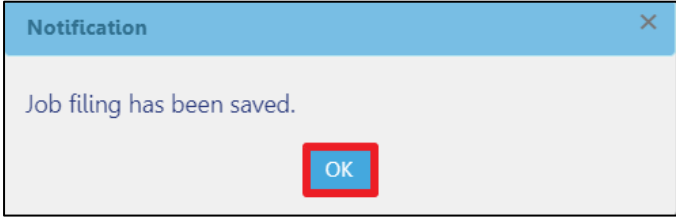
## Complete General Information

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

Step	Action
1.	<p><b>The General Information section displays.</b></p> 
2.	<p><b>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</b></p> 
3.	<p><b>Enter the Location Information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> House Number</li> <li><input type="checkbox"/> Street Name</li> <li><input type="checkbox"/> Select the <b>Borough</b> from the Borough drop-down list</li> <li><input type="checkbox"/> Block</li> <li><input type="checkbox"/> Lot</li> <li><input type="checkbox"/> Select the <b>Owner Type</b> (e.g., <b>Individual</b>) from the <b>Owner Type</b> drop-down list</li> <li><input type="checkbox"/> Associated BIS/DOB NOW Job Number (Max 5)</li> </ul> <p><b>The BIN field is greyed-out and Read-Only.</b></p> 

Step	Action																								
4.	<p><b>Enter the Applicant 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>License Type</b> from the License Type drop-down list</li> <li><input type="checkbox"/> Select the <b>Business Name</b> from the Business Name drop-down list</li> </ul> <div data-bbox="326 457 1414 762" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Email*</td> <td style="width: 33%;">Last Name</td> <td style="width: 33%;">First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5.	<p><b>Enter the Equipment User's 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>License Type</b> (e.g., <i>Individual</i>) from the License Type drop-down list</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="326 1020 1414 1346" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User's Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Email*</td> <td style="width: 33%;">Last Name</td> <td style="width: 33%;">First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6.	<p><b>If applicable, click +Add Representative to add Filing Representative Information.</b></p> <div data-bbox="326 1434 1187 1619" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><input type="button" value="+ Add Representative"/></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
First Name	Last Name	Email																							
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Step	Action
7.	<p><b>The Filing Representative Details pop-up window displays.</b></p> <p><b>Type the Email and then select the Email Address from the blue drop-down.</b></p> 
8.	<p><b>Click Save.</b></p> 
<b>Note:</b>	<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> 

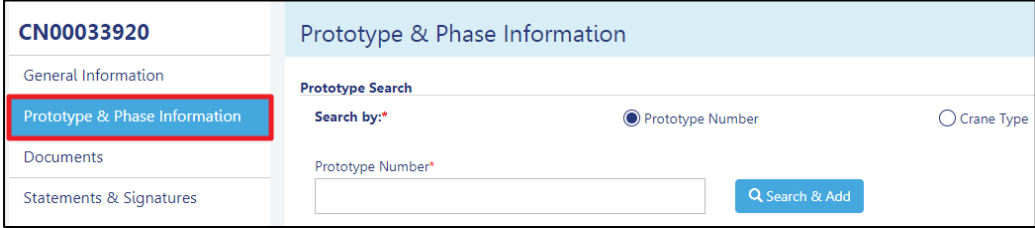
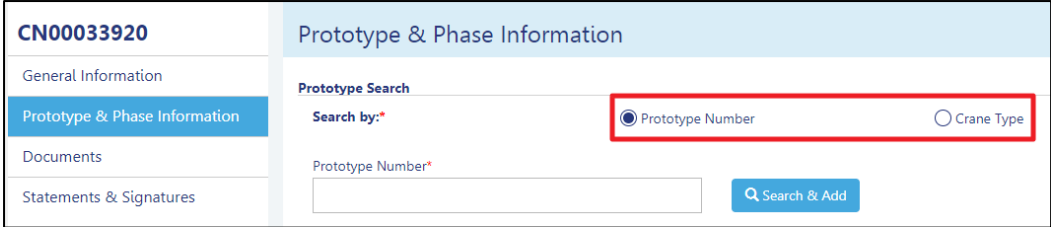
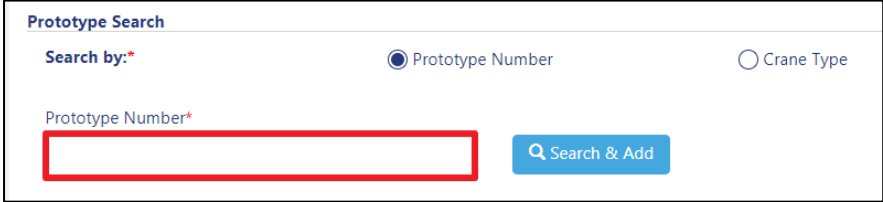
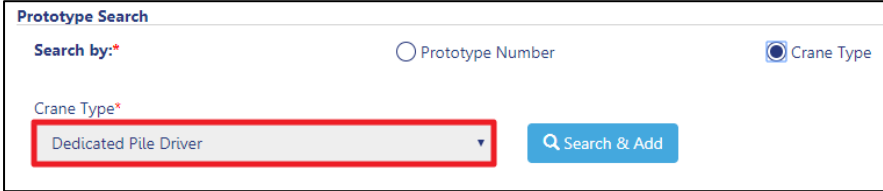
Step	Action
9.	<p><b>At the top-left of the screen, click Save.</b></p> 
10.	<p><b>A Notification pop-up window displays with the message:</b>  <b>The following information cannot be changed after saving:</b></p> <ul style="list-style-type: none"> <li>• <b>Filing Information</b></li> <li>• <b>Location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

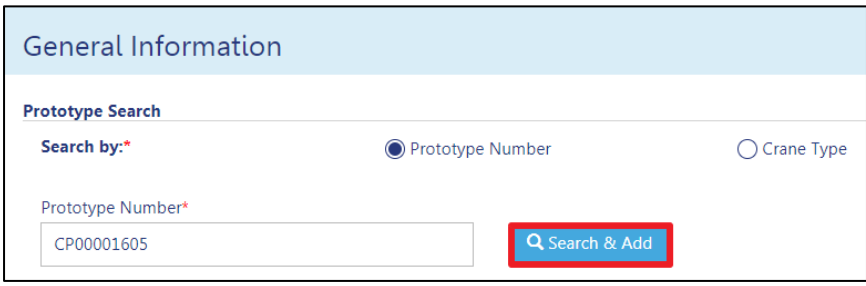
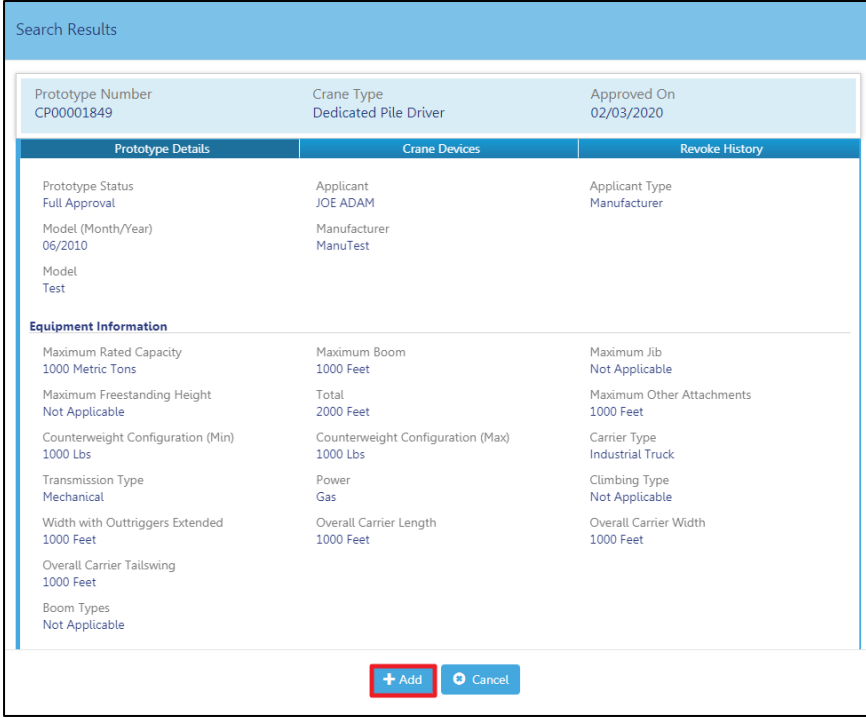
Step	Action														
<b>Note:</b>	<p>The General Information section displays an additional field; Additional Contact Information.</p> <p>If applicable, click the <b>+Add Additional Contact</b> to add an additional contact.</p> <div data-bbox="324 510 1425 667" style="border: 1px solid black; padding: 5px;"> <p><b>Additional Contact Information</b></p> <p><span style="border: 1px solid red; padding: 2px;">+ Add Additional Contact</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Type</th> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete							
Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete									
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. <b>Additional Tabs:</b> Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. <b>Application Information:</b> Application Highlights, View Filing, History and Fee</li> </ol> <div data-bbox="324 1245 1347 1686" style="border: 1px solid black; padding: 5px;"> </div> <p><b>You have completed the Complete General Information tab.</b></p> <p><b>Continue to the next section.</b></p>														

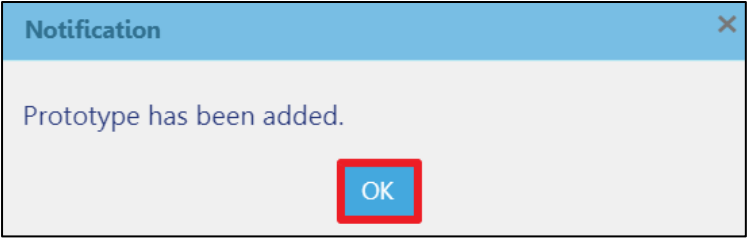


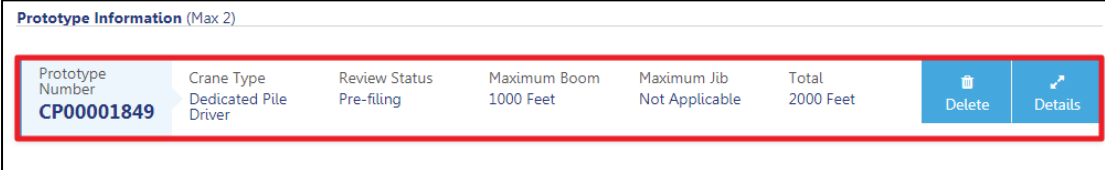
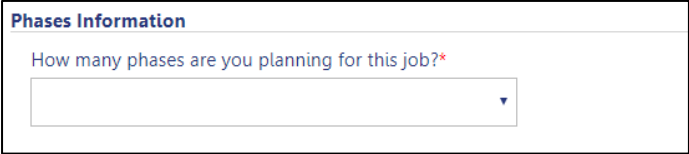
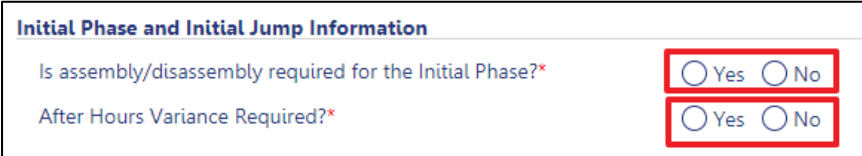


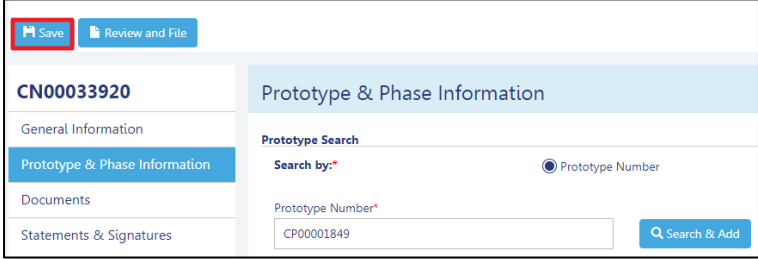
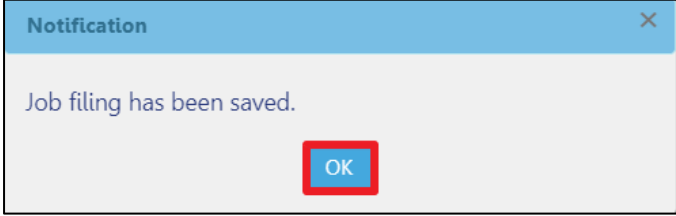
## Complete Prototype & Phase Tab

Complete the following steps to complete the Prototype & Phase Information tab for the application:

Step	Action
1.	<p><b>Click Prototype &amp; Phase Information to display the Prototype &amp; Phase Information section.</b></p> 
2.	<p><b>Select the applicable Search by (e.g. Prototype Number) radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application.</b></p> 
<b>Note:</b>	<p><b>To search by Prototype Number:</b>  <b>Enter the Prototype Number in the Prototype Number field.</b></p>  <p><b>To search by Crane Type:</b>  <b>The Crane Type will be pre-selected and greyed-out.</b></p> 

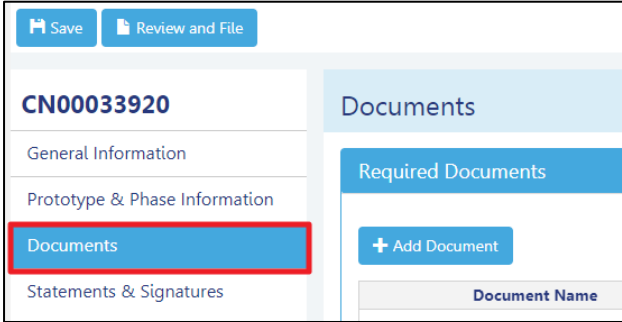
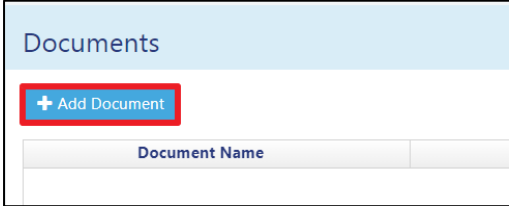
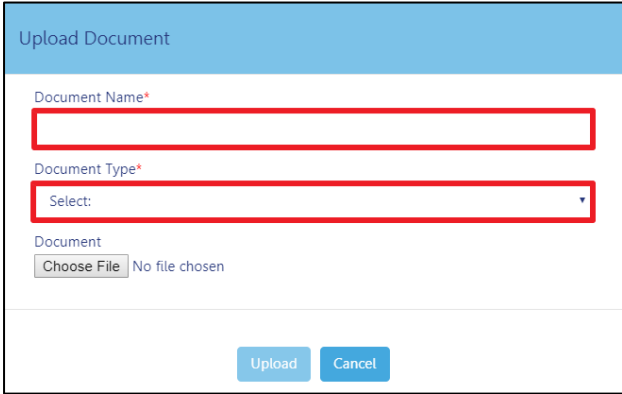
Step	Action
3.	<p><b>Click Search &amp; Add to proceed.</b></p> 
4.	<p><b>The Search Results pop-up window displays.</b></p> <p><b>If applicable, select the applicable Prototype Number.</b></p> <p><b>Click +Add to proceed.</b></p> 


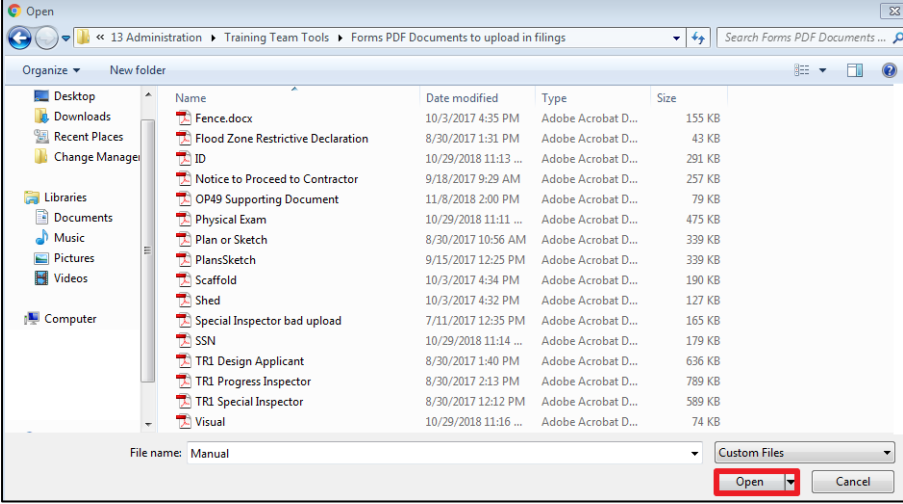
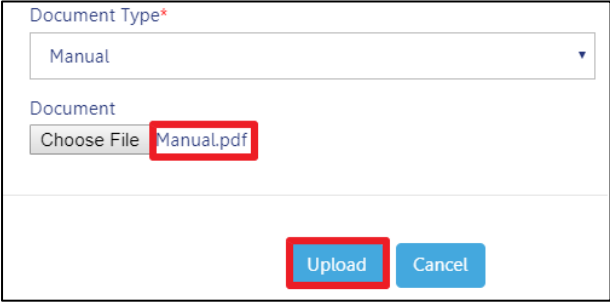
Step	Action
5.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Prototype has been added.</b></p> <p><b>Click OK to proceed.</b></p> 
<b>Note:</b>	<p><b>The Prototype added, displays within the Prototype Information.</b></p> <p><b>Click the details (  ) icon to view the Prototype Information.</b></p> <p><b>Click the trash can (  ) icon to delete the Prototype Number.</b></p> 
6.	<p><b>Select the number of phases from the drop-down list labeled “How many phases are you planning for this job?”</b></p> 
7.	<p><b>Complete the Initial Phase and Initial Jump Information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the applicable radio-button for Is assembly/disassembly required for the Initial Phase.</li> <li><input type="checkbox"/> Select the applicable radio-button for <b>After Hours Variance Required?</b></li> </ul> 

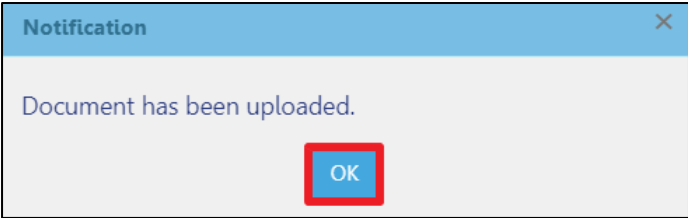



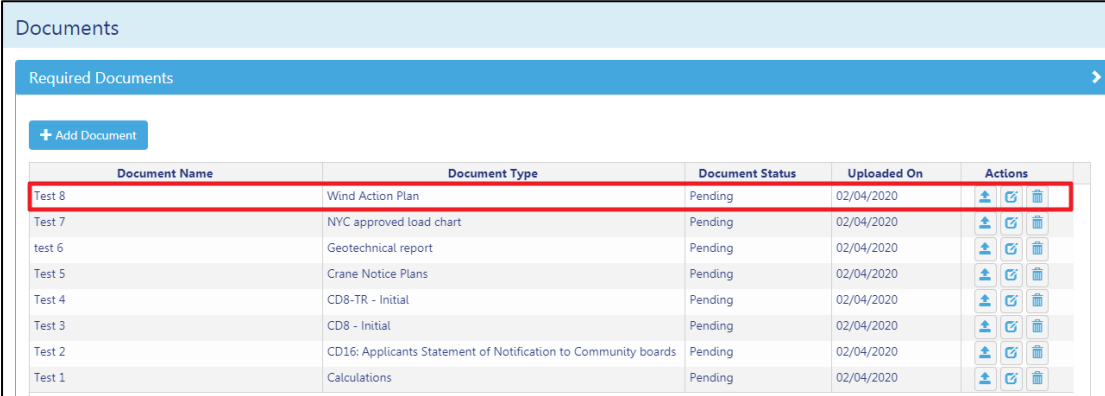
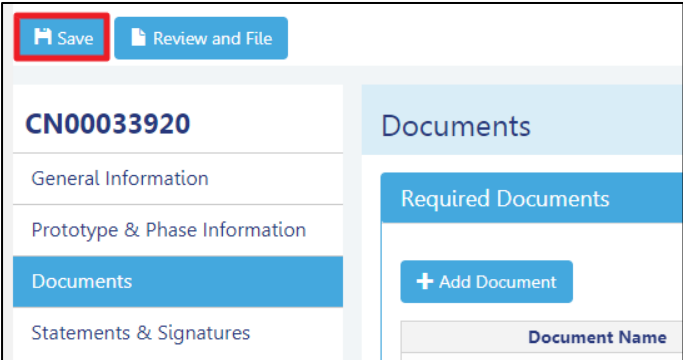
Step	Action
8.	<p><b><i>At the top-left of the screen, click Save.</i></b></p> 
9.	<p><b><i>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</i></b></p> 
<p><b><i>You have completed the Prototype &amp; Phase Tab. Continue to the next section.</i></b></p>	

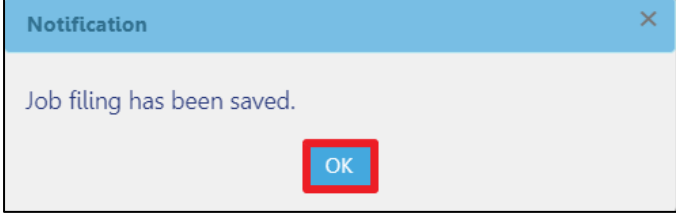
## Upload Documents

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

Step	Action
1.	<p><b>Click Documents to display the Documents section.</b></p> 
2.	<p><b>Click +Add Document.</b></p> 
3.	<p><b>The Upload Document pop-up window displays.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the Document Name.</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><b>Click Choose File to upload the Document Type selected.</b></p> 
5.	<p><b>The Document pop-up window displays.</b></p> <p><b>Select the Document and click Open.</b></p> 
6.	<p><b>The Document displays next to Choose File.</b></p> <p><b>Click Upload.</b></p> 


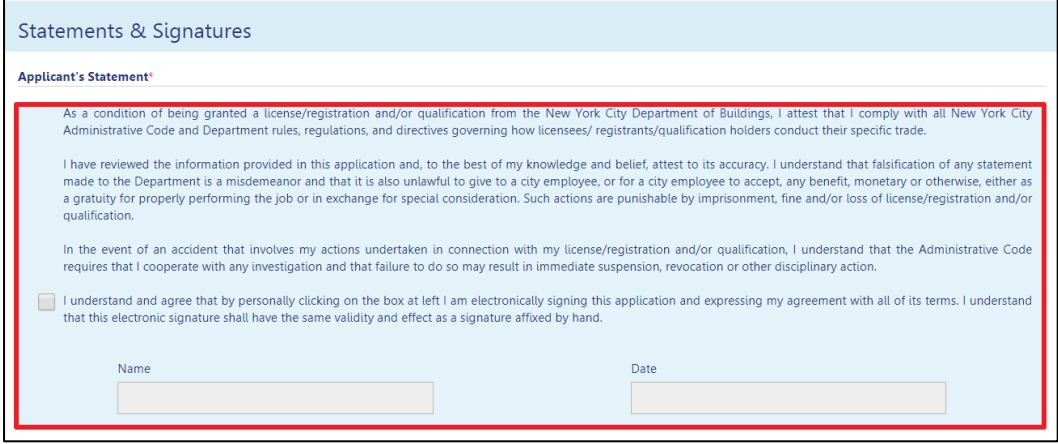
Step	Action
7.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p> 
<b>Note:</b>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.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


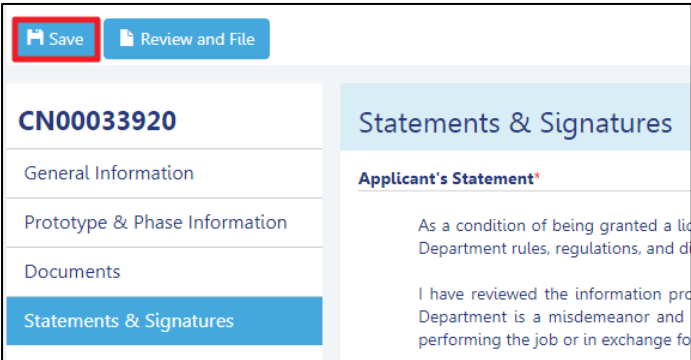
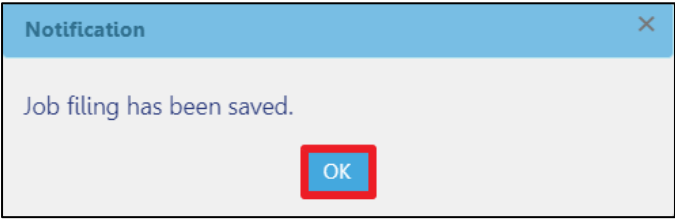
Step	Action
9.	<p><b><i>A Notification pop-up window displays with the message:</i></b></p> <p><b><i>Job filing has been saved.</i></b></p> <p><b><i>Click OK to continue.</i></b></p> 
<p><b><i>You have completed the Upload Documents.</i></b></p> <p><b><i>Continue to the next section.</i></b></p>	



## Complete Statements & Signatures

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

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

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

## EQUIPMENT USER'S STATEMENT

1. **From the Dashboard, select the Crane Notices tab**

The screenshot shows the NYC Buildings dashboard. At the top, there is a navigation bar with the NYC logo and 'Buildings' text. Below this is a header for 'DOB NOW' with the subtitle 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A row of buttons includes '+ Prototype', '+ Crane Device', '+ Crane Notice', '+ Onsite Waiver', '+ Master Rigger Notification', and '+ AHV Permit'. Below these are tabs for 'Prototypes', 'Crane Devices', 'Crane Notices', 'Phase-Jump/Disassembly Details', 'Onsite Waivers', and 'Master Rigger Notifications'. The 'Crane Notices' tab is highlighted with a red box. Underneath are sub-tabs for 'All', 'Tower Crane', 'Self Erecting Tower Crane', 'Mobile Crane', 'Mast Climber', 'Derrick', and 'Dedicated Pile Driver'.

