



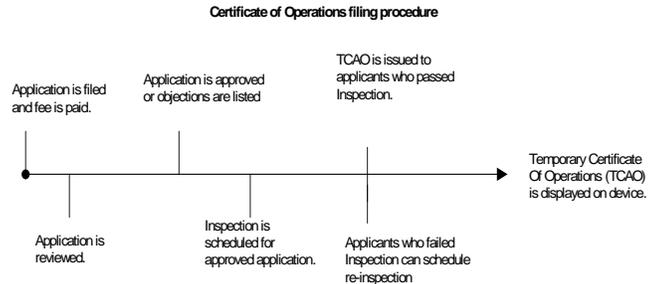
# Cranes and Derricks Temporary Certificate of Approval/Operations (TCAO)

## APPLICATION GUIDE

New York City Department of Buildings

### Cranes and Derricks Temporary Certificate of Approval/Operations (TCAO)

The Department of Buildings is providing this application guide to make the Cranes and Derricks TCAO application process easier for you. Cranes and derricks cannot be used in construction projects in New York City without a Temporary Certificate of Approval/Operation (TCAO) from the Cranes and Derricks unit of the Department of Buildings. Following application review and acceptance, the device is inspected. Upon signoff by the Chief Inspector, Buildings issues a TCAO for the device.



#### A. FILLING OUT THE APPLICATION FORM

For a truck crane with a maximum capacity of 3 tons and a telescopic, hydraulic or folding boom over 50 feet and not more than 135 feet long, fill out the [CD-3 form](#). For any other crane, derrick or work platform, fill out the [CD-2 form](#). Follow the instructions in Table 1 to fill in the form. Forms are available at the Cranes and Derricks unit at the Department of Buildings and on the agency's website, [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

Table 1. Instructions for filling out CD-2 and CD-3 by section

Section	CD-2	CD-3
1	Check application type and equipment type.	Check application type and Boom/Jib type.
2	Enter CD Number or leave blank if original application.	Enter CD Number or leave blank if original application.
3	Check the box for the person to whom all future paperwork, including copies of the approved Certificate and renewal notices, should be sent. Enter applicant and owner information. Names in Section 3 MUST match signatures in Section 7.	Check the box for the person to whom all future paperwork, including copies of the approved Certificate and renewal notices, should be sent. Enter applicant and owner information. Names in Section 3 MUST match signatures in Section 6.
4	Enter prototype number, manufacturer, model, model year and serial number. The manufacturer and model MUST match the information given in the prototype. Enter transmission, power, drums and work platform information.	Enter prototype number, manufacturer, model, model year and serial number. The manufacturer and model MUST match the information given in the prototype. Enter transmission, power, drums and carrier information.
5	Enter the maximum tower, boom and jib lengths. The lengths on the application must match the lengths presented at the annual inspection. The total length is the sum of the three sections (or two if the crane has no tower). Indicate whether each section is latticed or solid.	Enter the maximum boom and jib lengths. The lengths on the application must match the lengths presented at the annual inspection. The total length is the sum of the two sections.
6	Enter equipment dimensions for overall carrier, tower/mast Property, or enter the type of derrick.	Applicant and owner should sign and date Section 6. Signatures in Section 6 MUST match names in Section 3.
7	Applicant and owner should sign and date Section 7. Signatures in Section 7 MUST match names in Section 3.	

#### B. SUBMITTING YOUR APPLICATION

A complete application includes not only a completed [CD-2 or CD-3 form](#) but also several other documents. If the crane has one or more latticed sections, you must submit 2 copies of the Magnetic Particle Test report with any application (Original, Renewal or Change of Ownership). Table 2 lists the documents required for original, renewal and change of ownership applications.



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Table 2. Required forms for Cranes and Derricks Certificate of Operation applications by application type		
Original Application	Renewal Application	Change of Ownership Application
2 copies of the <a href="#">CD-2 or CD-3 form</a>	2 copies of the <a href="#">CD-2 or CD-3 form</a>	2 copies of the <a href="#">CD-2 or CD-3 form</a>
Application fee	Application fee	Application fee
2 copies of the Equipment Owner Identification form ( <a href="#">CD-11</a> )		2 copies of the Equipment Owner Identification form ( <a href="#">CD-11</a> )
2 copies of approved load charts		1 copy of the bill of sale

Note: Fees are based on the total length of your device – not just the boom length. A fee schedule may be found at [www.nyc.gov/html/dob/downloads/pdf/candd\\_fee\\_sch.pdf](http://www.nyc.gov/html/dob/downloads/pdf/candd_fee_sch.pdf).

You can download the [CD-11](#) form from the forms section of the agency’s website, [www.nyc.gov/buildings](http://www.nyc.gov/buildings), or pick up a form from the Cranes and Derricks office.

The application form(s) must be typewritten. Handwritten applications will be rejected. Please be sure to fill in the application form accurately. Applications with errors will be rejected and returned for correction. White-out, cross-outs and handwritten corrections will not be accepted.

Submit your application at least 30 days prior to beginning operations. Deliver your complete application via mail or overnight delivery, or in person to:

Cranes and Derricks  
Department of Buildings  
280 Broadway, 5th floor  
New York, NY 10007

### C. AFTER YOU APPLY

Applications are reviewed in the order that they are received. The director of the Cranes and Derricks division or a plan examiner will check your device’s load chart, configuration and Magnetic Particle Test result, if applicable. If your application has errors or omissions, the forms and fees will be returned. The Department of Buildings will highlight and note the items that require correction. You will need to re-submit the application fee and fill out new application forms; white-out, cross-outs and handwritten corrections will not be accepted. Revised applications are not processed before new applications.

If there are no errors or omissions in your application, the Department of Buildings will send you a letter confirming that all required forms and fees have been processed. You will then need to schedule an inspection with the chief inspector. Call (212) 566-4685/4696 between 9 AM and 12 PM Monday - Friday to schedule your inspection. If your device fails inspection, you must correct all of the inspector’s objections and schedule a re-inspection. You will not receive a TCAO until you receive a passing inspection report.

After your device passes inspection, the director of the Cranes and Derricks division or a plan examiner will compare your application with the inspection report. If the device described in the inspection report does not match the device described in the application, the chief inspector notifies the applicant or owner and requests either new paperwork or a new inspection. If the inspection report matches the paperwork, your application form is signed and stamped. The signed and stamped application form becomes your TCAO. After you receive it in the mail, you must place the TCAO in your device and keep it there at all times.

### D. REQUESTING AN EXTENSION

If your device is on a job site and cannot be dismantled for inspection when your TCAO expires, you are eligible for a TCAO extension for the duration of the work on your current job or three months, whichever period is shorter. To apply for an extension, submit documents required for Renewal Applications (listed in Table 2) with a letter requesting an extension. The letter MUST include the following information:

- The CD number and expiration date on the current TCAO
- The requested expiration date
- The current location of the device, and the contact name and number for this location

If objections are noted, the application will be returned for correction. If no objections are noted, the chief inspector will schedule an inspection with the contact person. An inspector from the Department of Buildings will perform a visual inspection. The visual inspection does not involve dismantling the crane.

The inspector will leave a copy of the inspection report with the device in the field. The inspection report is reviewed by the director or plan examiner. If the inspection report is acceptable, an extension of the current TCAO is granted. The extension is noted on the existing [CD-2 form](#), and an extended TCAO is issued.