2. **Locate the Crane Device application.**  
**Double-click the application.**

The screenshot shows the same dashboard as above, but with the 'Crane Notices' tab selected. Below the tabs is a table with columns: Job Number, Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, Crane Type, and Actions. The first row of the table is highlighted with a red box. The data in this row is: CN20033920, Crane Notice, New, Pre-filing, Pending, 280 BROADWAY, Dedicated Pile Driver, and Select Action.


Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions
CN20033920	Crane Notice	New	Pre-filing	Pending	280 BROADWAY	Dedicated Pile Driver	Select Action

**Note:**

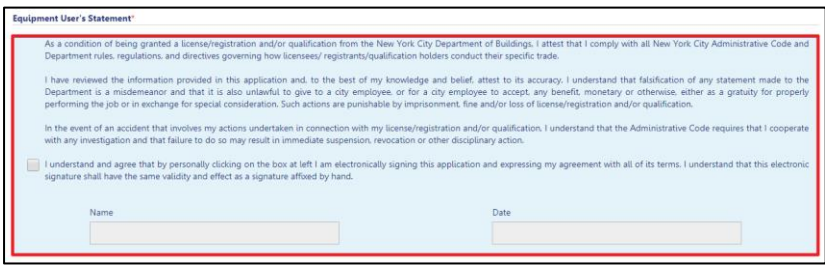
To filter the Crane Nottices by Crane Type select the respective tab.

The screenshot shows the NYC Buildings dashboard with the 'Crane Notices' tab selected. Underneath, the 'Dedicated Pile Driver' sub-tab is highlighted with a red box.

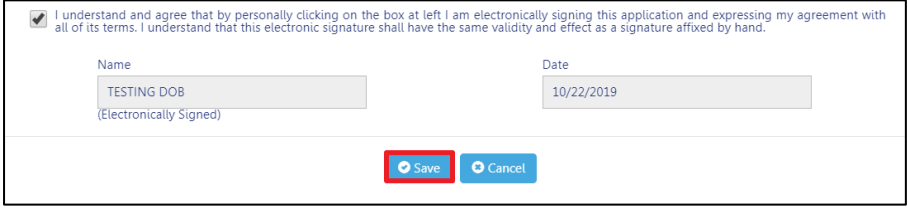
3. **Select the Statement & Signatures tab.**



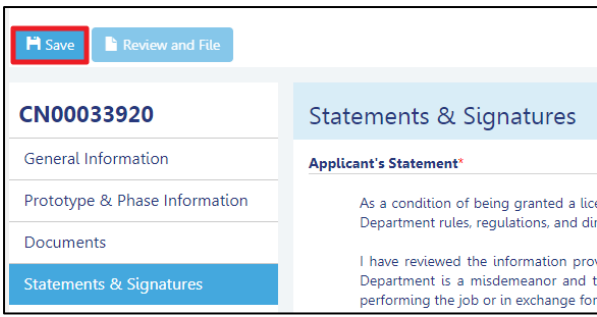
4. **The statement applicable to the Stakeholder that's logged in highlights in blue.**



5. **Below the Name and Date fields, click Save.**



6. **At the top-left of the screen, click Save.**

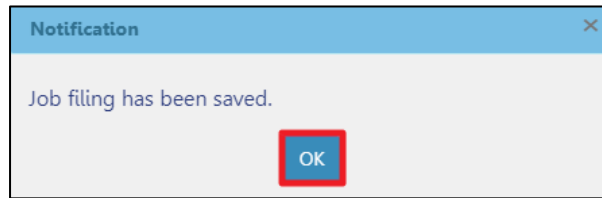


7.

***A Notification pop-up window displays with the message:***

***Job filing has been saved.***

***Click OK to continue.***

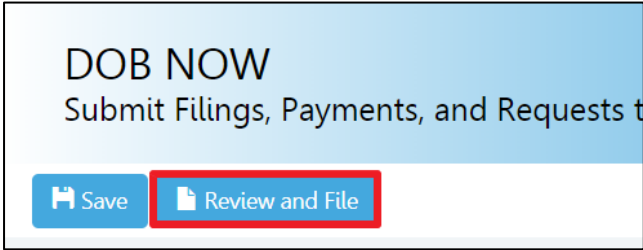
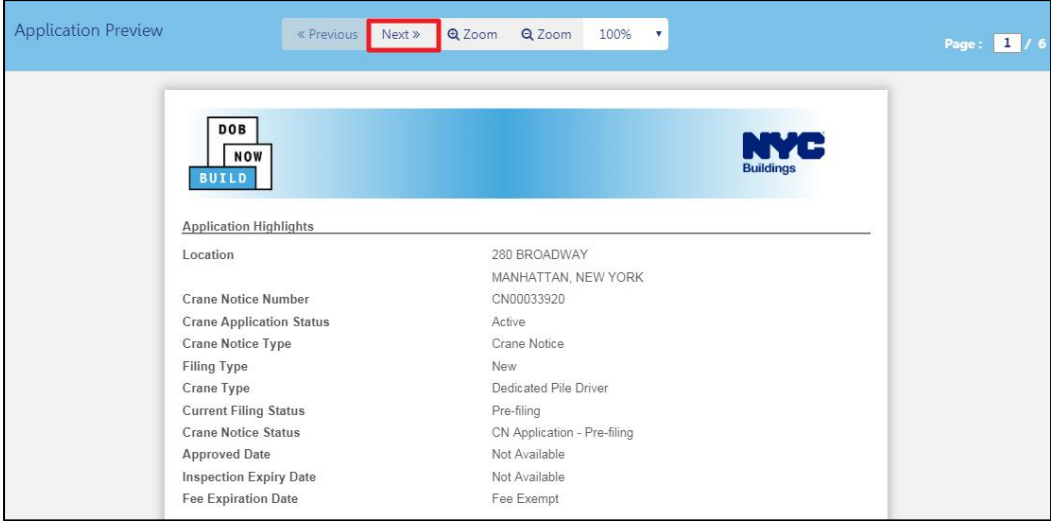
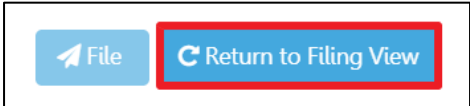


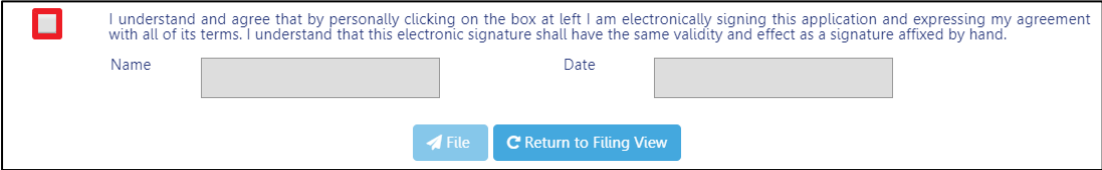
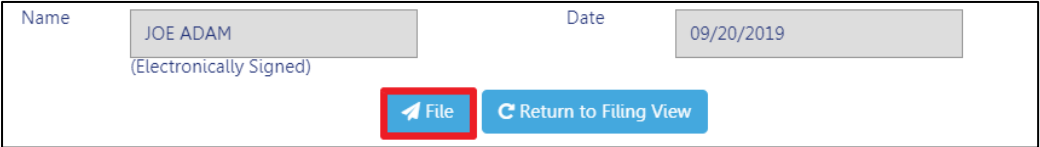
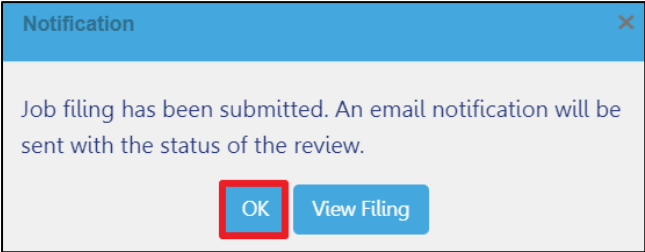

***You have completed the Complete Statements and Signatures: Equipment User section.***

***Continue to the next section.***



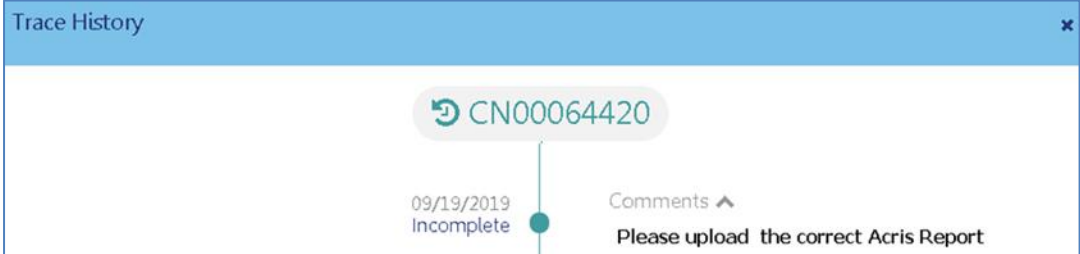
## Complete Review and File

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

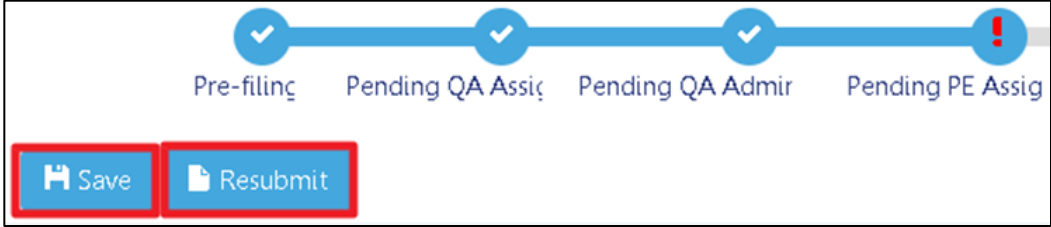


Step	Action																								
<b>APPLICANT OF RECORD</b>																									
1.	<p><b>At the top-left of the screen, click Review and File.</b></p> 																								
2.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1" data-bbox="487 1056 1206 1486"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>280 BROADWAY MANHATTAN, NEW YORK</td> </tr> <tr> <td>Crane Notice Number</td> <td>CN00033920</td> </tr> <tr> <td>Crane Application Status</td> <td>Active</td> </tr> <tr> <td>Crane Notice Type</td> <td>Crane Notice</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> <tr> <td>Crane Notice Status</td> <td>CN Application - Pre-filing</td> </tr> <tr> <td>Approved Date</td> <td>Not Available</td> </tr> <tr> <td>Inspection Expiry Date</td> <td>Not Available</td> </tr> <tr> <td>Fee Expiration Date</td> <td>Fee Exempt</td> </tr> </tbody> </table>	Application Highlights		Location	280 BROADWAY MANHATTAN, NEW YORK	Crane Notice Number	CN00033920	Crane Application Status	Active	Crane Notice Type	Crane Notice	Filing Type	New	Crane Type	Dedicated Pile Driver	Current Filing Status	Pre-filing	Crane Notice Status	CN Application - Pre-filing	Approved Date	Not Available	Inspection Expiry Date	Not Available	Fee Expiration Date	Fee Exempt
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Crane Notice Status	CN Application - Pre-filing																								
Approved Date	Not Available																								
Inspection Expiry Date	Not Available																								
Fee Expiration Date	Fee Exempt																								
<b>Note:</b>	<p><b>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</b></p> 																								



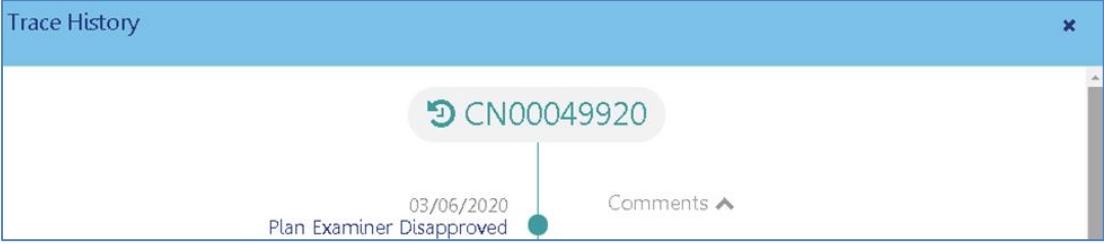
Step	Action
3.	<p><b><i>On the final page, click the checkbox to attest reviewing the application.</i></b></p> 
4.	<p><b><i>The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.</i></b></p> 
5.	<p><b><i>A Notification pop-up windows displays with the message: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

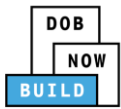
## Job Filing Statuses

Step	Action
<b>Job Filing Status Incomplete</b>	
<b>Note</b>	<p>When a Job Filing receives and <b>Incomplete, Approval, Temporary Approval, Approved, and Disapproved</b> the applicant is informed of the return via email.</p> <p>The Process is the same for Prototype Amendment and Supplement</p>
1.	<p><b>Incomplete</b></p> <p>When the Job Filing receives an incomplete disposition, documents will have a status of rejected when uploaded documents are missing information or incorrect.</p> 
2.	<p>Hoover over the History square then click on Trace History.</p> 
3.	<p>The History displays with the comment for the incomplete item.</p> 



Step	Action
4.	<p><i>Click Save then Resubmit.</i></p> <p><i>The applicant can resolve the issues and resubmit the application, which is returned to the same QA Admin who issued the incomplete disposition.</i></p> 
5.	<p><b>Issue Objections</b></p> <ul style="list-style-type: none"> <li>▪ <i>The Plan Examiner selects an objection from a dropdown list of objections.</i></li> <li>▪ <i>The PE also specifies whether a meeting with the applicant to discuss the objections is allowed: if a meeting is allowed, the applicant can schedule a meeting through the system.</i></li> <li>▪ <i>if a meeting is not allowed, the applicant will not have the opportunity to schedule a meeting.</i></li> <li>▪ <i>The application is returned to the applicant for resolution. When the applicant resolves the objections and resubmits their application, it's returned to the same PE who issued the objections.</i></li> </ul> <p><i>( Please refer to the <b>Objections and Appointment Step by Step</b>)</i></p> 
6.	<p><b>Full Approval</b></p> <p><i>Full Approvals have no expiration date. A formal full approval letter is in the document section of the Job Filing.</i></p> 

Step	Action
	<p><b><i>Disapproved</i></b></p> <p><i>The applicant is notified request is denied.</i></p> 
	<p><i>In the Job Filing hoover over the History square then click on Trace History.</i></p>  <p><i>The History displays with the status of Disapproved.</i></p> 

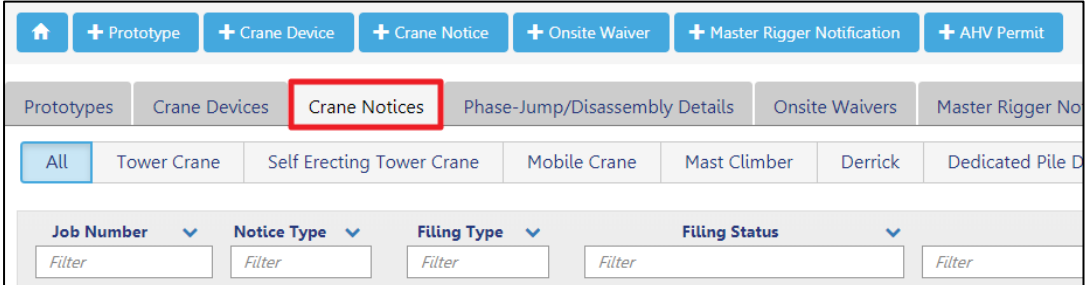
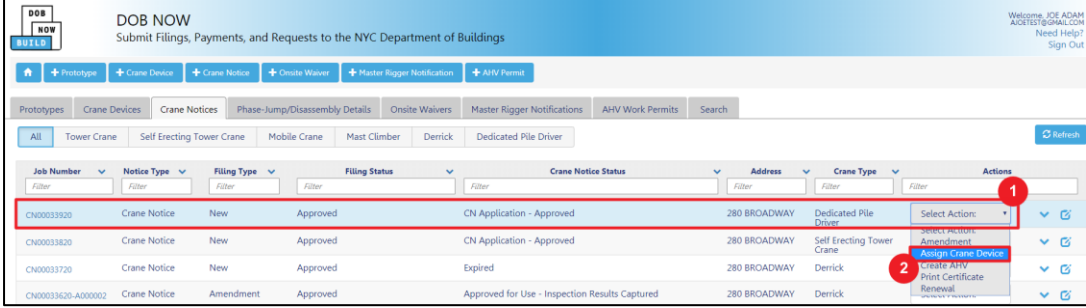
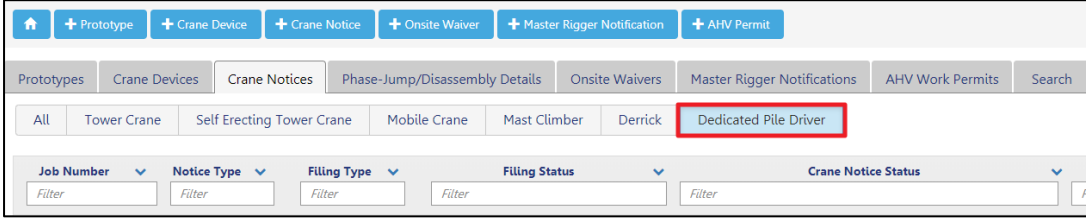


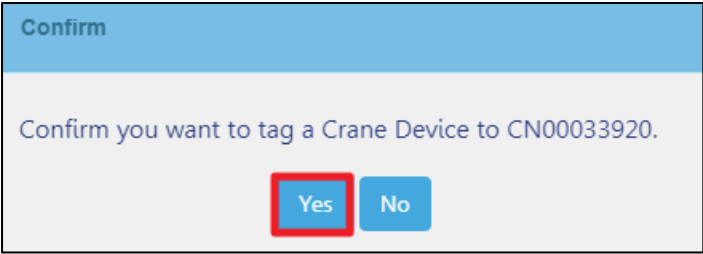
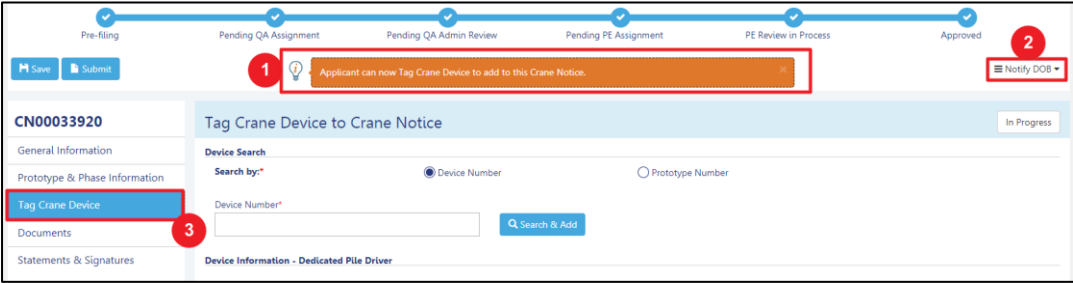
# Dedicated Pile Driver Crane CN: Amendment

# Dedicated Pile Driver Crane CN: Renewal

# Dedicated Pile Driver Crane CN: Tag Crane Device

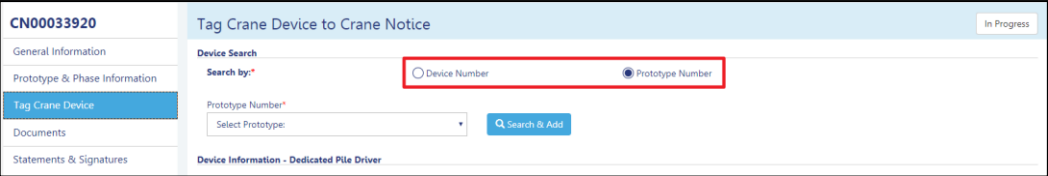
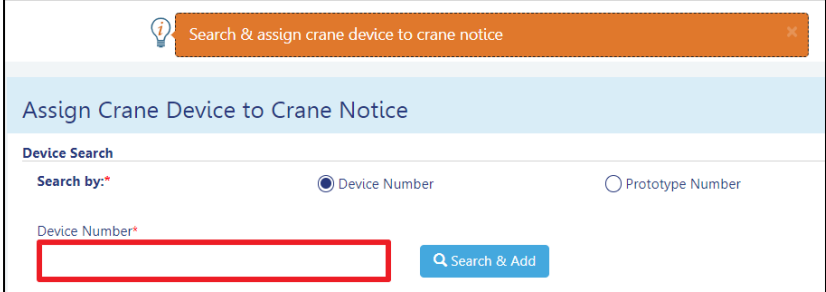
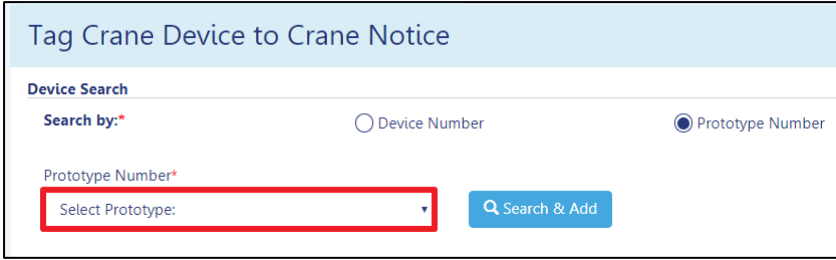
Complete the following steps to assign the CD to CN within the application:

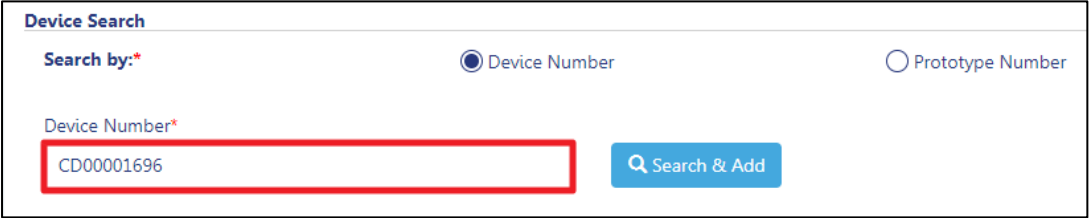
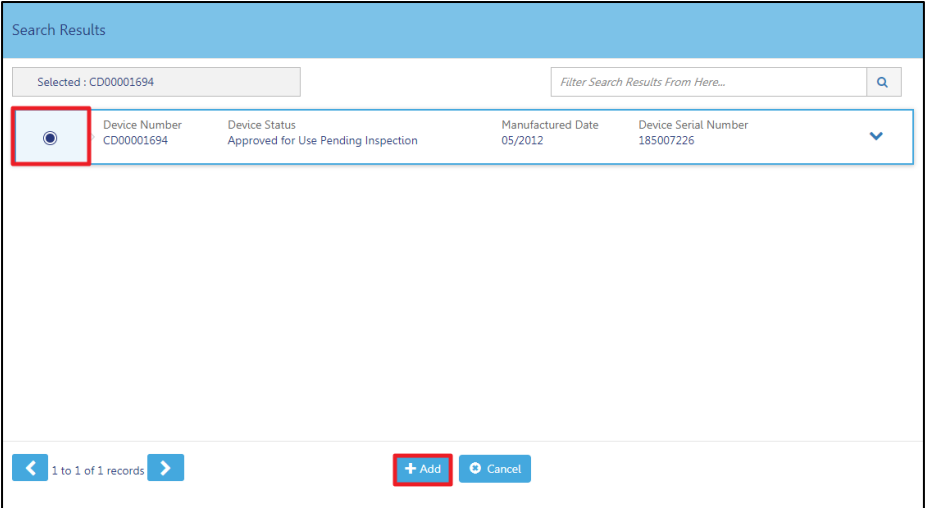
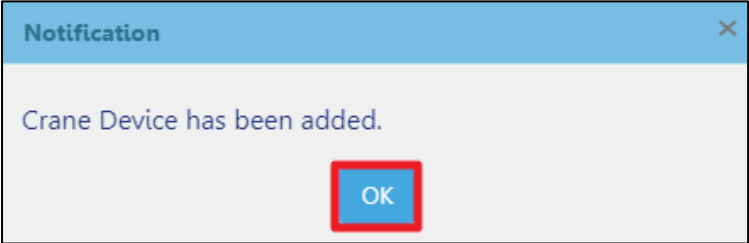
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p> 
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Assign Crane Device.</b></p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane type select the respective tab.</p> 



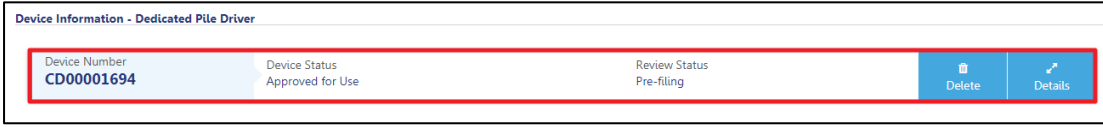
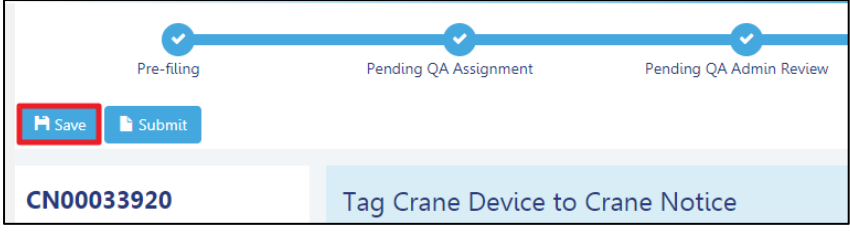
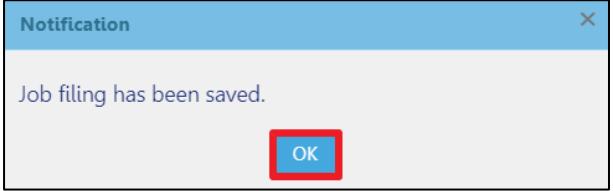
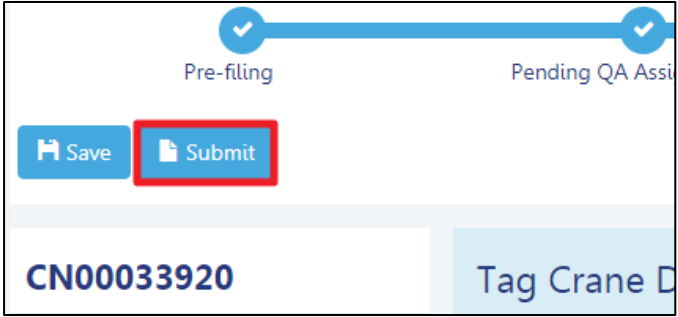
Step	Action
3.	<p><b><i>A Confirm pop-up window displays with the message:</i></b>  <b><i>Confirm you want to tag a Crane Device to CN00011919.</i></b>  <b><i>Click Yes to proceed.</i></b></p> 
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Notification to Search &amp; assign Crane Device to Notice</li> <li>2. Notify DOB drop-down list</li> <li>3. Additional Tab: Tag Crane Device</li> </ol> 
	<p><b><i>You have begun the process for Tag Crane Device.</i></b>  <b><i>Continue to the Complete Assign Crane Device to Crane Notice section.</i></b></p>

## Complete Assign Crane Device to Crane Notice Tab

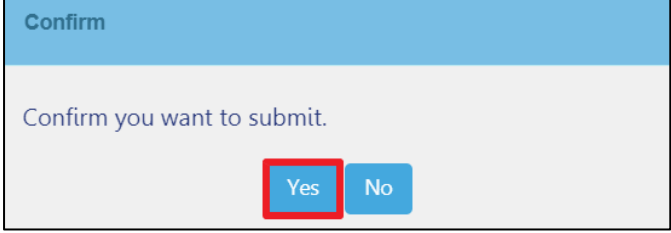
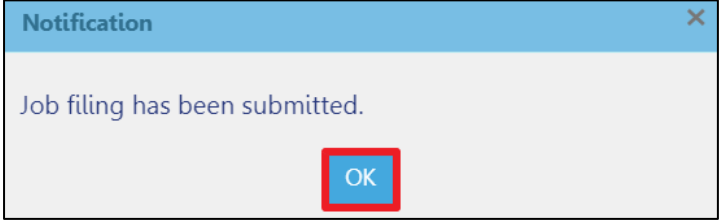
Complete the following steps to complete the Assign Crane Device to Crane Notice Tab for the application:

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

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

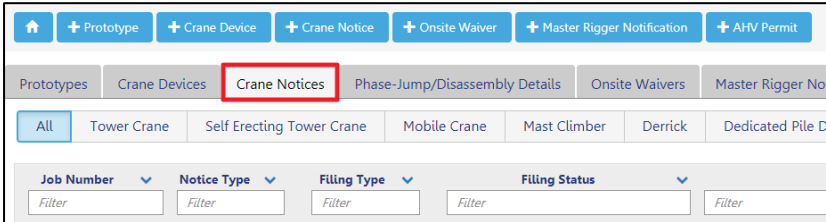
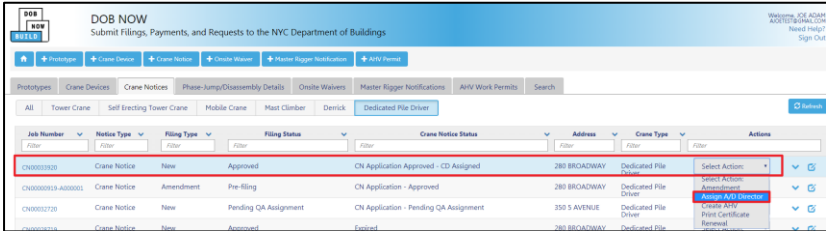
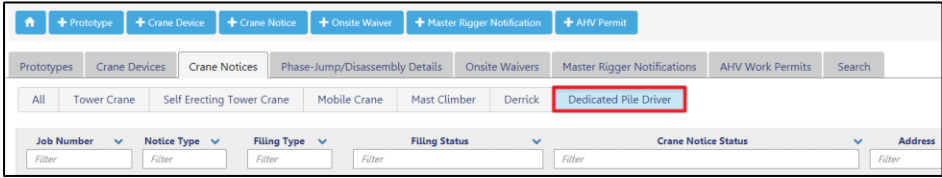
Step	Action
<b>Note:</b>	<p>The Device Number added, displays within the Device Information – Mast Climber Crane.</p> <p>Click the details (  ) icon to view the Device Number information.</p> <p>Click the trash can (  ) icon to delete the Device Number.</p> <hr/> 
5.	<p><b>At the top-left of the screen, click Save.</b></p> 
6.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Job filing has been saved.</b></p> <p><b>Click OK to proceed.</b></p> 
7.	<p><b>At the top-left of the screen, click Submit.</b></p> 

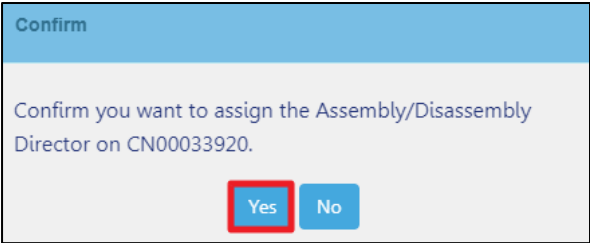
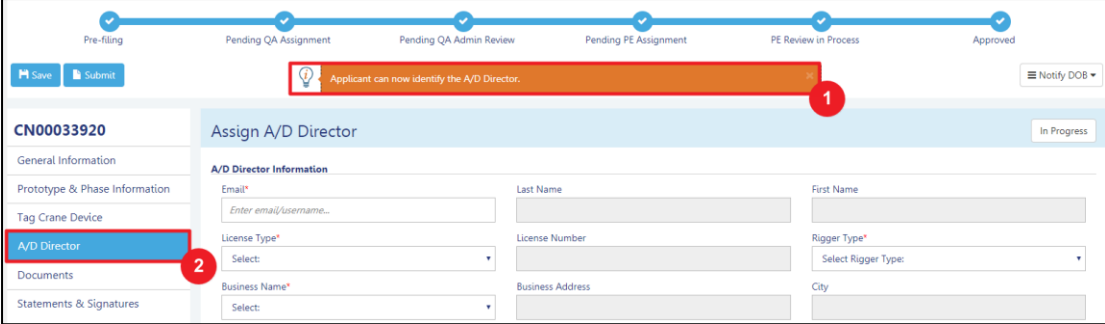


Step	Action
8.	<p><b><i>A Confirm pop-up window displays with the message:</i></b>  <b><i>Confirm you want to submit.</i></b>  <b><i>Click Yes to proceed.</i></b></p> 
9.	<p><b><i>A Notification pop-up window displays with the message:</i></b>  <b><i>Job filing has been submitted.</i></b>  <b><i>Click OK to proceed.</i></b></p> 
<p><b><i>You have completed the Complete Assign Crane Device to Crane Notice Step-by-Step Guide.</i></b></p>	

# Dedicated Pile Driver Crane CN: Assign A/D Director

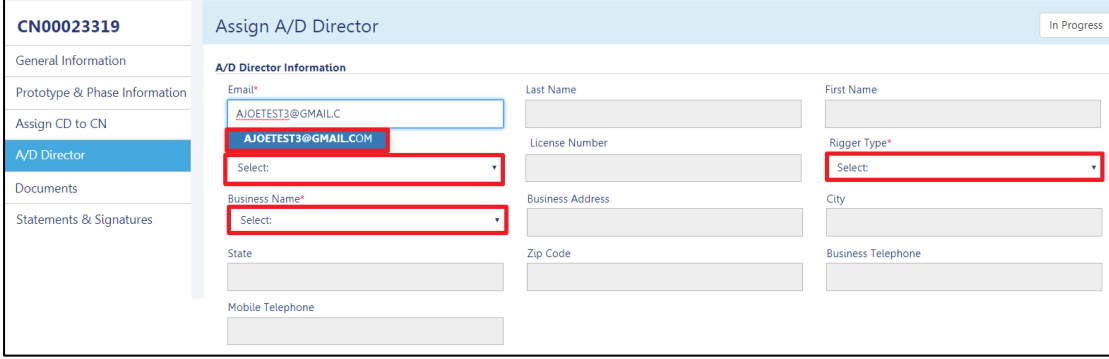
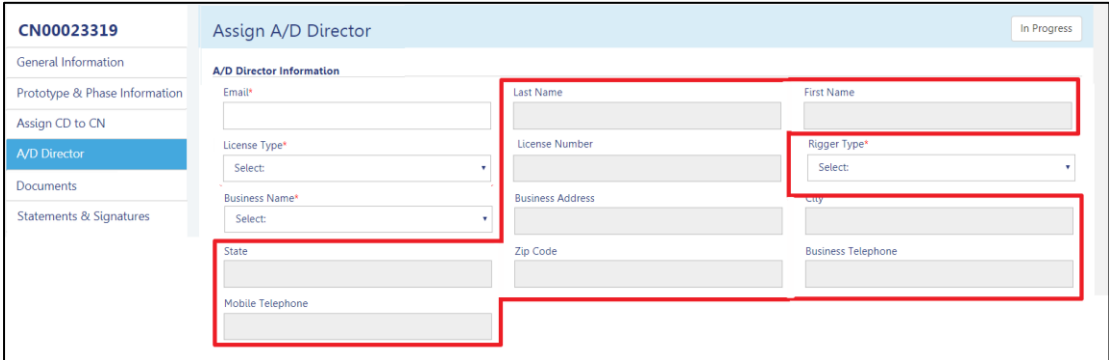
Complete the following steps to assign the A/D Director within the application:

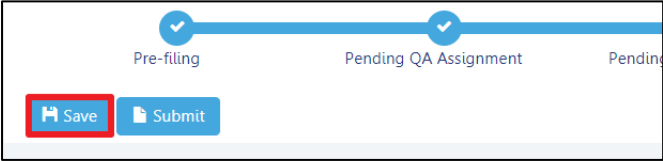
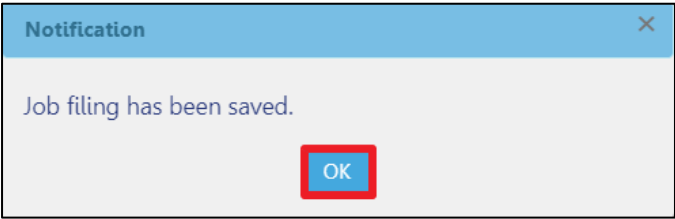
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p><b>From the Dashboard, select the My Crane Notices tab.</b></p> 
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Assign A/D Director.</b></p> 
<b>Note:</b>	<p><b>To filter the Crane Notices by Crane Type select the respective tab.</b></p> 

Step	Action
3.	<p><b>A Confirm pop-up window displays with the message:</b></p> <p><b>Confirm you want to assign the Assembly/Disassembly Director on CN0033920.</b></p> <p><b>Click Yes to proceed.</b></p> 
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <hr/> <ol style="list-style-type: none"> <li>1. Notification to Assign the A/D Director</li> <li>2. Additional Tab: A/D Director</li> </ol> <hr/> 
	<p><b>You have begun the process for Assign an A/D Director.</b></p> <p><b>Continue to the Complete A/D Director tab section.</b></p>

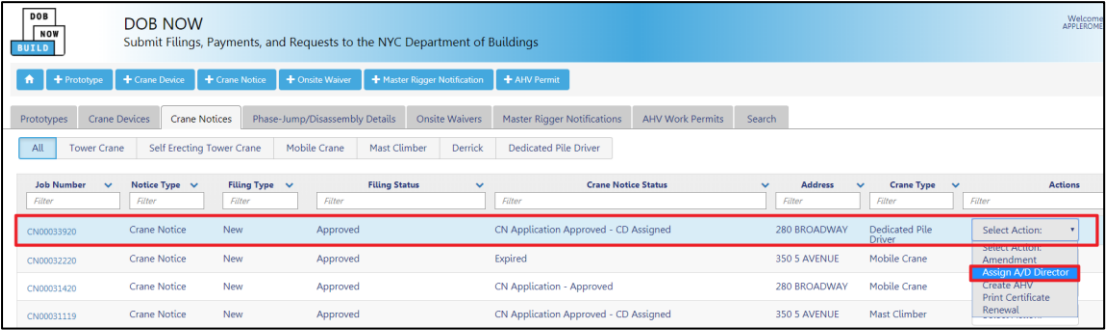
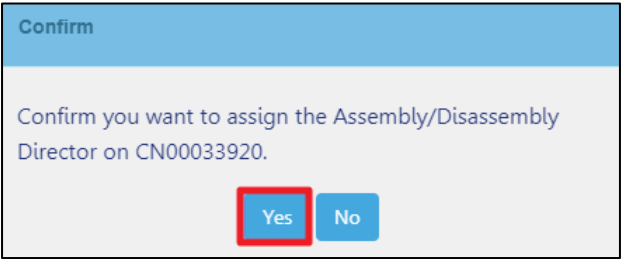
## Complete A/D Director Tab

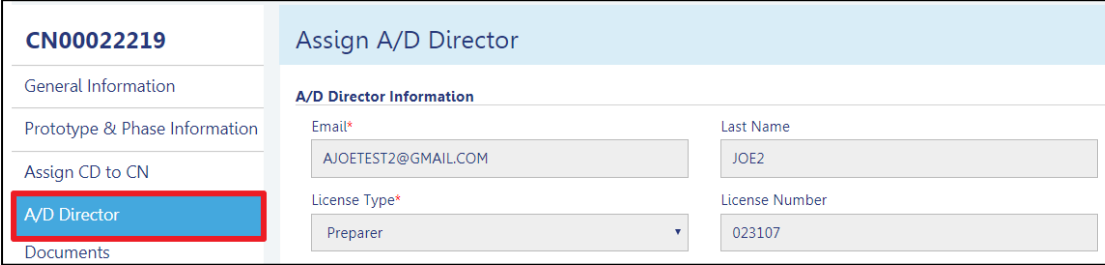
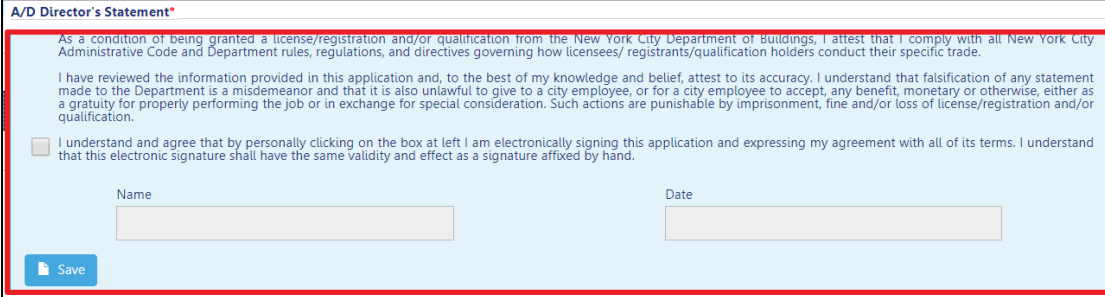
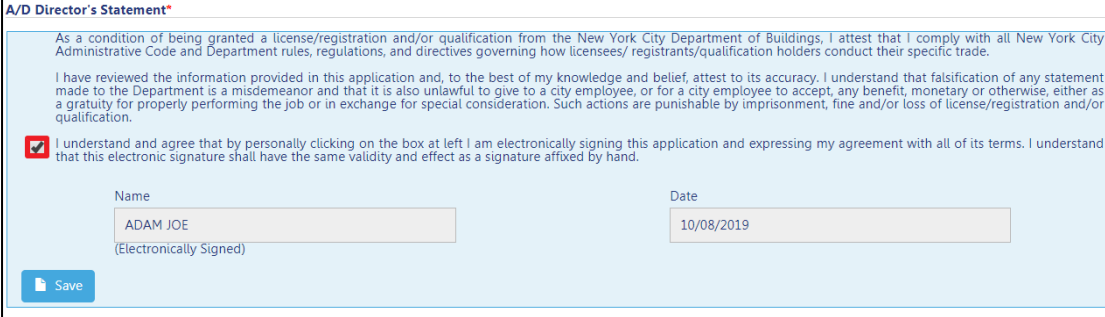
Complete the following steps to complete the A/D Director tab for the application:

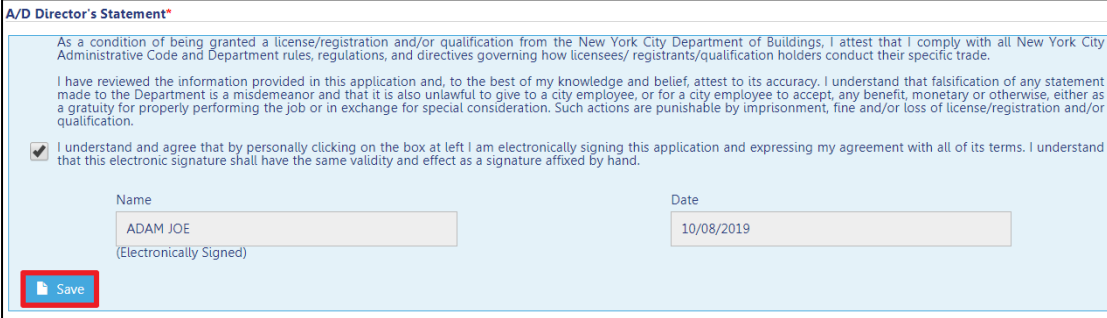
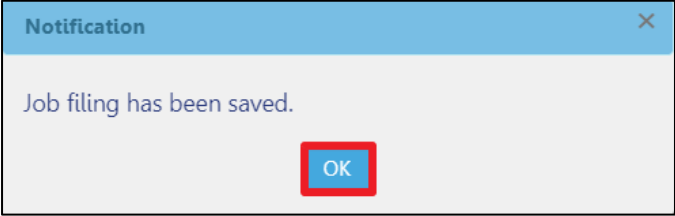
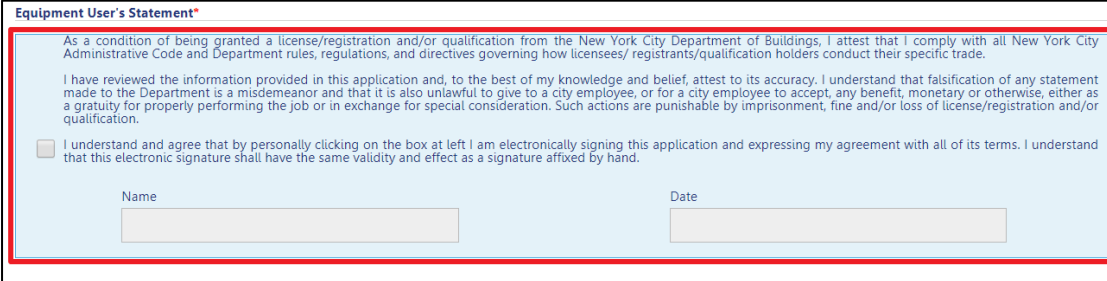
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p><b>Within the A/D Director tab, enter the A/D Director Information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Email</b> and then select the Email Address from the blue-drop down</li> <li><input type="checkbox"/> Select the <b>License Type</b> (e.g., <b>Individual</b>) from the License Type drop-down list</li> <li><input type="checkbox"/> Select the <b>Rigger Type</b> (e.g., <b>Master Rigger</b>) from the Rigger Type drop-down list</li> <li><input type="checkbox"/> Select the <b>Business Name</b> from the <b>Business Name</b> drop-down list</li> </ul> 
<b>Note:</b>	<p>The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.</p> 

Step	Action
2.	<p><b>At the top-left of the screen, click Save.</b></p> 
3.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Job filing has been saved.</b>  <b>Click OK to continue.</b></p> 

**A/D DIRECTOR**

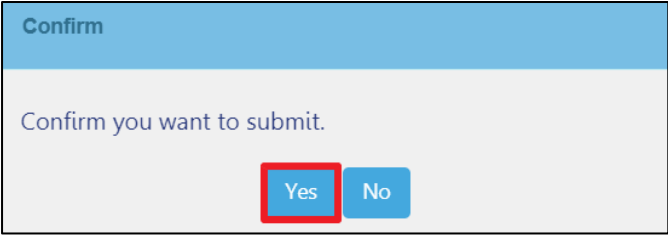
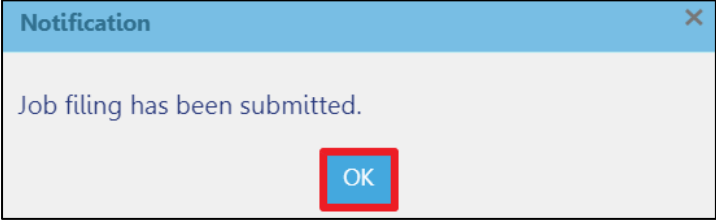
1.	<p><b>Locate the Crane Notice application.</b>  <b>Under the Actions column, select Assign A/D Director.</b></p> 
2.	<p><b>A Confirm pop-up window displays with the message (sample):</b>  <b>Confirm you want to assign the Assembly/Disassembly Director on CN00033920.</b>  <b>Click Yes to proceed.</b></p> 

Step	Action
3.	<p><b>The page refreshes and displays the Crane Notice application.</b></p> <p><b>Select the A/D Director tab.</b></p> 
<b>Note:</b>	<p>The statement applicable to the Stakeholder that's logged in highlights in blue.</p> 
4.	<p><b>Click the A/D Director's Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field's auto-populate by the system.</b></p> 

Step	Action
5.	<p><b><i>Below the Name and Date fields, click Save.</i></b></p>  <p><b>A/D Director's Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: ADAM JOE (Electronically Signed)      Date: 10/08/2019</p> <p><b>Save</b></p>
6.	<p><b><i>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</i></b></p>  <p><b>Notification</b> [X]</p> <p>Job filing has been saved.</p> <p><b>OK</b></p>
<p><b>EQUIPMENT USER</b></p>	
<p><b>Note:</b></p>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p>  <p><b>Equipment User's Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: _____      Date: _____</p>

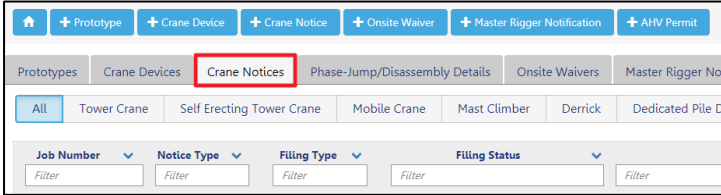
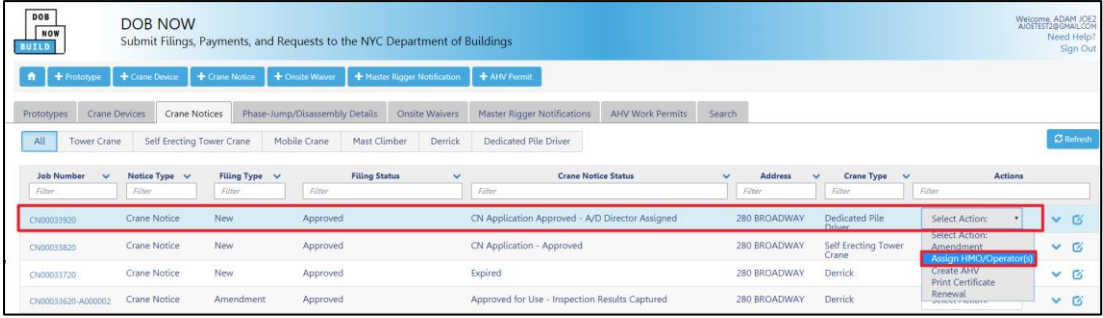
Step	Action
7.	<p><b>Click the Equipment User’s Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field’s auto-populate by the system.</b></p> <div data-bbox="326 373 1412 625" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User’s Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: <input type="text" value="ADAM JOE2"/> (Electronically Signed)      Date: <input type="text" value="10/08/2019"/></p> </div>
8.	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="326 709 987 856" style="border: 1px solid black; padding: 5px;"> </div>
9.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="326 1045 997 1260" style="border: 1px solid black; padding: 5px;"> <p><b>Notification</b> [X]</p> <p>Job filing has been saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>
10.	<p><b>At the top-left of the screen, click Submit.</b></p> <div data-bbox="326 1344 987 1501" style="border: 1px solid black; padding: 5px;"> </div>


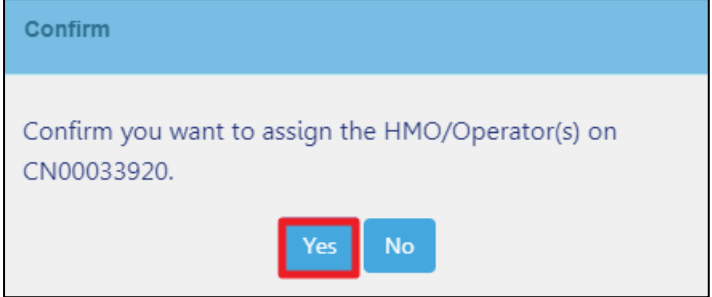
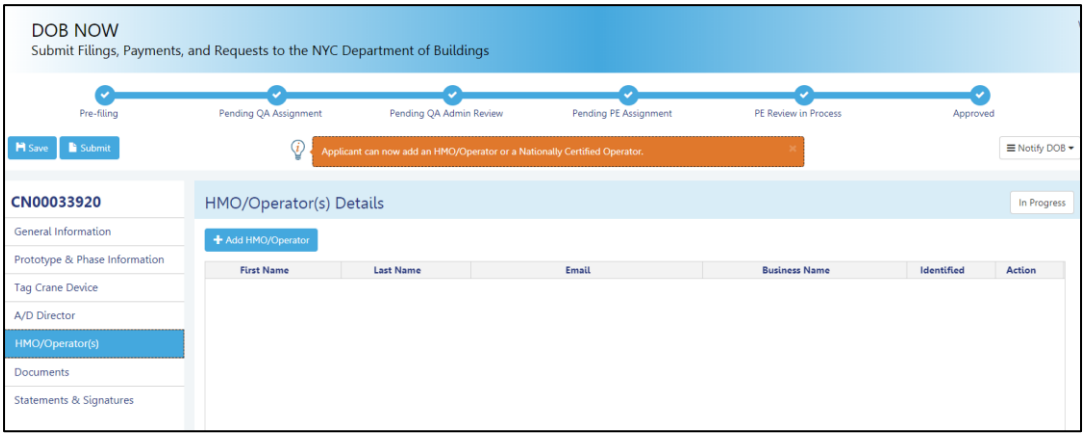


Step	Action
11.	<p><b><i>A Confirm pop-up window displays with the message: Confirm you want to submit. Click Yes to proceed.</i></b></p> 
12.	<p><b><i>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to proceed.</i></b></p> 
<p><b><i>You have completed the Assign A/D Director Step-by-Step Guide. Continue to the next section.</i></b></p>	

# Dedicated Pile Driver Crane CN: Assign Hoist Machine Operator (HMO)

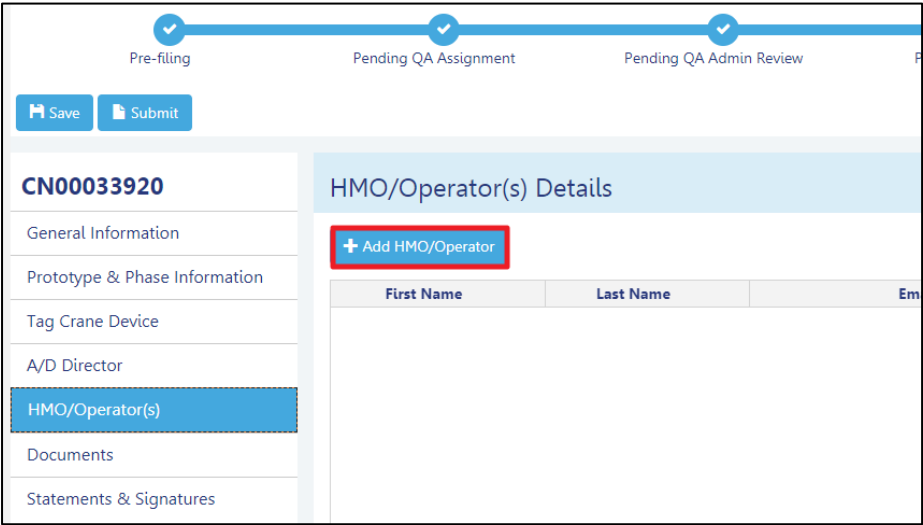
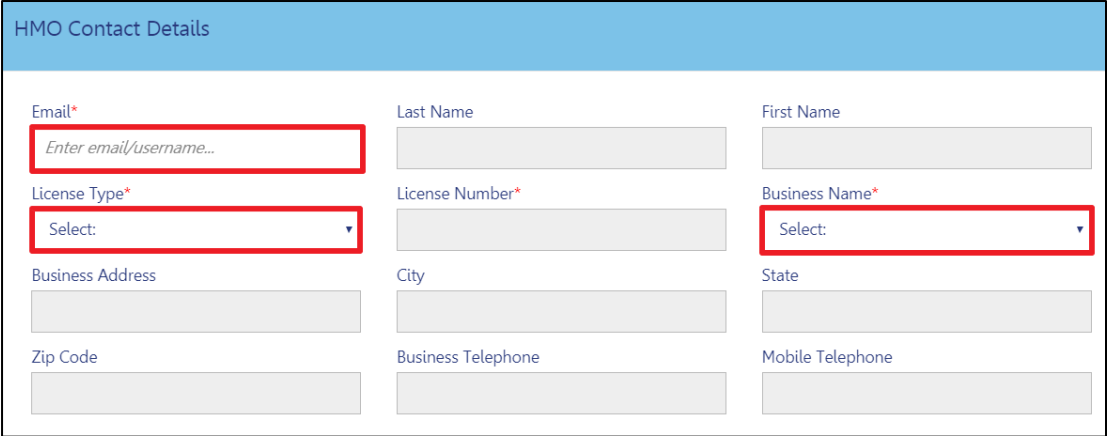
Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:

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

Step	Action
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Mobile Crane</b>).</p> 
3.	<p><b>A Confirm pop-up window displays with the message (sample):</b>  <b>Confirm you want to assign the HMO(s) on CN00031820.</b>  <b>Click Yes to proceed.</b></p> 
<b>Note:</b>	<p>The page refreshes and displays the +Add HMO/Operator button.</p> 
	<p><b>You have begun the process for Assign HMO/Operator(s).</b>  <b>Continue to the Complete HMO/Operator(s) tab section.</b></p>

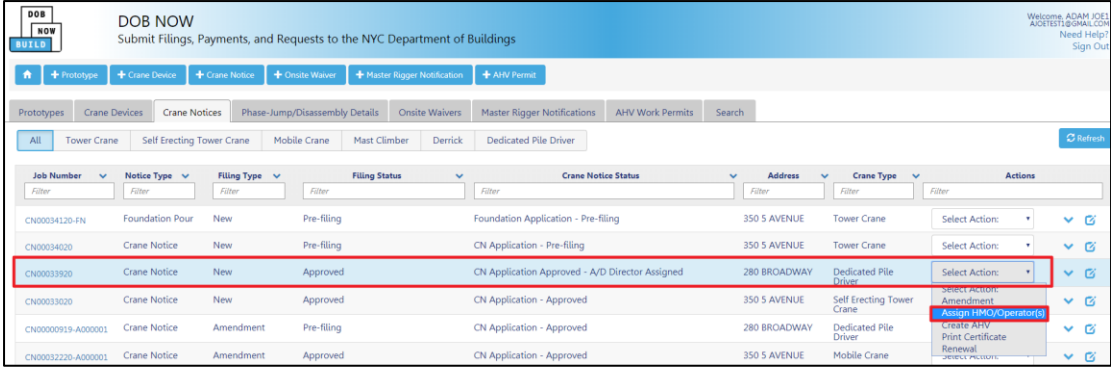
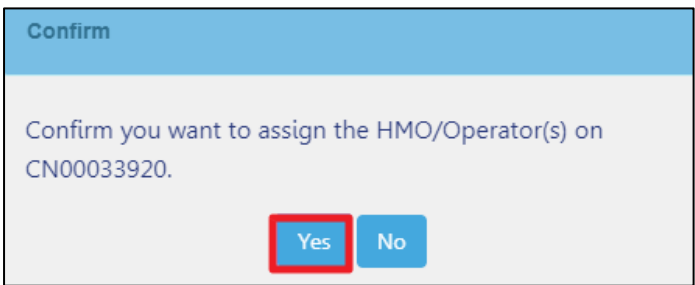
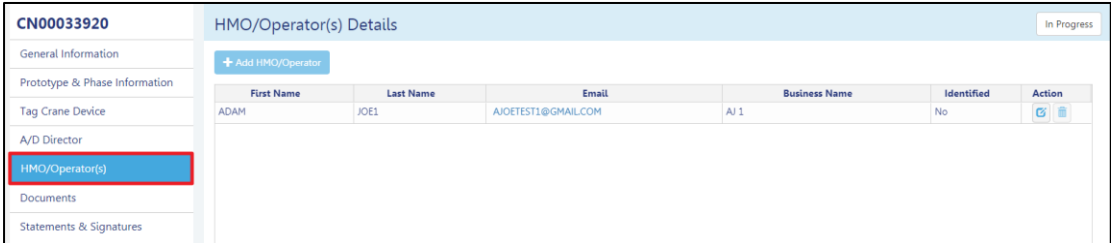
## Complete HMO(s) Tab


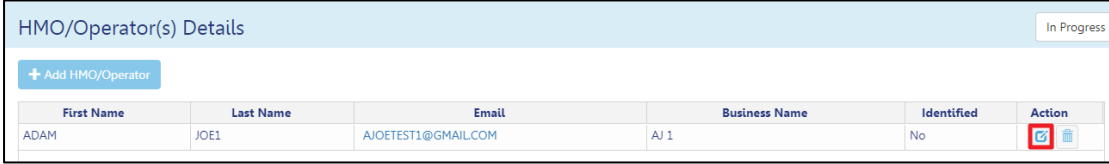
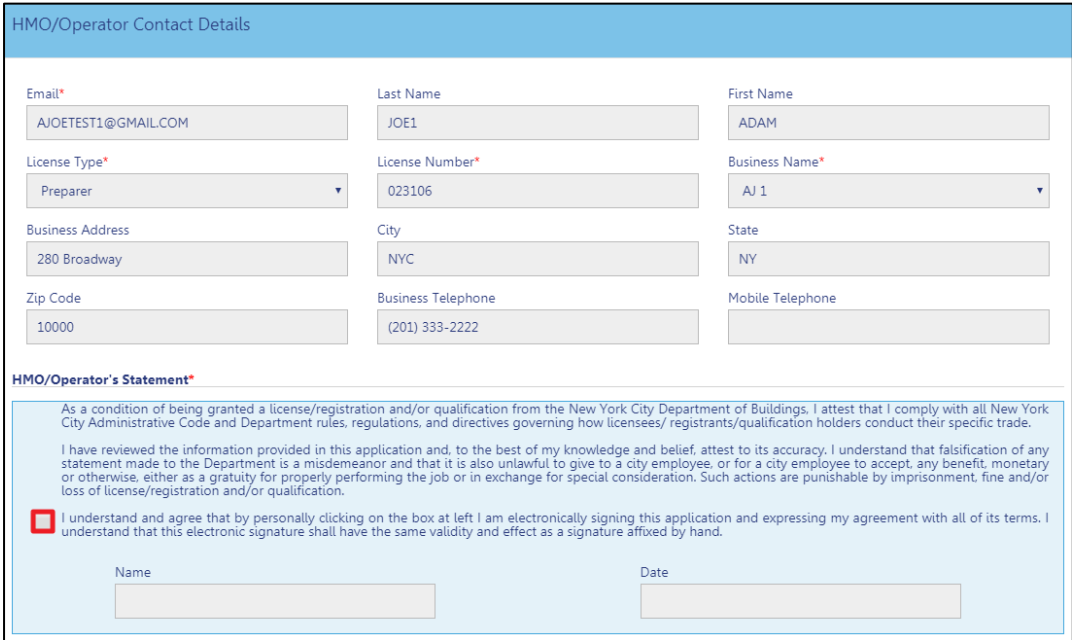
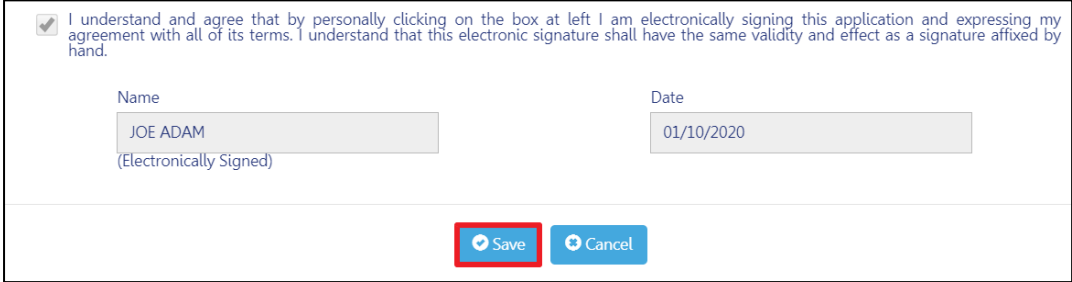
Complete the following steps to complete the HMO(s) tab for the application:

Step	Action
<b>EQUIPMENT USER</b>	
1.	<p><b>Within the HMO(s) tab, click + Add HMO.</b></p> 
2.	<p><b>The HMO Contact Details pop-up window displays.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Email</b> and then select the <b>Email Address</b> from the blue drop-down.</li> <li><input type="checkbox"/> Select the <b>License Type</b> (e.g., <b>Hoist Machine Operator</b>) from the drop-down list.</li> <li><input type="checkbox"/> Select the <b>Business Name</b> from the Business Name drop-down list.</li> </ul> 

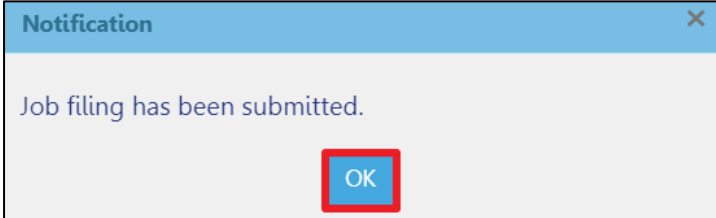
Step	Action																								
<p><b>Note:</b></p>	<p>The HMO Contact Details fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.</p> <div data-bbox="324 441 1412 871" style="border: 1px solid black; padding: 5px;"> <p>HMO Contact Details</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number*</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number*	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Zip Code	Business Telephone	Mobile Telephone																							
<input type="text"/>	<input type="text"/>	<input type="text"/>																							
<p><b>Note:</b></p>	<p>The statement applicable to the Stakeholder that’s logged in highlights in blue.</p> <div data-bbox="324 1029 1412 1354" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User’s Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <table border="0"> <tr> <td>Name</td> <td>Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Name	Date	<input type="text"/>	<input type="text"/>																				
Name	Date																								
<input type="text"/>	<input type="text"/>																								
<p>3.</p>	<p><b>Click the Equipment User’s Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field’s auto-populate by the system.</b></p> <div data-bbox="324 1522 1412 1848" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User’s Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <table border="0"> <tr> <td>Name</td> <td>Date</td> </tr> <tr> <td><input type="text" value="ADAM JOE2"/> (Electronically Signed)</td> <td><input type="text" value="10/08/2019"/></td> </tr> </table> </div>	Name	Date	<input type="text" value="ADAM JOE2"/> (Electronically Signed)	<input type="text" value="10/08/2019"/>																				
Name	Date																								
<input type="text" value="ADAM JOE2"/> (Electronically Signed)	<input type="text" value="10/08/2019"/>																								

Step	Action
4.	<p><b><i>Below the Name and Date fields, click Save.</i></b></p> <div data-bbox="329 321 1412 590"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed)      Date: <input type="text" value="01/10/2020"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

Step	Action
<b>HOIST MACHINE OPERATOR (HMO)</b>	
1.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Assign HMO/Operator(s).</b></p> 
2.	<p><b>A Confirm pop-up window displays with the message (sample):</b></p> <p><b>Confirm you want to assign the HMO(s) on CN00033920.</b></p> <p><b>Click Yes to proceed.</b></p> 
3.	<p><b>The page refreshes and displays the Crane Notice application.</b></p> <p><b>Select the HMO/Operator(s) tab.</b></p> 

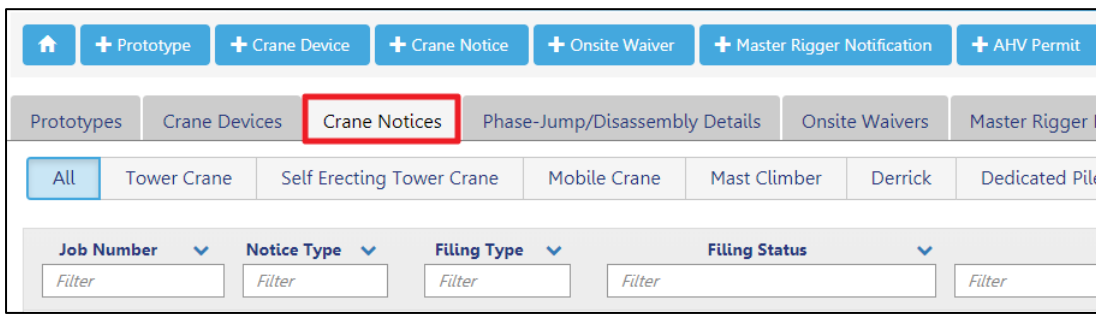
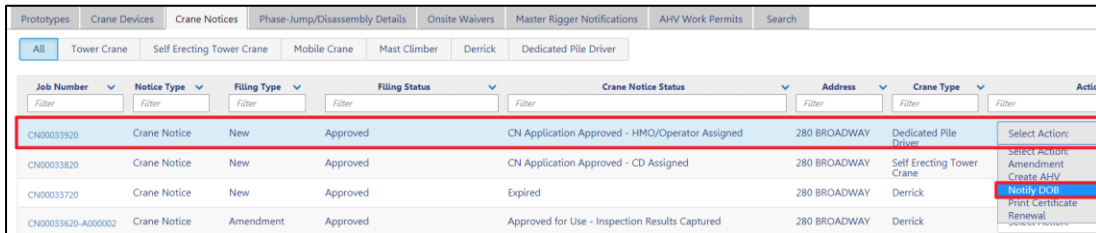
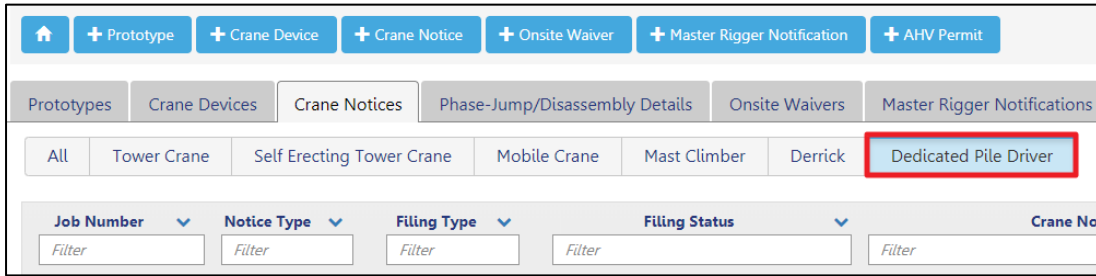
Step	Action
4.	<p><b>Select the edit (  ) icon applicable to the HMO Details from the list.</b></p> 
5.	<p><b>The HMO/Operator Contact Details pop-up window displays.</b></p> <p><b>The statement applicable to the stakeholder that's logged in highlights in blue.</b></p> <p><b>Click the HMO/Operator's Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field's auto-populate by the system.</b></p> 
6.	<p><b>Below the Name and Date fields, click Save.</b></p> 

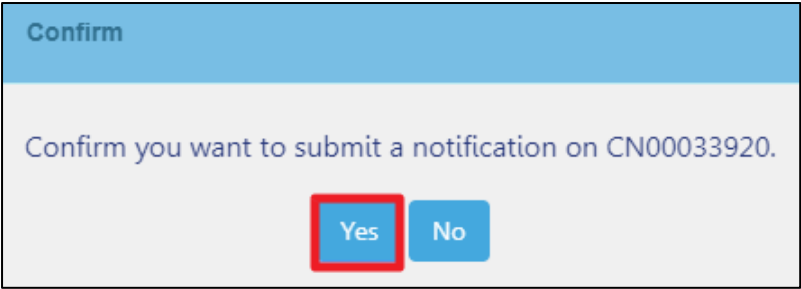
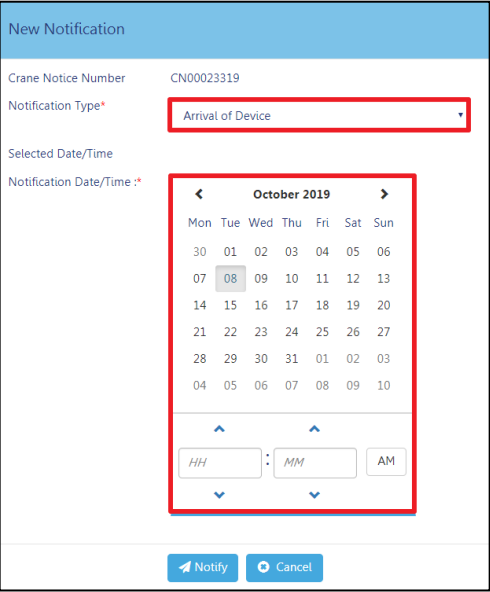
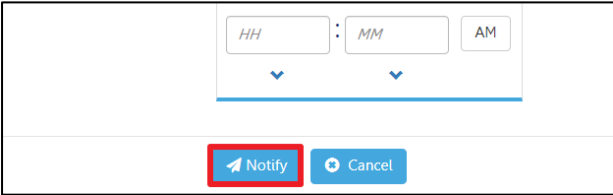


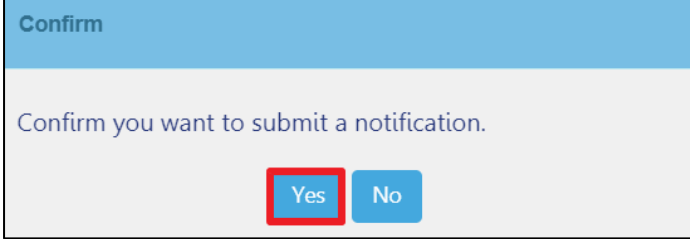
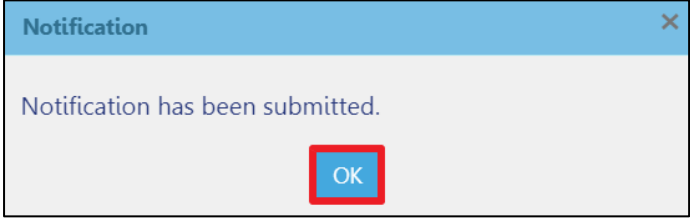
Step	Action
7.	<p><b><i>A Notification pop-up window displays with the message: Confirm you want to submit the HMO/Operator's Statement. Click YES to proceed.</i></b></p> 
8.	<p><b><i>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to proceed.</i></b></p> 
<p><b><i>You have completed the HMO/Operator(s) tab Step-by-Step Guide. Continue to the next section.</i></b></p>	

# Dedicated Pile Driver Crane CN: Notify DOB – Arrival of Device

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

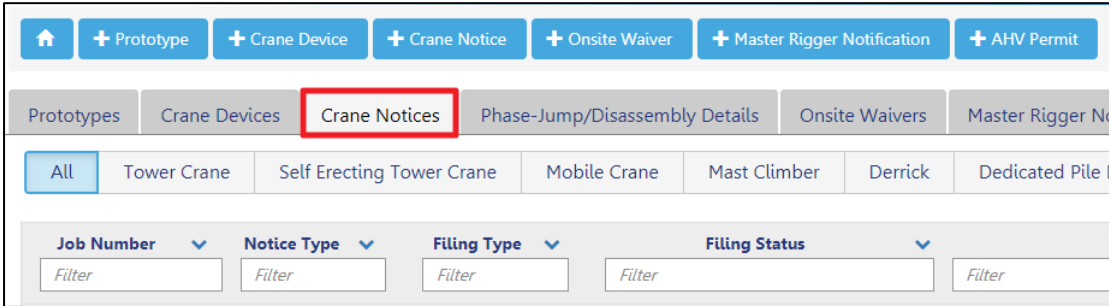
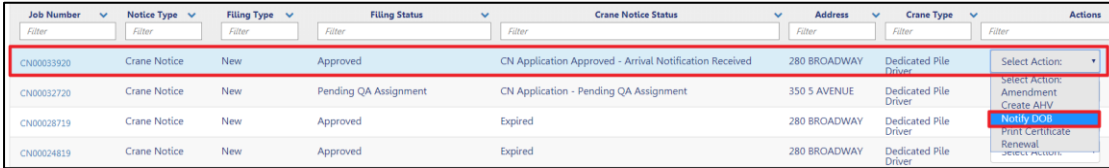
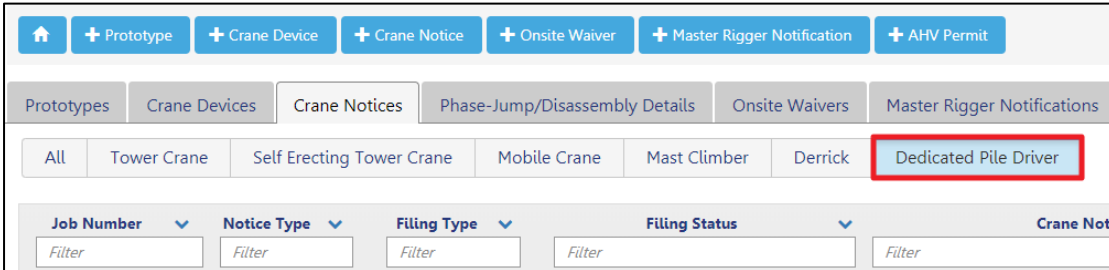
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p>  <p>The screenshot shows a dashboard with several navigation buttons: Home, + Prototype, + Crane Device, + Crane Notice, + Onsite Waiver, + Master Rigger Notification, and + AHV Permit. Below these are tabs for Prototypes, Crane Devices, Crane Notices (highlighted with a red box), Phase-Jump/Disassembly Details, Onsite Waivers, and Master Rigger No. Underneath are filters for Job Number, Notice Type, Filing Type, and Filing Status, each with a 'Filter' input field.</p>
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Notify DOB.</b></p>  <p>The screenshot shows a list of Crane Notices. The first row is highlighted with a red box. The 'Actions' column for this row has a dropdown menu open, with 'Notify DOB' selected and highlighted in red. Other actions visible include Select Action, Amend, Create AHV, Print Certificate, and Renewal.</p>
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Dedicated Pile Driver</b>).</p>  <p>The screenshot shows the dashboard navigation tabs. Under the 'Crane Notices' tab, there are sub-tabs for different crane types: All, Tower Crane, Self Erecting Tower Crane, Mobile Crane, Mast Climber, Derrick, and Dedicated Pile Driver (highlighted with a red box).</p>

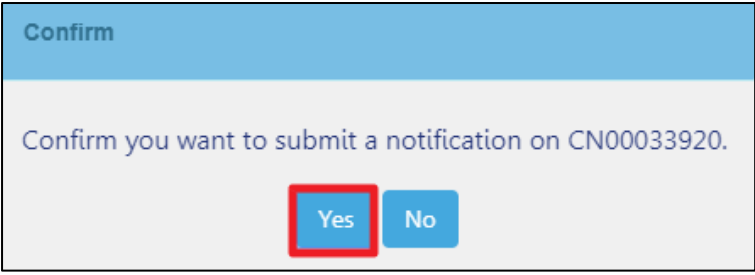
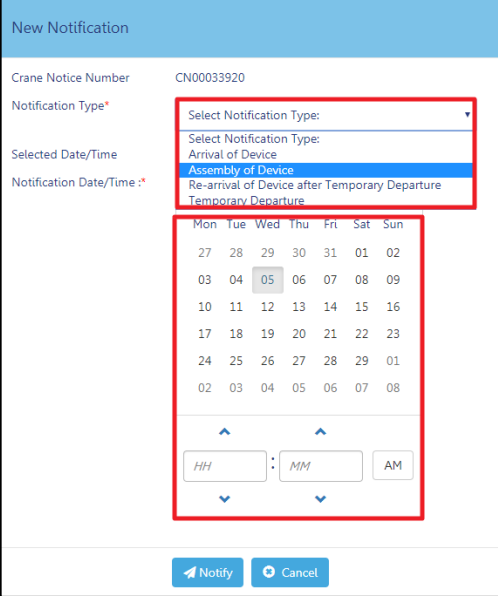
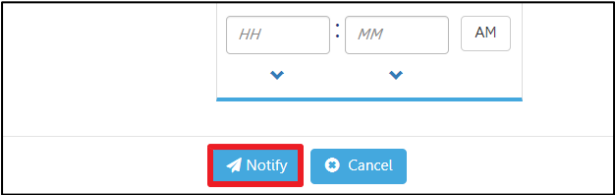
Step	Action
3.	<p><b>A Confirm pop-up window displays with the message (sample):</b></p> <p><b>Confirm you want to submit a notification on CN0033920.</b></p> <p><b>Click Yes to proceed.</b></p> 
4.	<p><b>A New Notification pop-up window displays with the Crane Notice Number</b></p> <p><b>Complete the Notification:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the Notification Type (e.g., Arrival of Device)</li> <li><input type="checkbox"/> Select the Notification Date/Time</li> </ul> <p><b>The selected Date/Time displays above the calendar.</b></p> 
5.	<p><b>Below the calendar, click Notify.</b></p> 

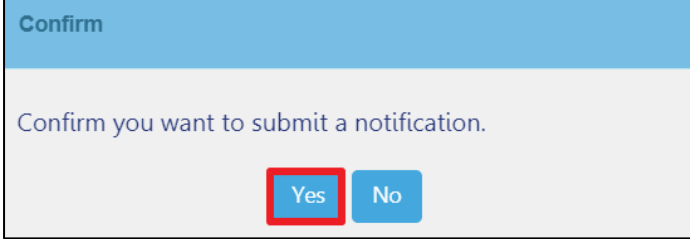
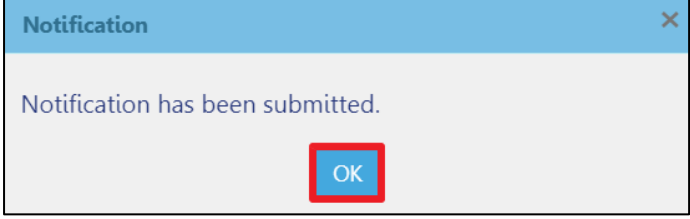
Step	Action
6.	<p><b><i>A Confirm pop-up window displays with the message:</i></b>  <b><i>Confirm you want to submit a notification.</i></b>  <b><i>Click Yes to proceed.</i></b></p> 
7.	<p><b><i>A Notification pop-up window displays with the message:</i></b>  <b><i>Notification has been submitted.</i></b>  <b><i>Click OK to proceed.</i></b></p> 
<p><b><i>You have completed the Notify DOB – Arrival of Device Step-by-Step Guide.</i></b></p>	

# Dedicated Pile Driver Crane CN: Notify DOB – Assembly of Device

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

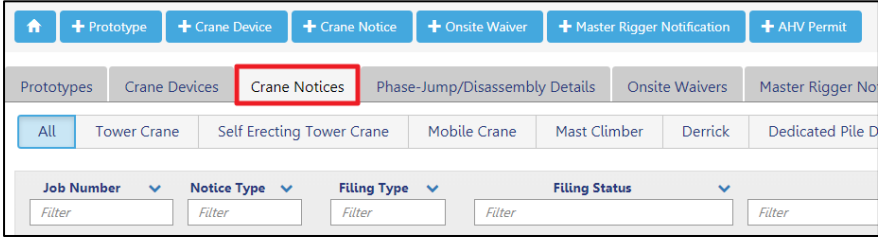
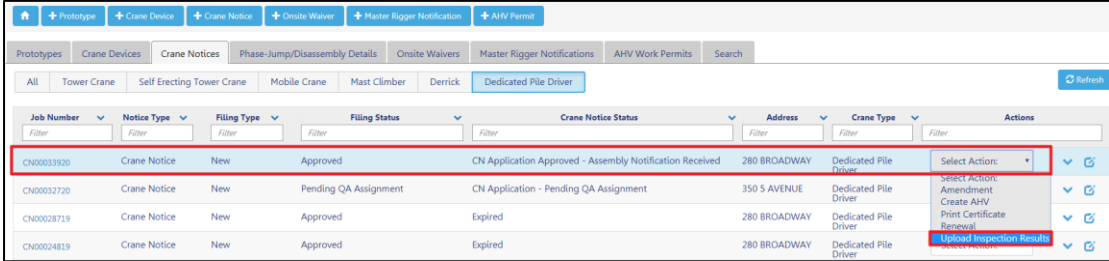
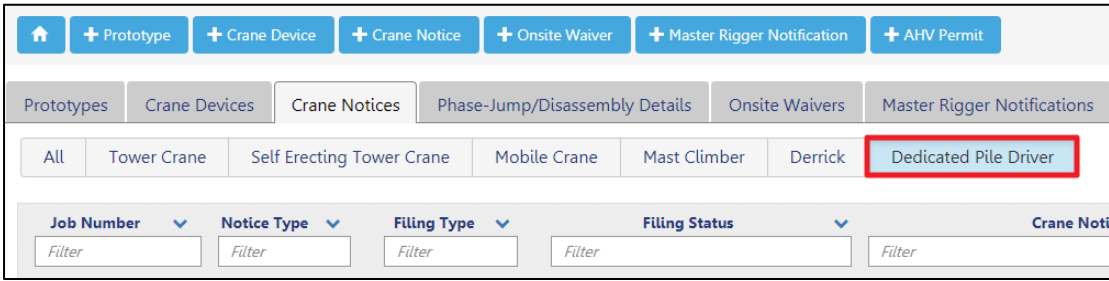
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p>  <p>The screenshot shows a dashboard with a top navigation bar containing buttons for '+ Prototype', '+ Crane Device', '+ Crane Notice', '+ Onsite Waiver', '+ Master Rigger Notification', and '+ AHV Permit'. Below this is a secondary navigation bar with tabs for 'Prototypes', 'Crane Devices', 'Crane Notices' (highlighted with a red box), 'Phase-Jump/Disassembly Details', 'Onsite Waivers', and 'Master Rigger No...'. A third bar contains filters for 'All', 'Tower Crane', 'Self Erecting Tower Crane', 'Mobile Crane', 'Mast Climber', 'Derrick', and 'Dedicated Pile...'. Below that are dropdown menus for 'Job Number', 'Notice Type', 'Filing Type', and 'Filing Status', each with a 'Filter' input field.</p>
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Notify DOB.</b></p>  <p>The screenshot shows a table with columns: Job Number, Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, Crane Type, and Actions. The first row is highlighted with a red border. In the Actions column of this row, a dropdown menu is open, and 'Notify DOB' is highlighted with a red box. Other actions in the menu include 'Select Action', 'Amendment', 'Create AHV', 'Print Certificate', and 'Renewal'.</p>
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Dedicated Pile Driver</b>).</p>  <p>The screenshot shows the same dashboard as in step 1, but with the 'Dedicated Pile Driver' tab selected in the secondary navigation bar, highlighted with a red box.</p>

Step	Action
3.	<p><b>A Confirm pop-up window displays with the message (sample):</b>  <b>Confirm you want to submit a notification on CN00033920.</b>  <b>Click Yes to proceed.</b></p> 
4.	<p><b>A New Notification pop-up window displays with the Crane Notice Number</b></p> <p><b>Complete the Notification:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the Notification Type (e.g., Assembly of Device)</li> <li><input type="checkbox"/> Select the Notification Date/Time</li> </ul> <p><b>The selected Date/Time displays above the calendar.</b></p> 
5.	<p><b>Below the calendar, click Notify.</b></p> 

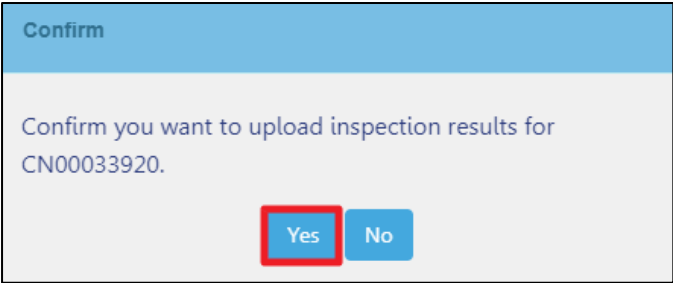
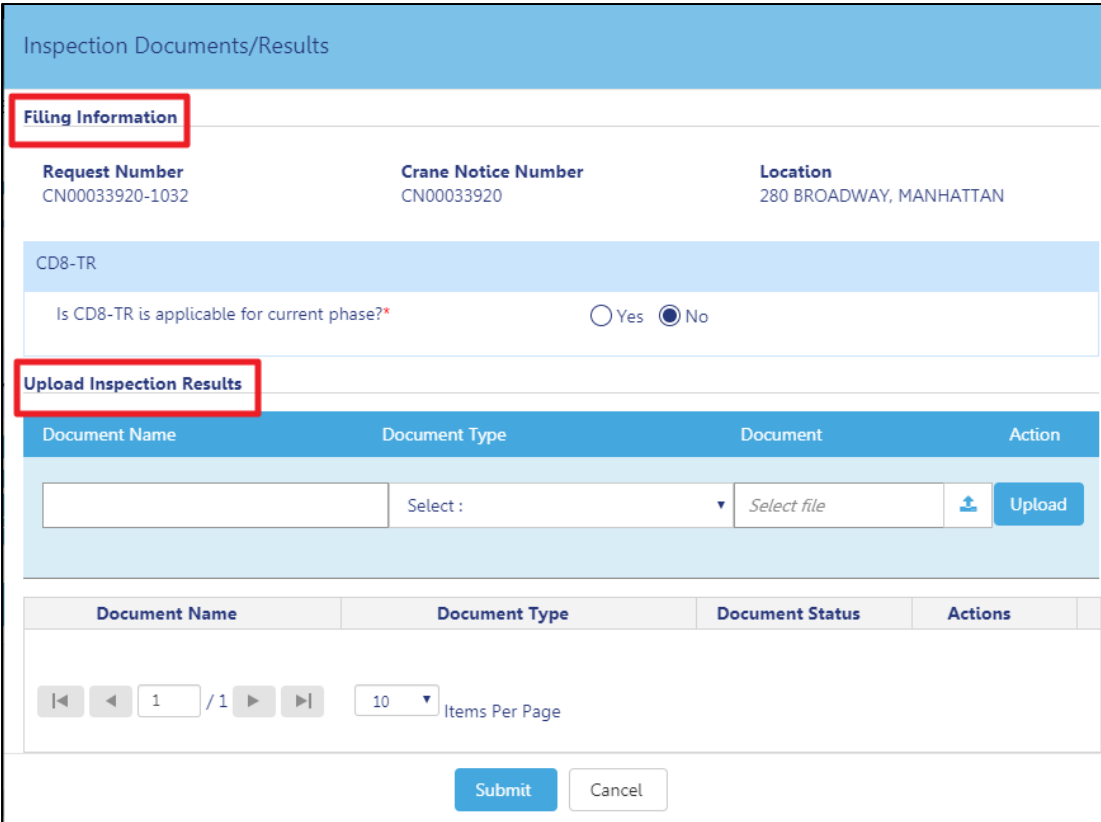
Step	Action
6.	<p><b><i>A Confirm pop-up window displays with the message:</i></b>  <b><i>Confirm you want to submit a notification.</i></b>  <b><i>Click Yes to proceed.</i></b></p> 
7.	<p><b><i>A Notification pop-up window displays with the message:</i></b>  <b><i>Notification has been submitted.</i></b>  <b><i>Click OK to proceed.</i></b></p> 
<p><b><i>You have completed the Notify DOB – Assembly of Device Step-by-Step Guide.</i></b>  <b><i>Continue to the next section.</i></b></p>	


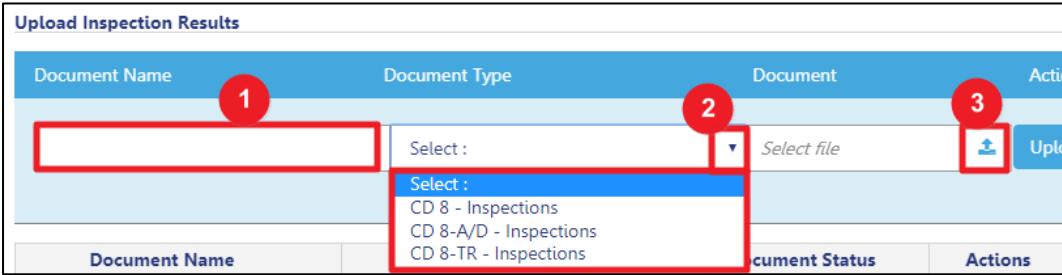
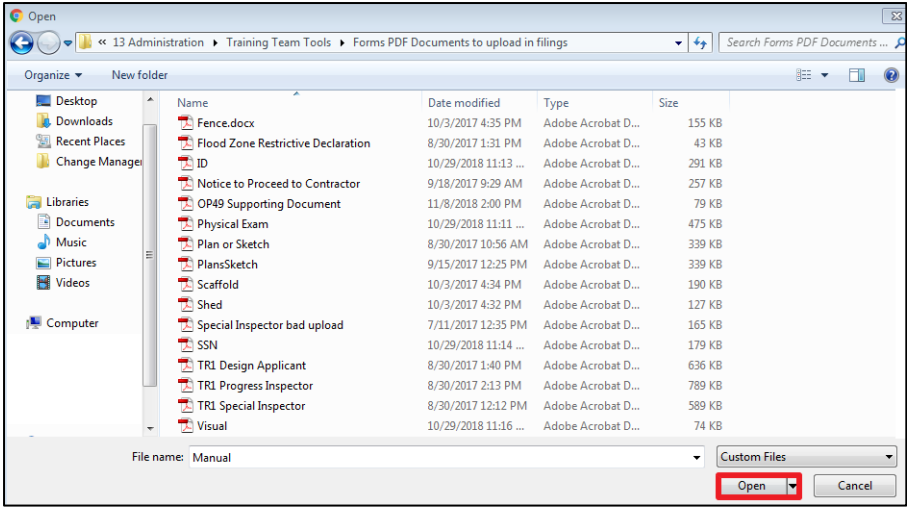
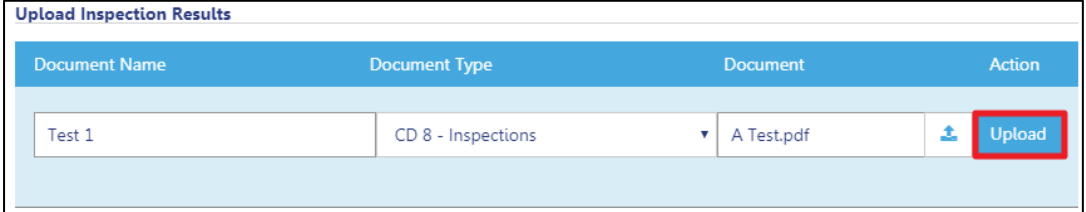
# Dedicated Pile Driver Crane CN: Provide Inspection Results

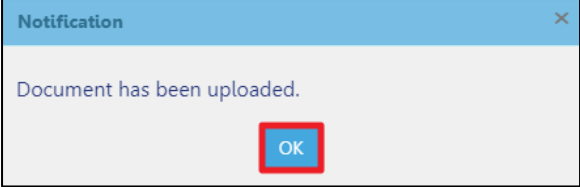
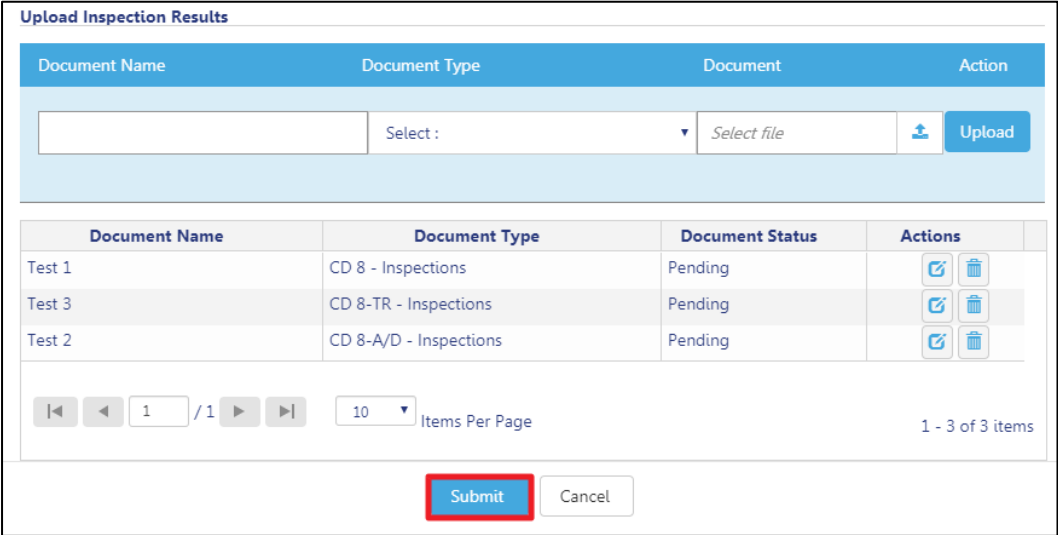
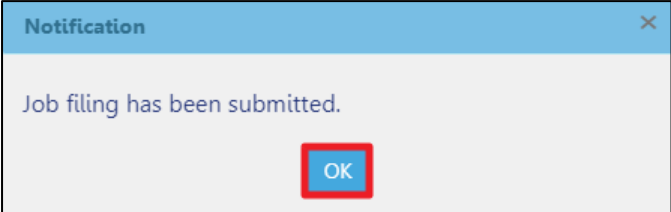
Complete the following steps to upload the Inspections Results:

Step	Action
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p> 
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Upload Inspection Results.</b></p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Dedicated Pile Driver</b>).</p> 



Step	Action
3.	<p><b>A Confirm pop-up window displays with the message:</b></p> <p><b>Confirm you want to upload inspection results for CN00033920.</b></p> <p><b>Click Yes to proceed.</b></p> 
<b>Note:</b>	<p>The page refreshes and displays the <b>Inspection Documents/Results</b> pop-up window.</p> <ol style="list-style-type: none"> <li>Filing Information</li> <li>Upload Inspection Results</li> </ol> 

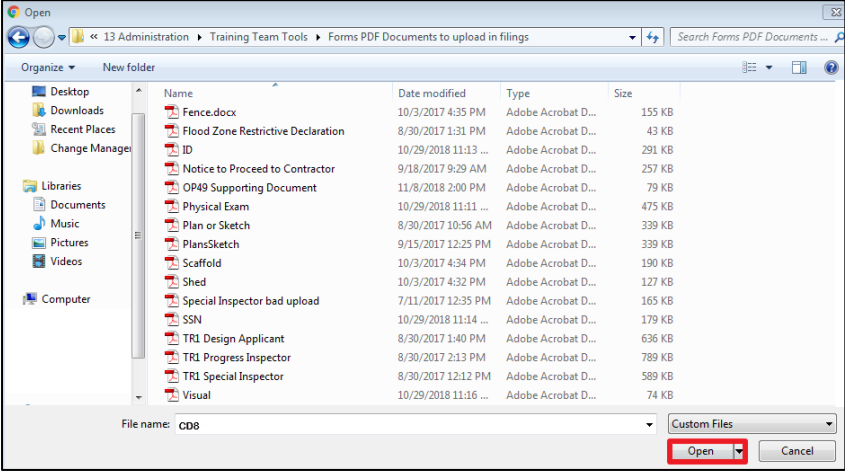

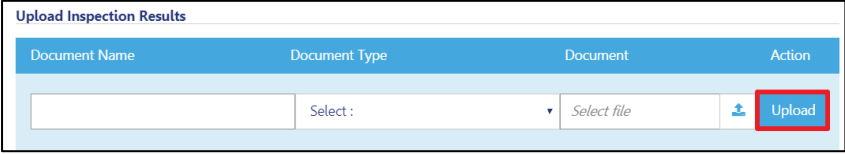
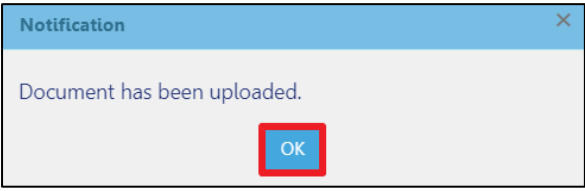
Step	Action
4.	<p><b>The Upload Document pop-up window displays.</b></p> <ol style="list-style-type: none"> <li>Document Name</li> <li>Select the <b>Document Type</b> from the Document Type drop-down list.</li> <li>Click the upload (  ) icon to search the document.</li> </ol> 
5.	<p><b>The Document pop-up window displays.</b></p> <p><b>Select the Document and click Open.</b></p> 
6.	<p><b>Click Upload.</b></p> 

Step	Action
7.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Document has been uploaded.</b>  <b>Click OK to continue.</b></p> 
8.	<p><b>Click Submit.</b></p> 
9.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Job filing has been submitted.</b>  <b>Click OK to continue.</b></p> 
<p><b>You have begun the process to Upload Inspection Results.</b>  <b>Continue to the next section.</b></p>	

## Upload Inspection Results

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


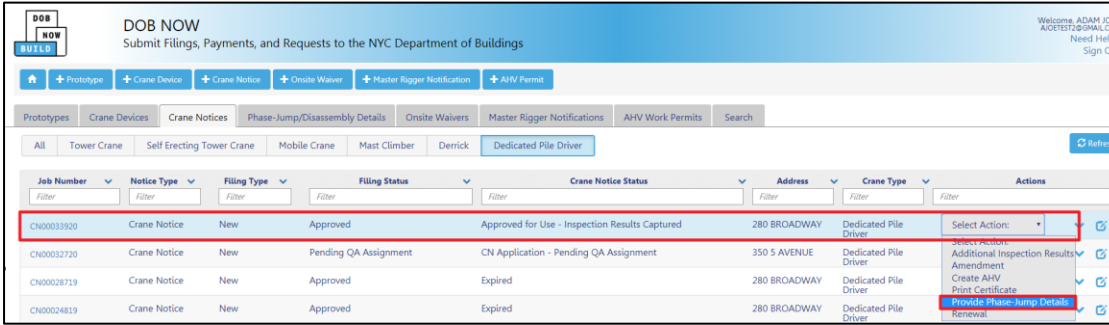
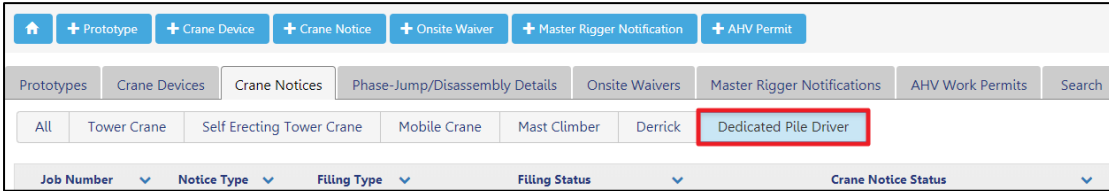
Step	Action
<b>Note:</b>	<p><b>1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted:</b></p> <ol style="list-style-type: none"> <li>1. CD8</li> <li>2. CD8-TR (if applicable)</li> <li>3. CD 8 A/D (if applicable)</li> </ol>
1.	<p><b>Select the applicable radio button for Is CD8-TR is applicable for current phase?</b></p>
2.	<p>In the Upload Inspection Results section:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the Document Name.</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>
3.	<p><b>Click Upload icon (  ) to upload the Document Type selected.</b></p>

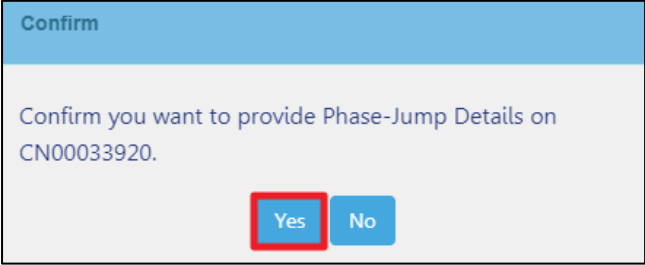
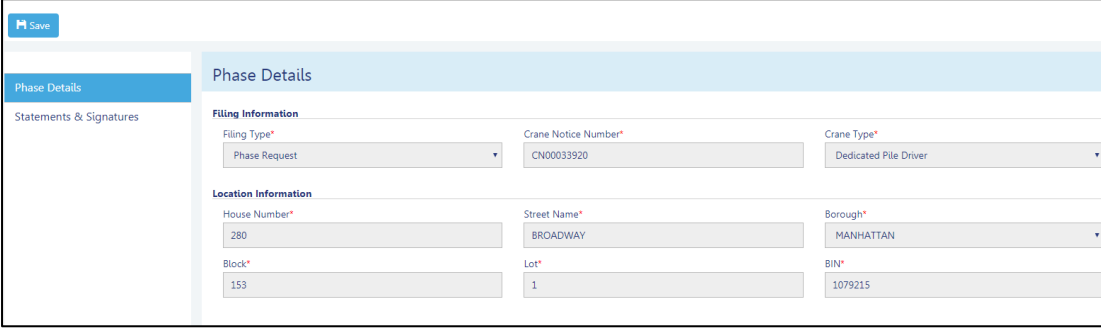
Step	Action
4.	<p><b><i>The Document pop-up window displays.</i></b></p> <p><b><i>Select the Document and click Open.</i></b></p> 
5.	<p><b><i>The Document displays next to the upload icon (  ).</i></b></p> <p><b><i>Click Upload.</i></b></p> 
6.	<p><b><i>A Notification pop-up window displays with the message:</i></b></p> <p><b><i>Document has been uploaded.</i></b></p> <p><b><i>Click OK to continue.</i></b></p> 

Step	Action
<b>Note:</b>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.</p> <p>Click the trash can (  ) icon to delete the Document.</p>
7.	<p><b>Click Submit.</b></p>
8.	<p><b>A Confirm pop-up window displays with the message:</b></p> <p><b>Please confirm if you are done with the current step and are ready to proceed to the next step.</b></p> <p><b>Click Yes to proceed.</b></p>
9.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing submitted successfully. Information forwarded to DOB.</b></p> <p><b>Click OK to proceed.</b></p>
<p><b>You have completed the Upload Inspection Results Step-by-Step Guide.</b></p> <p><b>Continue to the next section.</b></p>	

# Dedicated Pile Driver Crane CN: Provide Phase-Jump Details

Complete the following steps to provide the Crane Phase-Jump Details:

Step	Action
<b>APPLICANT OF RECORD</b>	
<b>Note:</b>	<b><i>This section is only applicable if there is more than 1 Phase specified.</i></b>
1.	<p><b><i>From the Dashboard, select the Crane Notices tab.</i></b></p> 
2.	<p><b><i>Locate the Crane Notice application.</i></b></p> <p><b><i>Under the Actions column, select Provide Phase-Jump Details.</i></b></p> 
<b>Note:</b>	<p><b><i>To filter the Crane Notices by Crane Type select the respective tab (e.g., Dedicated Pile Driver).</i></b></p> 

Step	Action
3.	<p><b>A Confirm pop-up window displays with the message:</b></p> <p><b>Please confirm if you would like to proceed with providing Phase/Jump details on CN00033920</b></p> <p><b>Click Yes to proceed.</b></p> 
<b>Note:</b>	<p><b>The page refreshes and displays the Phase &amp; Jump Details Page.</b></p> 
	<p><b>You have begun the process to Provide Phase-Jump Details.</b></p> <p><b>Continue to the Phase-Jump Details section.</b></p>

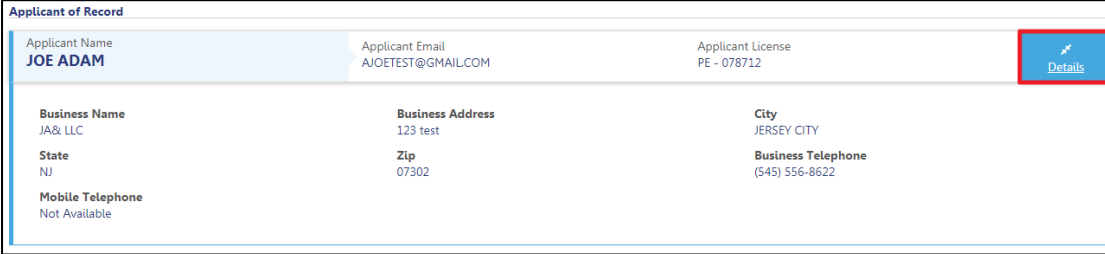

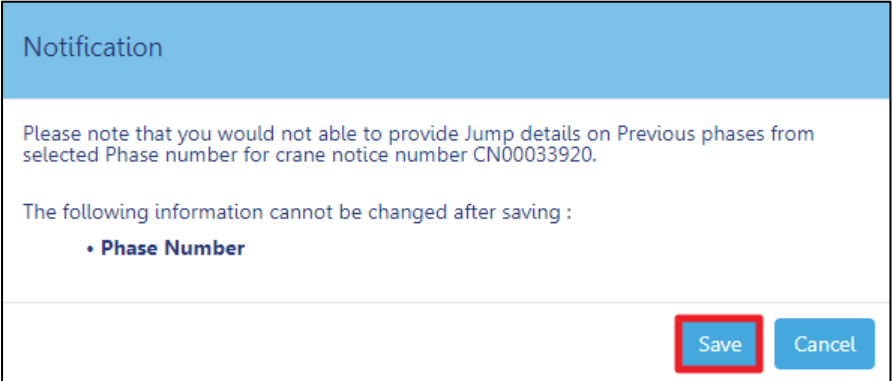


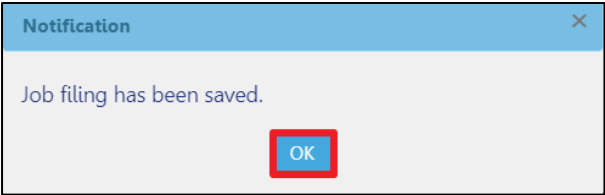
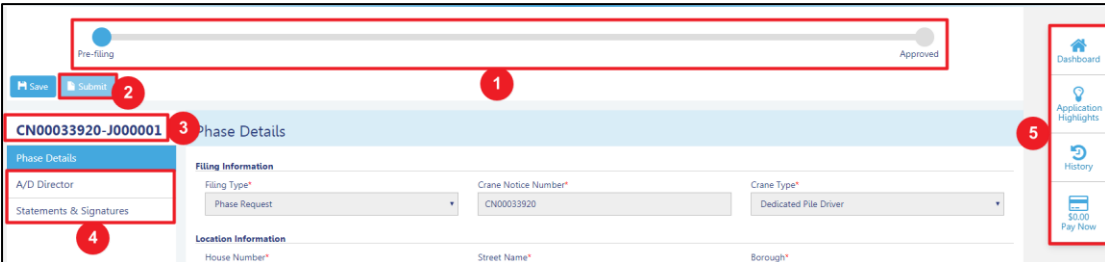
## Complete Phase Details

Complete the following steps to provide the Phase Details to support the application:

Step	Action
<b>Note:</b>	<b>The Filing Information and Location Information sections are greyed-out and cannot be edited.</b>
1.	<p><b>The Filing Information fields: Filing Type, Crane Notice Type, and Crane Type are greyed-out and cannot be edited.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Phase Details</p> <p><b>Filing Information</b></p> <p>Filing Type* <input type="text" value="Phase Request"/> Crane Notice Number* <input type="text" value="CN00033920"/> Crane Type* <input type="text" value="Dedicated Pile Driver"/></p> </div>
2.	<p><b>The Location Information fields: House Number, Street Name, Borough, Block, Lot, and BIN are greyed-out and Read-Only.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Location Information</b></p> <p>House Number* <input type="text" value="280"/> Street Name* <input type="text" value="BROADWAY"/> Borough* <input type="text" value="MANHATTAN"/></p> <p>Block* <input type="text" value="153"/> Lot* <input type="text" value="1"/> BIN* <input type="text" value="1079215"/></p> </div>
3.	<p><b>Complete the following Phase Information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter the Phase Number</li> <li><input type="checkbox"/> Enter the Boom</li> <li><input type="checkbox"/> Enter the Other Attachments</li> <li><input type="checkbox"/> Select the applicable radio-button for <b>After Hours Variance Required?</b></li> <li><input type="checkbox"/> Select the applicable radio-button for <b>Is assembly/disassembly required after the Initial Phase?</b></li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p><b>Phase Information</b></p> <p>Phase Number* <input type="text"/> Boom* <input type="text"/> Feet Other Attachments* <input type="text"/> Feet</p> <p>Total <input type="text"/> Feet</p> <p>After Hours Variance Required?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is assembly/disassembly required for this phase?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>

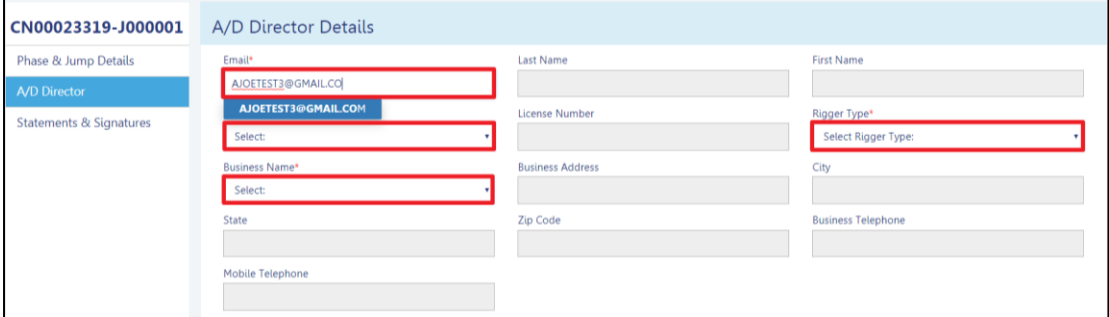
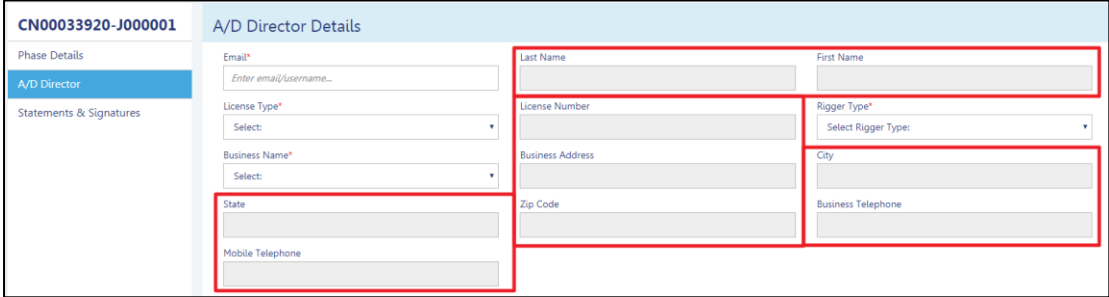
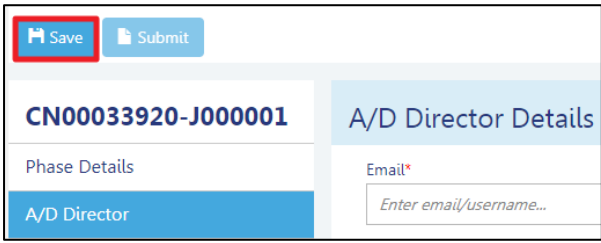
Step	Action
<b>Note:</b>	<p>The Total will auto-populate when the Boom data and Other Attachments data are entered.</p> <div data-bbox="326 390 1427 596"> <p><b>Phase Information</b></p> <p>Phase Number* <input type="text" value="2"/> Boom* <input type="text" value="1000"/> Feet Other Attachments* <input type="text" value="1000"/> Feet</p> <p>Total <input type="text" value="2000.00"/> Feet</p> <p>After Hours Variance Required?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is assembly/disassembly required for this phase?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>
4.	<p><b>If Yes is selected for “Is assembly/disassembly required after the Initial Phase?” the field “Is Final Disassembly?” displays.</b></p> <div data-bbox="326 751 1427 991"> <p>After Hours Variance Required?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is assembly/disassembly required after the Initial Phase?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is Final Disassembly?* <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Applicant Of Record</b></p> <p>Applicant Name: <b>JOE ADAM</b> Applicant Email: AJOETEST@GMAIL.COM Applicant License: PE - 078712 <a href="#">Details</a></p> </div>
<b>Note:</b>	<p><b>If the Phase is Final Disassembly, Inspection Results is not required to be captured. To provide the Notification for Final Disassembly, select Yes.</b></p> <div data-bbox="326 1129 1261 1381"> <p><b>Phase and Jump Information</b></p> <p>Phase Number* <input type="text" value="3"/> Initial Height* <input type="text" value="600"/> Feet</p> <p>After Hours Variance Required?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is assembly/disassembly required after the Initial Phase?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is Final Disassembly?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>
<b>Note:</b>	<p><b>If Yes is selected for Is assembly/disassembly required after the Initial Phase?, an additional field will appear. Select the applicable radio-button.</b></p> <div data-bbox="326 1608 1386 1839"> <p><b>Phase Information</b></p> <p>Phase Number* <input type="text" value="2"/> Boom* <input type="text" value="1000"/> Feet Other Attachments* <input type="text" value="1000"/> Feet</p> <p>Total <input type="text" value="2000.00"/> Feet</p> <p>After Hours Variance Required?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is assembly/disassembly required for this phase?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is Final Disassembly?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>

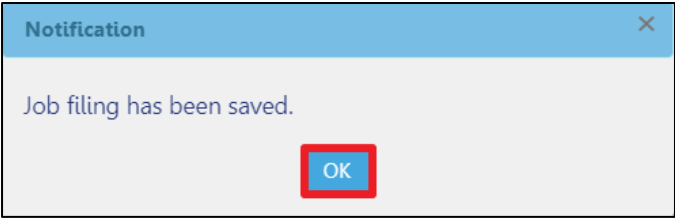
Step	Action												
5.	<p><b><i>The Applicant of Record displays at the bottom of the Phase Details page.</i></b>  <b><i>If applicable, click Details to view the Applicant of Record information.</i></b></p>  <p>The screenshot shows the 'Applicant of Record' section with the following details:</p> <table border="1"> <tr> <td>Applicant Name <b>JOE ADAM</b></td> <td>Applicant Email AJOETEST@GMAIL.COM</td> <td>Applicant License PE - 078712</td> </tr> <tr> <td>Business Name JA&amp; LLC</td> <td>Business Address 123 test</td> <td>City JERSEY CITY</td> </tr> <tr> <td>State NJ</td> <td>Zip 07302</td> <td>Business Telephone (545) 556-8622</td> </tr> <tr> <td>Mobile Telephone Not Available</td> <td></td> <td></td> </tr> </table> <p>A red box highlights the 'Details' button in the top right corner of the Applicant of Record section.</p>	Applicant Name <b>JOE ADAM</b>	Applicant Email AJOETEST@GMAIL.COM	Applicant License PE - 078712	Business Name JA& LLC	Business Address 123 test	City JERSEY CITY	State NJ	Zip 07302	Business Telephone (545) 556-8622	Mobile Telephone Not Available		
Applicant Name <b>JOE ADAM</b>	Applicant Email AJOETEST@GMAIL.COM	Applicant License PE - 078712											
Business Name JA& LLC	Business Address 123 test	City JERSEY CITY											
State NJ	Zip 07302	Business Telephone (545) 556-8622											
Mobile Telephone Not Available													
6.	<p><b><i>At the top-left of the screen, click Save.</i></b></p>  <p>The screenshot shows the 'Phase Details' page. A red box highlights the 'Save' button in the top-left corner. The page content includes 'Phase Details', 'Statements &amp; Signatures', and 'Filing Information' with a 'Phase Request' button.</p>												
7.	<p><b><i>A Notification pop-up window displays with the message:</i></b>  <b><i>Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00033920.</i></b>  <b><i>The following information cannot be changed after saving:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Phase Number</i></b></li> </ul> <p><b><i>Click Save to continue.</i></b></p>  <p>The screenshot shows a 'Notification' pop-up window with the following text:</p> <p>Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00033920.</p> <p>The following information cannot be changed after saving :</p> <ul style="list-style-type: none"> <li>• <b>Phase Number</b></li> </ul> <p>At the bottom right, there are 'Save' and 'Cancel' buttons. A red box highlights the 'Save' button.</p>												

Step	Action
8.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>OK to continue.</b></p> 
<b>Note:</b>	<p><b>The page refreshes and displays the additional items:</b></p> <hr/> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Submit</li> <li>3. CN Filing &amp; Jump Number</li> <li>4. <b>Additional Tabs:</b> A/D Director and Statements &amp; Signatures</li> <li>5. <b>Application Information:</b> Application Highlights, History and Fee</li> </ol> <hr/> 
	<p><b>You have completed the Phase Details tab.</b></p> <p><b>Continue to the next section.</b></p>

## Complete A/D Director Details

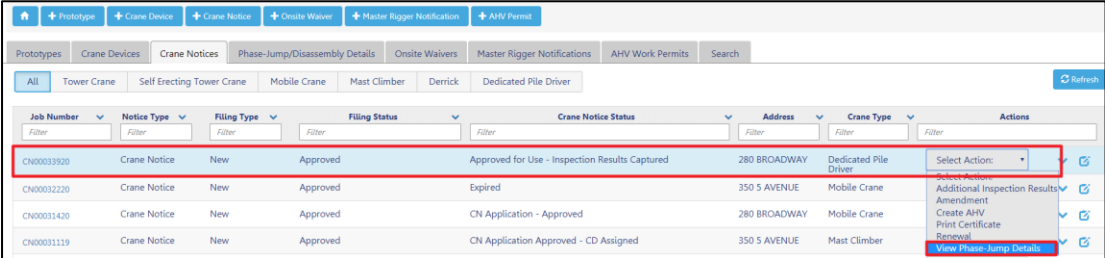
Complete the following steps to add the **A/D Director** to support the application:

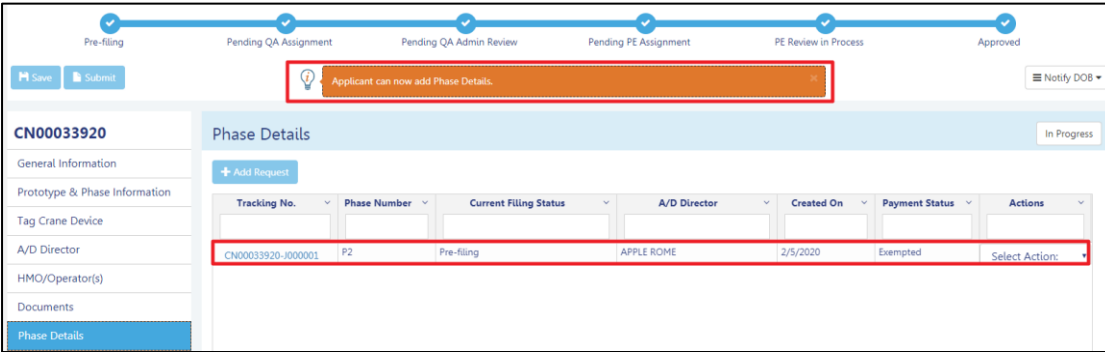
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p><b>Within the A/D Director Details tab, enter the A/D Director information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Email</b> and then select the Email Address from the blue-drop down</li> <li><input type="checkbox"/> Select the <b>License Type</b> (e.g., <b>Preparer</b>) from the License Type drop-down list</li> <li><input type="checkbox"/> Select the <b>Rigger Type</b> (e.g., <b>Master Rigger</b>) from the Rigger Type drop-down list</li> <li><input type="checkbox"/> Select the <b>Business Name</b> from the Business Name drop-down list</li> </ul> 
<b>Note:</b>	<p><b>The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone are greyed-out and cannot be edited.</b></p> 
2.	<p><b>At the top-left of the screen, click Save.</b></p> 

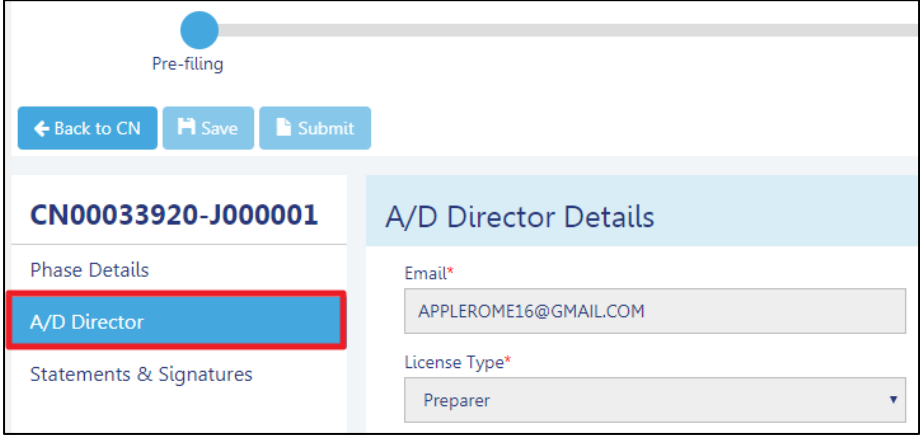
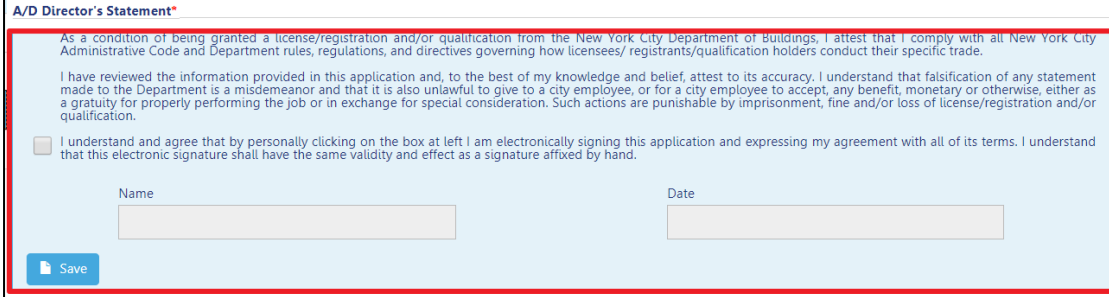
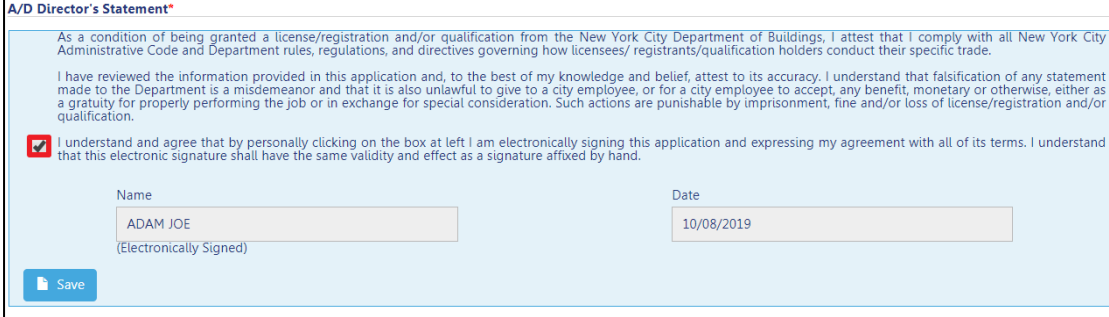
Step	Action
3.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> 

**A/D DIRECTOR**

**Note:** *The A/D Director must attest before the Equipment User.*

1.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select View Phase-Jump Details.</b></p> 
----	--

2.	<p><b>The page refreshes and displays the Crane Notice application with the notification “Applicant can now add Phase Details.”</b></p> <p><b>Double-click the Phase to display the Phase Details.</b></p> 
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Step	Action
3.	<p><b>The Phase -Jump Details display.</b>  <b>Select the A/D Director tab.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
4.	<p><b>Click the A/D Director's Statement checkbox to electronically attest.</b>  <b>The Name and Date field's auto-populate by the system.</b></p> 

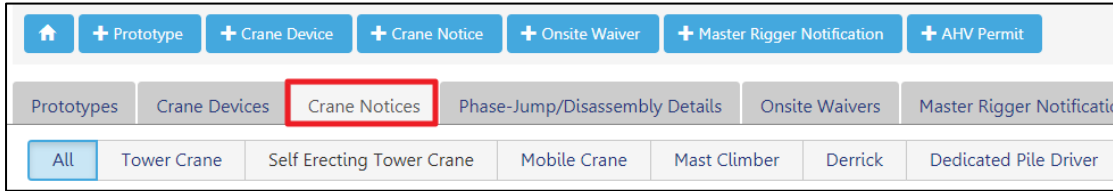
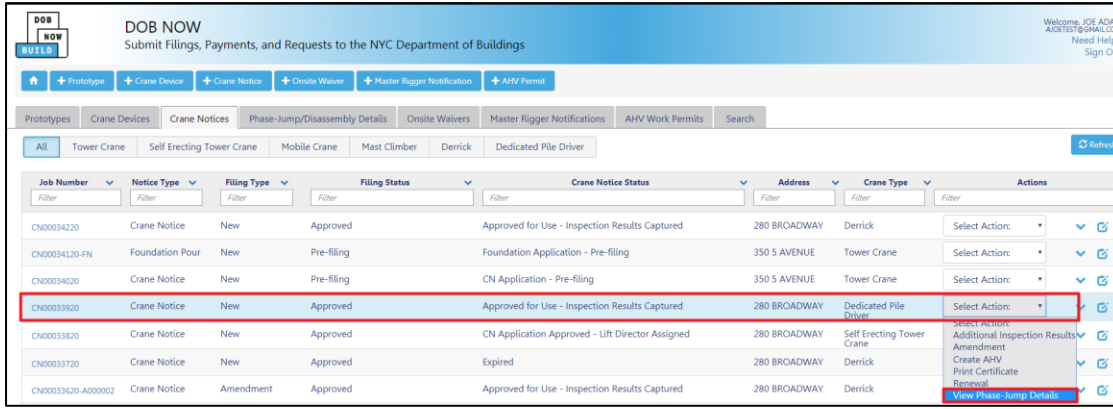
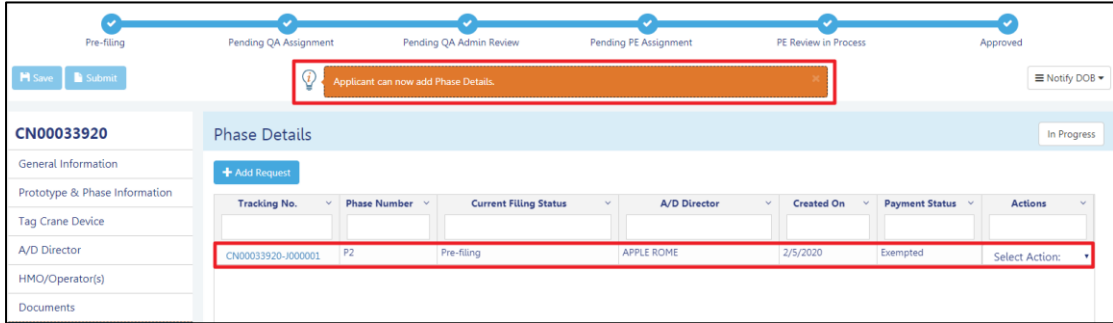
Step	Action
5.	<p><b><i>Below the Name and Date fields, click Save.</i></b></p> <div data-bbox="326 323 1427 638"> <p><b>A/D Director's Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: <input type="text" value="ADAM JOE"/> (Electronically Signed)      Date: <input type="text" value="10/08/2019"/></p> <p><input type="button" value="Save"/></p> </div>

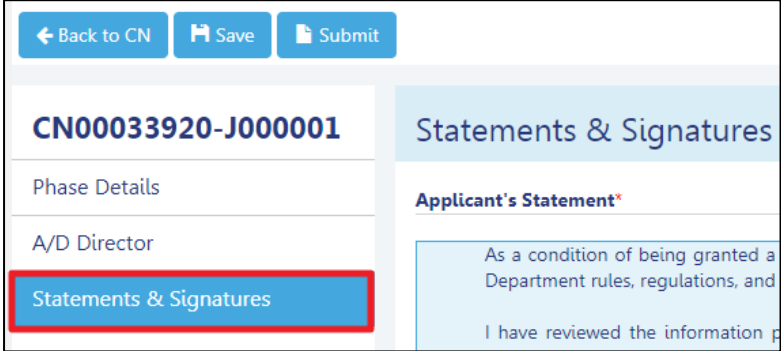
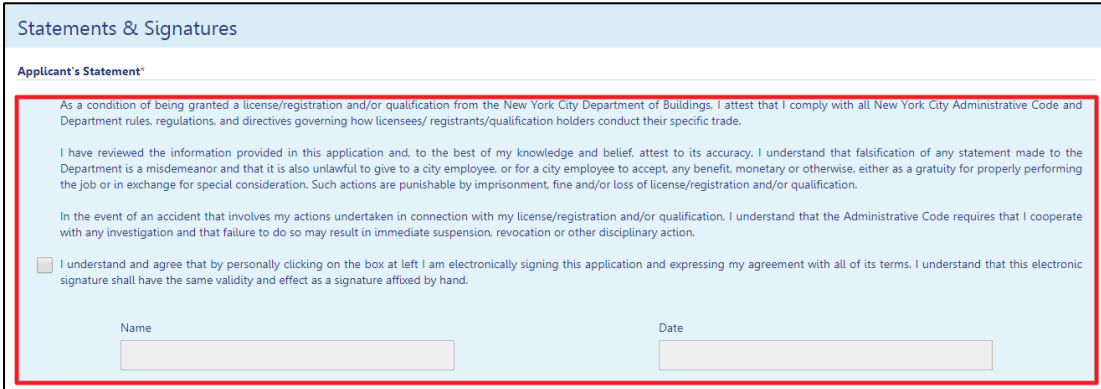
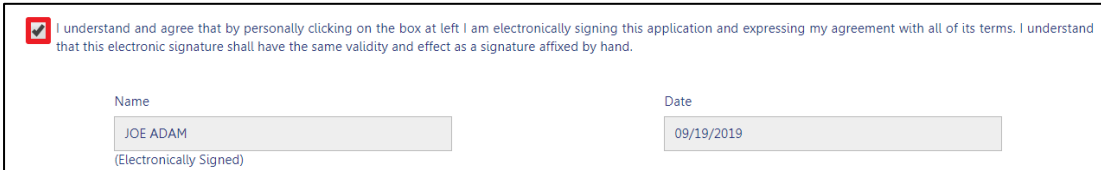
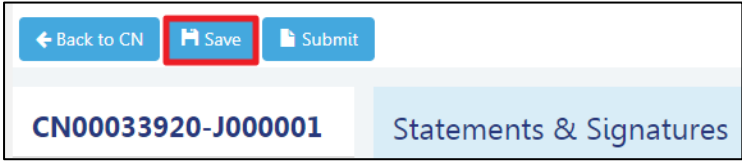


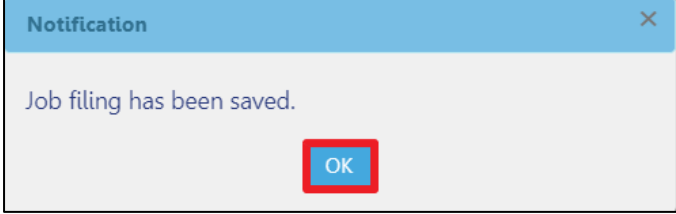
Step	Action
7.	<p><b>Click the Equipment User’s Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field’s auto-populate by the system.</b></p> <div data-bbox="326 373 1414 625" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User’s Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: <input type="text" value="ADAM JOE2"/> Date: <input type="text" value="10/08/2019"/></p> <p><small>(Electronically Signed)</small></p> </div>
8.	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="326 709 1089 894" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="← Back to CN"/> <input checked="" type="button" value="Save"/> <input type="button" value="Submit"/> </p> <p> <input type="text" value="CN00033920-J000001"/> <input type="button" value="A/D Director Details"/> </p> </div>
9.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="326 1079 997 1293" style="border: 1px solid black; padding: 5px;"> <p><b>Notification</b> <span style="float: right;">×</span></p> <p>Job filing has been saved.</p> <p style="text-align: center;"><input checked="" type="button" value="OK"/></p> </div>
<p><b>You have completed the Assign A/D Director Tab Step-by-Step Guide.</b></p> <p><b>Continue to the next section.</b></p>	

## Complete Statements & Signatures

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

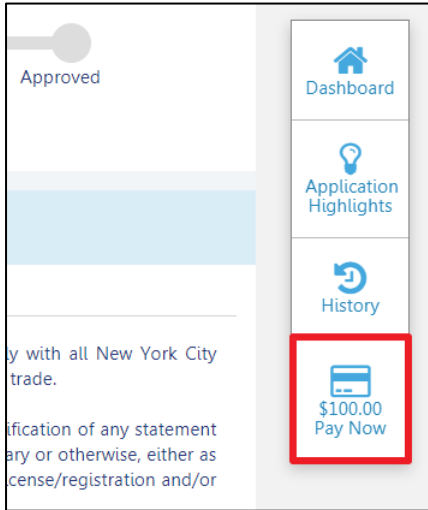
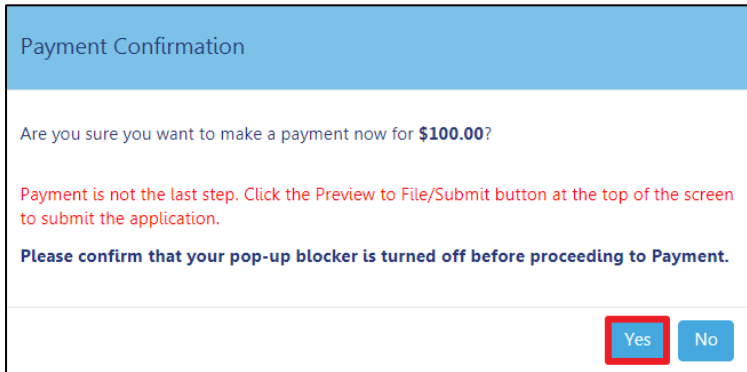
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p> 
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Provide Phase-Jump Details.</b></p> 
3.	<p><b>The page refreshes and displays the Crane Notice application with the notification “Applicant can now add Phase Details.”</b></p> <p><b>Double-click the Phase to display the Phase Details.</b></p> 

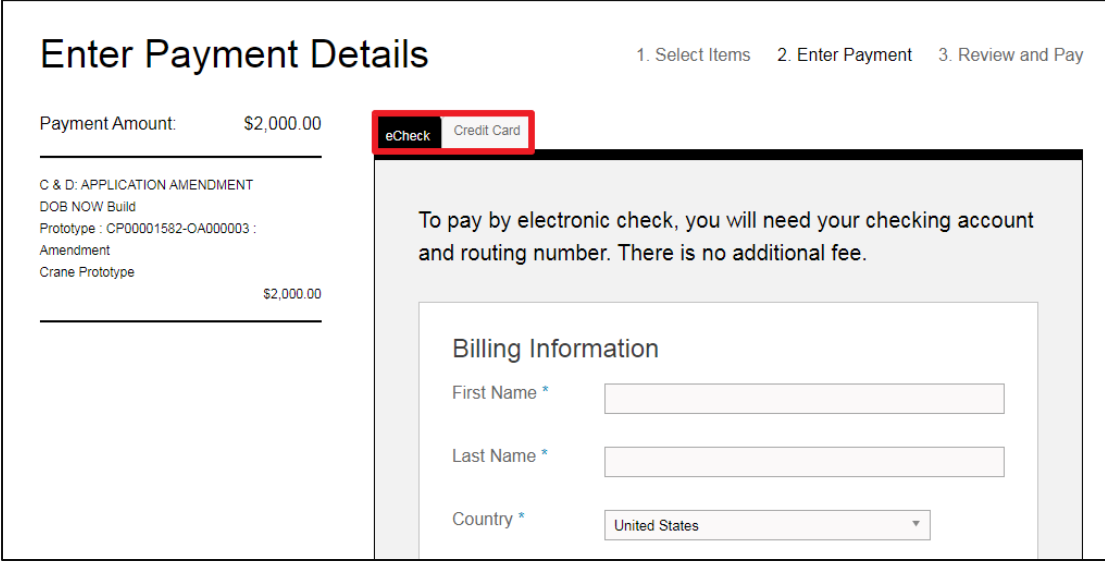
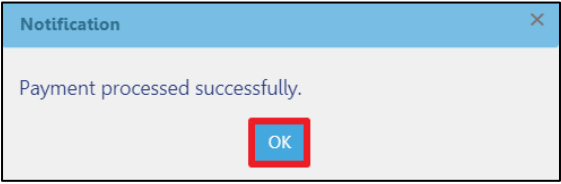
Step	Action
4.	<p><b>The Phase &amp; Jump Details display.</b>  <b>Select the Statement &amp; Signatures tab.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
5.	<p><b>Click the Applicant's Statement checkbox to electronically attest.</b>  <b>The Name and Date field's auto-populate by the system.</b></p> 
6.	<p><b>At the top-left of the screen, click Save.</b></p> 

Step	Action
7.	<p><b><i>A Notification pop-up window displays with the message:</i></b></p> <p><b><i>Job filing has been saved.</i></b></p> <p><b><i>Click OK to continue.</i></b></p> 
<p><b><i>You have completed the Crane Phase Details: Statements &amp; Signatures Tab Step-by-Step Guide. Continue to the next section.</i></b></p>	

## Pay Fees

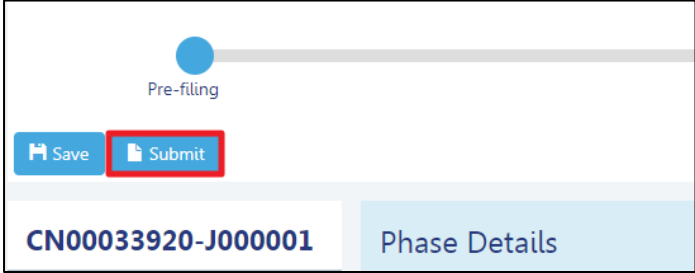
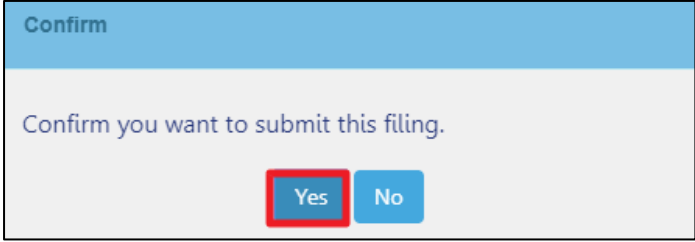
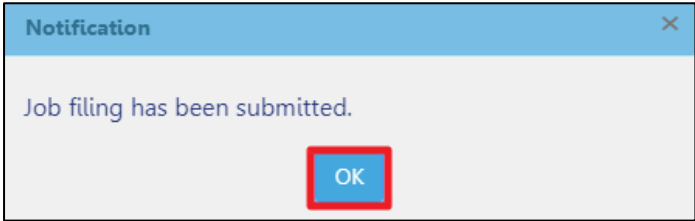
Complete the following steps to submit a payment application to the NYC Department of Buildings.


Step	Action
<b>Note:</b>	<b><i>The job filing’s fees must be paid before continuing to Preview to File.</i></b>
1.	<p><b><i>At the bottom-right of the screen, click Pay Now.</i></b></p>  <p>The screenshot shows a dashboard with a sidebar on the left containing 'Approved' and a main content area with 'Application Highlights' and 'History'. On the right, a vertical menu contains 'Dashboard', 'Application Highlights', 'History', and a 'Pay Now' button with a '\$100.00' icon, which is highlighted with a red rectangular box.</p>
2.	<p><b><i>The Payment Confirmation pop-up window displays with the message:</i></b>  <b><i>Are you sure you want to make a payment now for \$100.00?</i></b></p> <p><b><i>Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.</i></b></p> <p><b><i>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</i></b>  <b><i>Click Yes, to proceed.</i></b></p>  <p>The screenshot shows a 'Payment Confirmation' pop-up window. It contains the question 'Are you sure you want to make a payment now for \$100.00?' followed by instructions: 'Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.' and 'Please confirm that your pop-up blocker is turned off before proceeding to Payment.' At the bottom right, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>

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

## Submit Phase Details

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

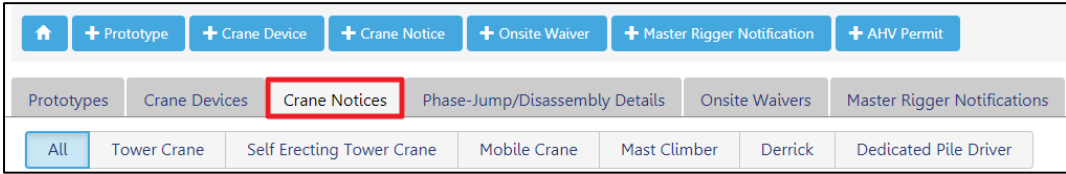
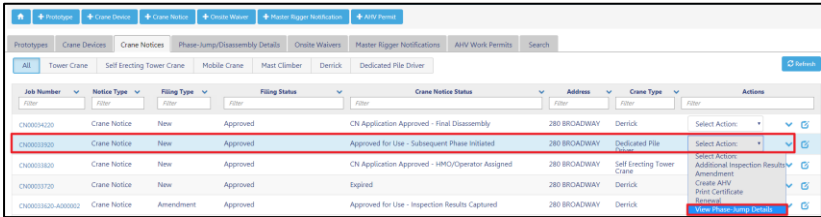
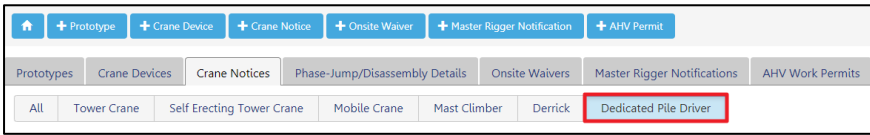
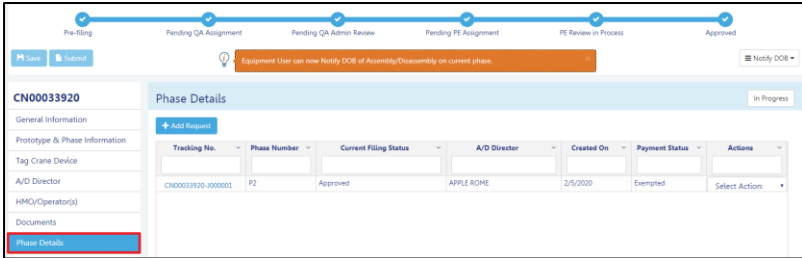
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p><b>At the top-left of the screen, click Submit.</b></p> 
2.	<p><b>A Confirm pop-up window displays with the message: Confirm you want to submit this filing. Click Yes to proceed.</b></p> 
3.	<p><b>A Notification pop-up window displays with the message: Job filing has been submitted. Click OK to proceed.</b></p> 

Step	Action
4.	<p><b><i>The Status Bar updates to Approved.</i></b></p> 
<p><b><i>You have completed the Submit Phase Details Step-by-Step Guide.</i></b></p> <p><b><i>Continue to the next section.</i></b></p>	



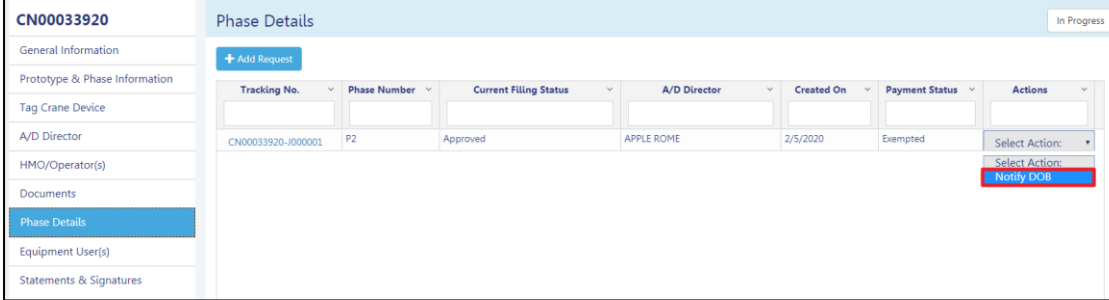
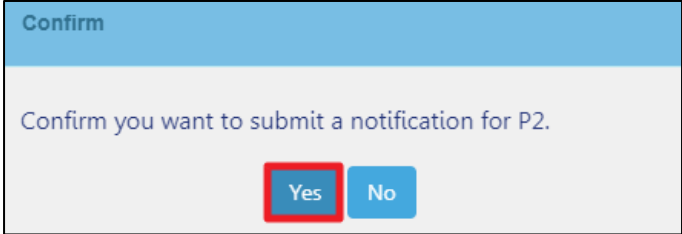
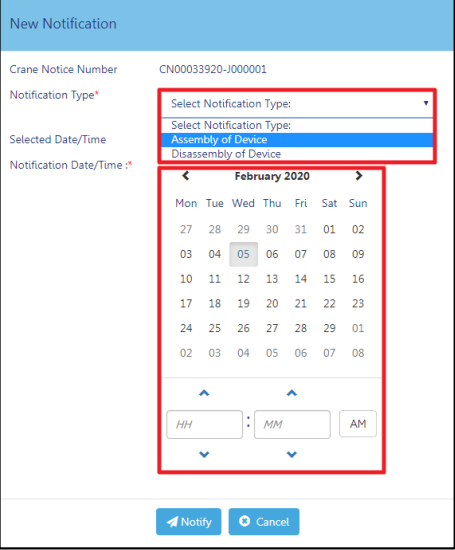
# Dedicated Pile Driver Crane CN: Notify DOB of Assembly/Disassembly/Final Disassembly

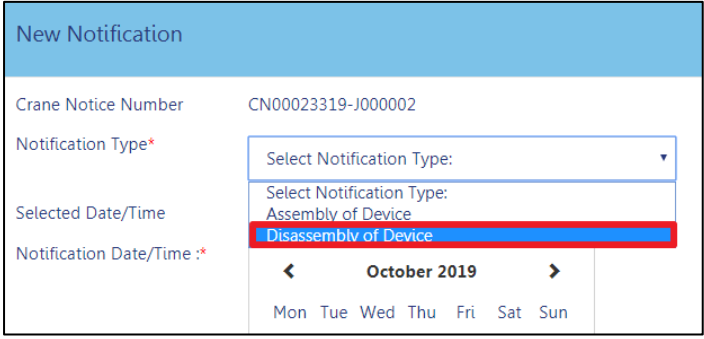
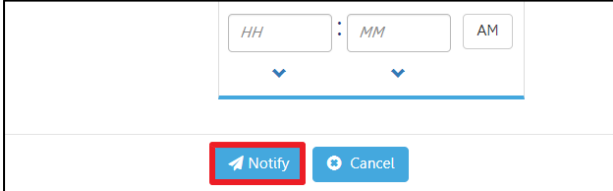
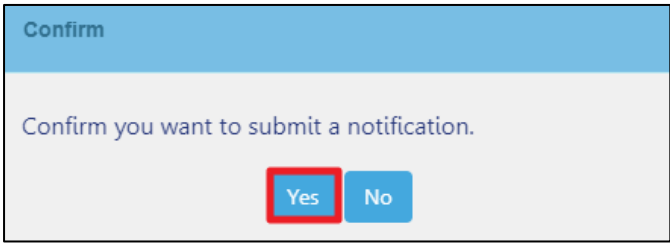
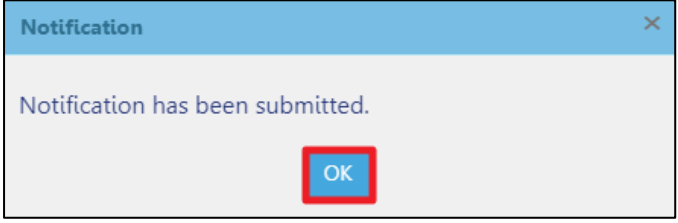
Complete the following steps to provide the Crane Phase Details:

Step	Action
<b>DEVICE OR EQUIPMENT USER</b>	
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p> 
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select View Phase-Jump Details.</b></p> 
<b>Note:</b>	<p><b>To filter the Crane Notices by Crane Type select the respective tab (e.g., Dedicated Pile Driver).</b></p> 
<b>Note:</b>	<p><b>The page refreshes and displays the Crane Notice Application: Phase Details tab.</b></p> 
<p><b>You have begun the process for Notifying DOB of Assembly/Disassembly. Continue to the Complete Notify Jump to DOB section.</b></p>	

## Complete Notify to DOB: Assembly of Device/Disassembly of Device/Final Disassembly

Complete the following steps to notify Assembly of Device or Disassembly of Device:


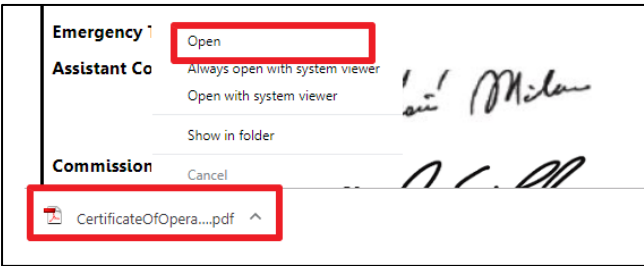
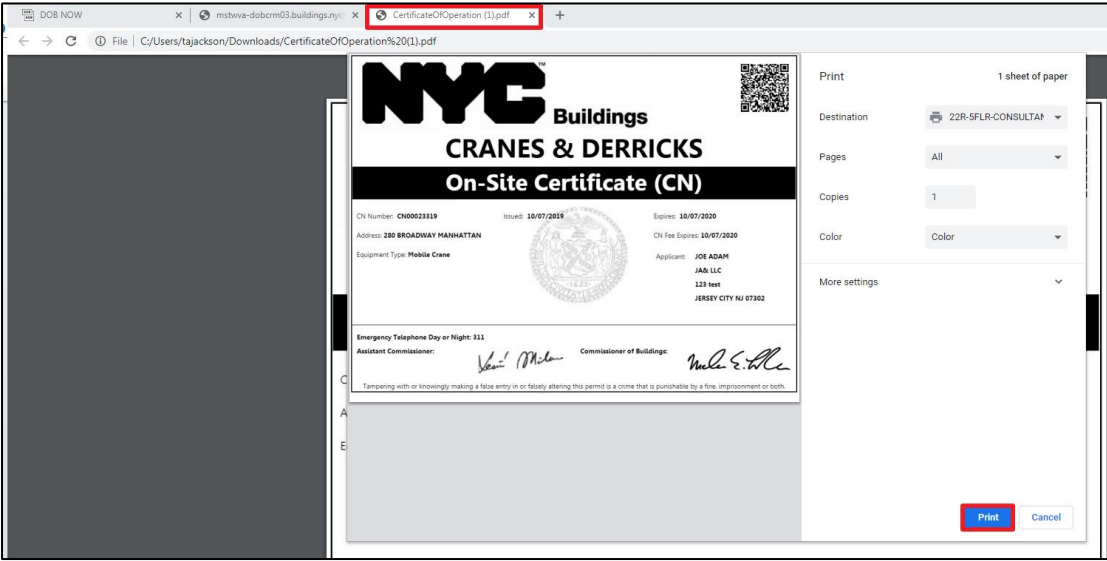
Step	Action
1.	<p><b>Locate the applicable phase and select Notify DOB from the Action column drop-down list.</b></p> 
2.	<p><b>A Confirm pop-up window displays with the message: Confirm you want to submit a notification for P2. Click Yes to proceed.</b></p> 
3.	<p><b>A New Notification pop-up window displays with the Crane Notice Number</b></p> <p><b>Complete the Notification:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the Notification Type (e.g., Assembly of Device)</li> <li><input type="checkbox"/> Select the Notification Date/Time</li> </ul> <p><b>The selected Date/Time displays above the calendar.</b></p> 

<p><b>Note:</b></p>	<p><b>For Disassembly of Device, select Disassembly of Device.</b></p> 
<p>4.</p>	<p>Below the calendar, click <b>Notify</b>.</p> 
<p>5.</p>	<p><b>A Confirm pop-up window displays with the message:</b>  <b>Confirm you want to submit a notification.</b>  <b>Click Yes to proceed.</b></p> 
<p>6.</p>	<p><b>A Notification pop-up window displays with the message:</b>  <b>Notification has been submitted.</b>  <b>Click OK to proceed.</b></p> 
<p><b>You have completed the Notify DOB – Assembly/Disassembly Step-by-Step Guide.</b>  <b>Continue to the next section.</b></p>	

# Print On-Site Certificate: From the Dashboard

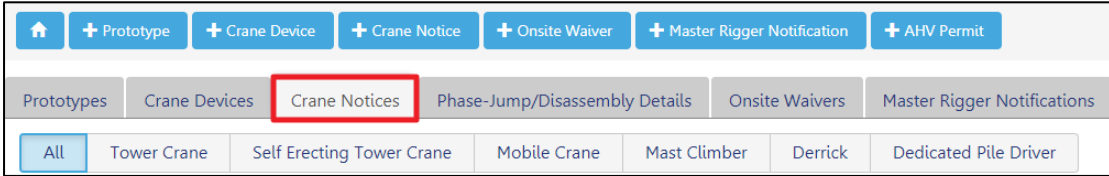
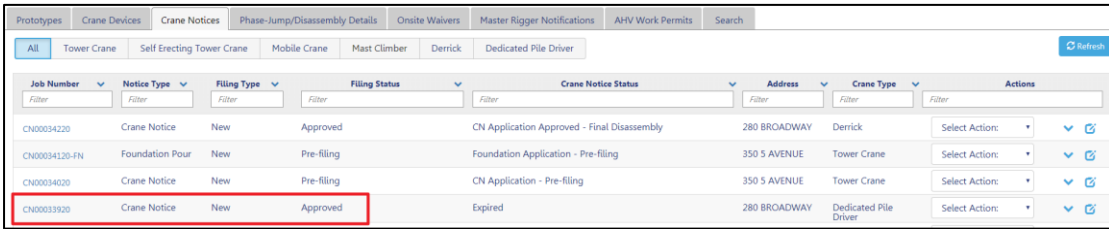
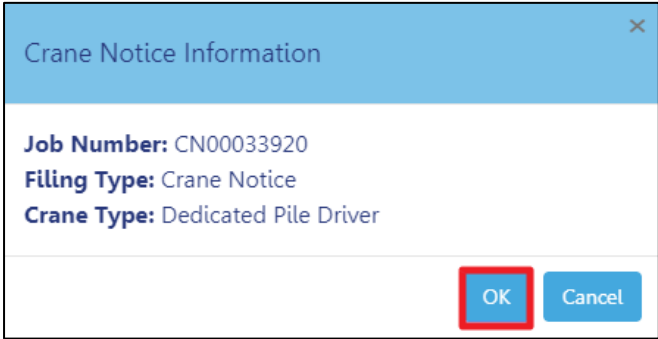
Complete the following steps to print the On-Site Certificate from the dashboard:

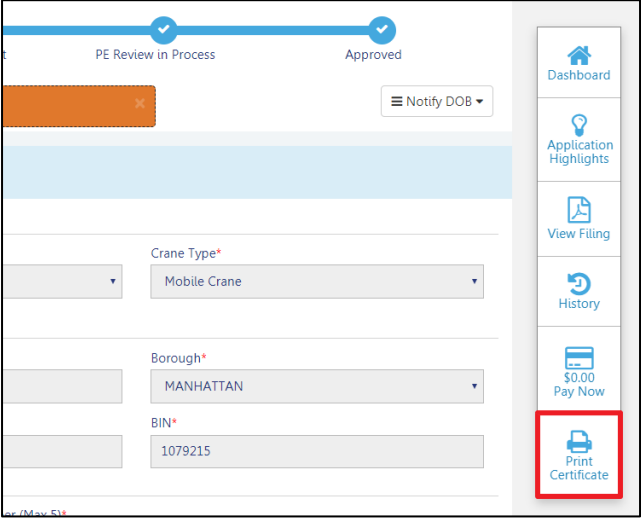
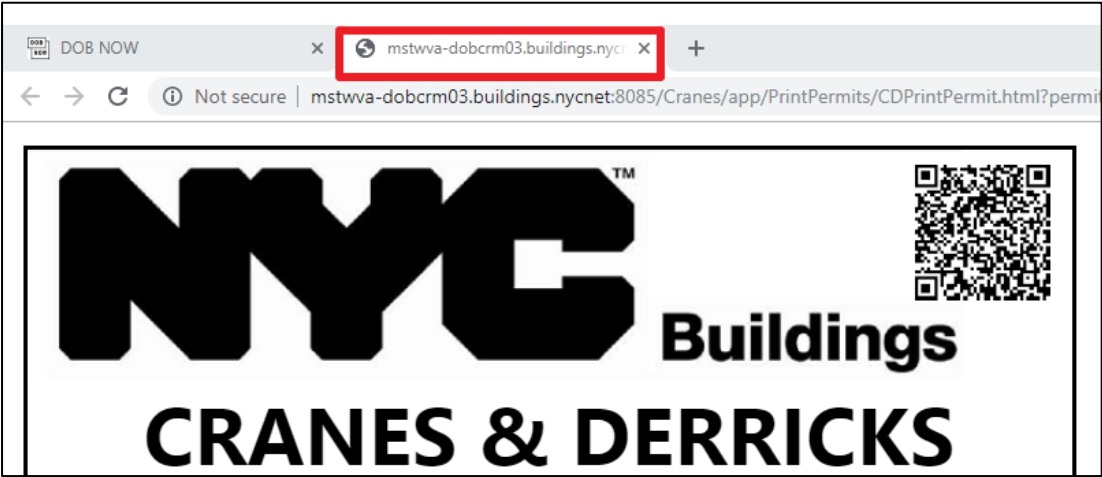
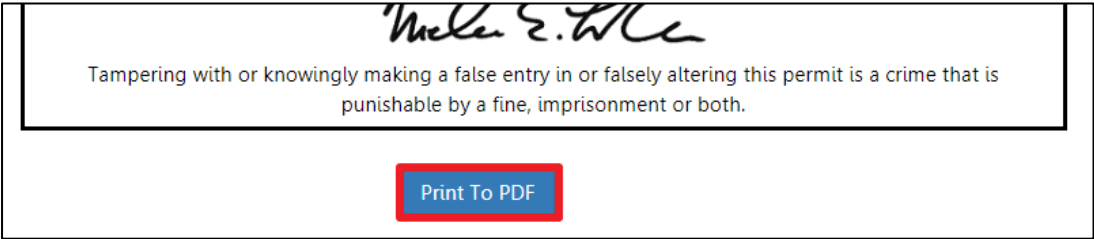
Step	Action
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p>
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column drop-down list, click the Print Certificate on the application.</b></p>
3.	<p><b>Ensure that your pop-up blocker is turned-off.</b></p> 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

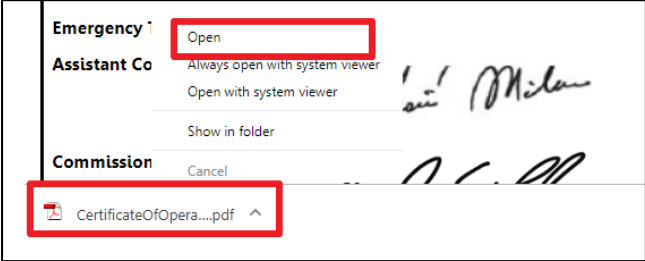

Step	Action
4.	<p><b>From the bottom of the page click Print to PDF.</b></p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print To PDF</p>
5.	<p><b>The internet browser downloads the certificate.</b></p> <p><b>Click the file arrow and select Open.</b></p>  <p>Emergency Assistant Co Commission</p> <p>Open</p> <p>Always open with system viewer</p> <p>Open with system viewer</p> <p>Show in folder</p> <p>Cancel</p> <p>CertificateOfOpera...pdf</p>
6.	<p><b>A third tab opens with the print options.</b></p> <p><b>Click Print.</b></p>  <p>DOB NOW</p> <p>mstwva-dobcm03.buildings.nyc.gov</p> <p>CertificateOfOperation (1).pdf</p> <p>File   C:/Users/tajackson/Downloads/CertificateOfOperation%20(1).pdf</p> <p><b>NYC Buildings</b></p> <p><b>CRANES &amp; DERRICKS</b></p> <p><b>On-Site Certificate (CN)</b></p> <p>CN Number: CN00023319 Issued: 10/07/2019 Expires: 10/07/2020</p> <p>Address: 280 BROADWAY MANHATTAN CN Fee Expires: 10/07/2020</p> <p>Equipment Type: Mobile Crane Applicant: JOE ADAM</p> <p>JAB LLC</p> <p>123 456</p> <p>JERSEY CITY NJ 07302</p> <p>Emergency Telephone Day or Night 311</p> <p>Assistant Commissioner: [Signature] Commissioner of Buildings: [Signature]</p> <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTA</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p>Print Cancel</p>
<p><b>You have completed the On-Site Certificate: From the Dashboard Step-by-Step Guide.</b></p>	

# Print On-Site Certificate: From within the Application

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

Step	Action
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p> 
2.	<p><b>Locate the Crane Device application.</b></p> <p><b>Double-click the application.</b></p> 
3.	<p><b>The Crane Notice Information pop-up window displays with the message:</b></p> <p><b>Job Number: CN00033920</b></p> <p><b>Filing Type: Crane Notice</b></p> <p><b>Crane Type: Dedicated Pile Driver</b></p> <p><b>Click OK to proceed.</b></p> 

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

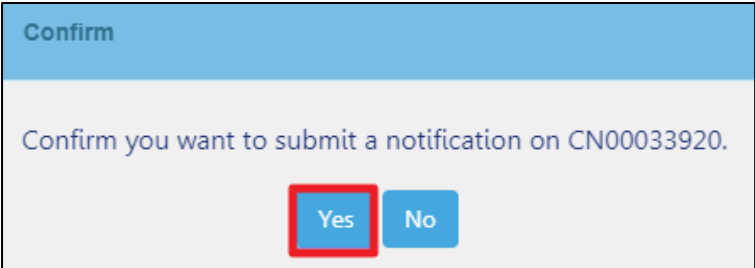
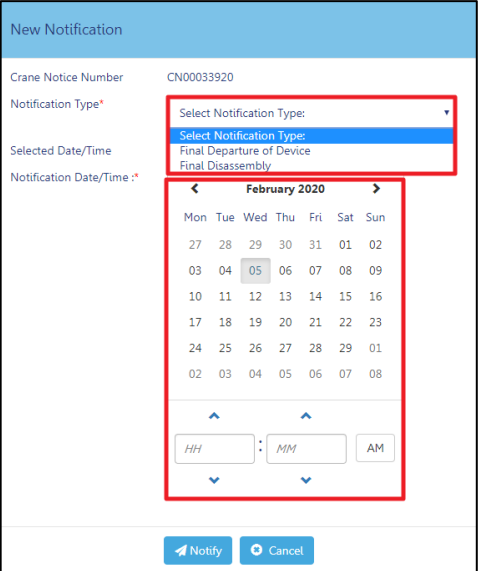
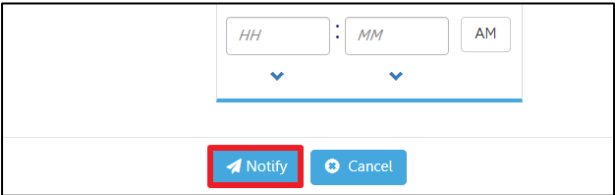
Step	Action
7.	<p><b>The internet browser downloads the certificate.</b></p> <p><b>Click the file arrow and select Open.</b></p> 
8.	<p><b>A third tab opens with the print options.</b></p> <p><b>Click Print.</b></p> 
<p><b>You have completed the On-Site Certificate: From within the Application Step-by-Step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

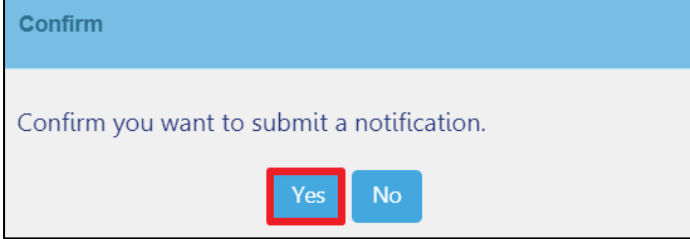
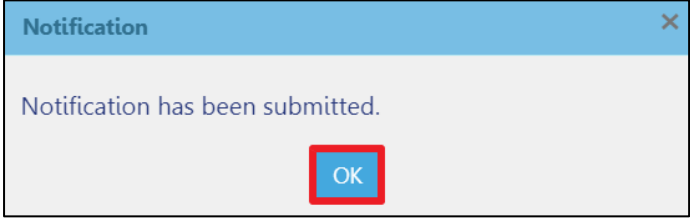


# Complete Notify to DOB: Final of Departure of Device

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

Step	Action																																								
<b>EQUIPMENT USER</b>																																									
1.	<p><b>From the Dashboard, select the Crane Notices tab.</b></p> <p>The screenshot shows a navigation bar with buttons for '+ Prototype', '+ Crane Device', '+ Crane Notice', '+ Onsite Waiver', '+ Master Rigger Notification', and '+ AHV Permit'. Below this is a row of tabs: 'Prototypes', 'Crane Devices', 'Crane Notices' (highlighted with a red box), 'Phase-Jump/Disassembly Details', 'Onsite Waivers', and 'Master Rigger Notifications'. At the bottom, there are filter tabs for 'All', 'Tower Crane', 'Self Erecting Tower Crane', 'Mobile Crane', 'Mast Climber', 'Derrick', and 'Dedicated Pile Driver'.</p>																																								
2.	<p><b>Locate the Crane Notice application.</b></p> <p><b>Under the Actions column, select Notify DOB.</b></p> <p>The screenshot shows a table of Crane Notice applications. The columns are Job Number, Notice Type, Filing Type, Filing Status, Crane Notice Status, Address, Crane Type, and Actions. The first row is highlighted with a red border. In the Actions column of this row, a dropdown menu is open, and the 'Notify DOB' option is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00033920</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>CN Application Approved - Arrival Notification Received</td> <td>280 BROADWAY</td> <td>Dedicated Pile Driver</td> <td>Select Action: Amendment Create AHV <b>Notify DOB</b> Print Certificate Renewal</td> </tr> <tr> <td>CN00032720</td> <td>Crane Notice</td> <td>New</td> <td>Pending QA Assignment</td> <td>CN Application - Pending QA Assignment</td> <td>350 S AVENUE</td> <td>Dedicated Pile Driver</td> <td></td> </tr> <tr> <td>CN00028719</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Dedicated Pile Driver</td> <td></td> </tr> <tr> <td>CN00024819</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Dedicated Pile Driver</td> <td></td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CN00033920	Crane Notice	New	Approved	CN Application Approved - Arrival Notification Received	280 BROADWAY	Dedicated Pile Driver	Select Action: Amendment Create AHV <b>Notify DOB</b> Print Certificate Renewal	CN00032720	Crane Notice	New	Pending QA Assignment	CN Application - Pending QA Assignment	350 S AVENUE	Dedicated Pile Driver		CN00028719	Crane Notice	New	Approved	Expired	280 BROADWAY	Dedicated Pile Driver		CN00024819	Crane Notice	New	Approved	Expired	280 BROADWAY	Dedicated Pile Driver	
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CN00028719	Crane Notice	New	Approved	Expired	280 BROADWAY	Dedicated Pile Driver																																			
CN00024819	Crane Notice	New	Approved	Expired	280 BROADWAY	Dedicated Pile Driver																																			
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Dedicated Pile Driver</b>).</p> <p>The screenshot shows the same navigation bar and tabs as in step 1. The 'Dedicated Pile Driver' filter tab is highlighted with a red box.</p>																																								

Step	Action
3.	<p><b>A Confirm pop-up window displays with the message (sample):</b>  <b>Confirm you want to submit a notification on CN00033920.</b>  <b>Click Yes to proceed.</b></p> 
4.	<p><b>A New Notification pop-up window displays with the Crane Notice Number</b></p> <p><b>Complete the Notification:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the Notification Type (e.g., Final Departure of Device)</li> <li><input type="checkbox"/> Select the Notification Date/Time</li> </ul> <p><b>The selected Date/Time displays above the calendar.</b></p> 
5.	<p><b>Below the calendar, click <b>Notify</b>.</b></p> 

Step	Action
6.	<p><b><i>A Confirm pop-up window displays with the message: Confirm you want to submit a notification. Click Yes to proceed.</i></b></p> 
7.	<p><b><i>A Notification pop-up window displays with the message: Notification has been submitted. Click OK to proceed.</i></b></p> 
<p><b><i>You have completed the Notify DOB – Final Departure of Device Step-by-Step Guide. Continue to the next section.</i></b></p>	