

Cranes and Derricks: Certifications



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Introduction

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

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

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

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

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

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

Cranes and Derricks Certifications

DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload Mast Climber and CD-8/10E Certification documentation. The Cranes and Derricks Unit will review the submission and accept or reject the Certification.

Upload Mast Climber Certification Documentation

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

- Approved for Use
 - Approved for Installation
1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
 2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

Inspection Ready
Submit Inspection Requests and Certifications to NYC Department of Buildings

Accessibility Support | [Register for an Account](#) | [Login](#)

Home Buildings

Welcome to *Inspection Ready*
Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

Log in today to get started.

Login
User Name or E-mail:
Password:

 Remember me on this computer

3. From the Home Page, click **Access My Records**.

What would you like to do today?
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information Search Licensed Professionals/Licensees	Buildings Select an Online Service Search Records Access My Records
---	---

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

Records

Your Permit/Job/Device records are listed below.

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

Showing 1-10 of 11 | [Add to collection](#)

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

a. Option 1
< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search General Search ▾

Search for Records

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

Records

Your Permit/Job/Device records are listed below.

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

Showing 1-10 of 11 | [Add to collection](#)

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

< Prev 1 2 Next >

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

Record MAST123: [Add to collection](#)
Mast Climber

Work Location

Record Details

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:
 Thomas Crane
 11 NEw York Ave #500
 NEW YORK, NY, 10007
 United States
 Business Phone:212-555-5555
 Mobile Phone:212-555-5555
 General Contractor 123456789

[View Additional Licensed Professionals>>](#)

Actions

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

[Home](#) | [Buildings](#)

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

Select an Action

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

[Manage Delegates](#)

[Mast Climber Certification](#)

Continue Application »

8. Click **Upload Attachment**.

Mast Climber Certification

1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance

Step 1 : Step 1 > Upload Form
Upload Signed and Sealed MC5 form.

* indicates a required field.

Upload Signed and Sealed MC5 form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

Upload Attachment

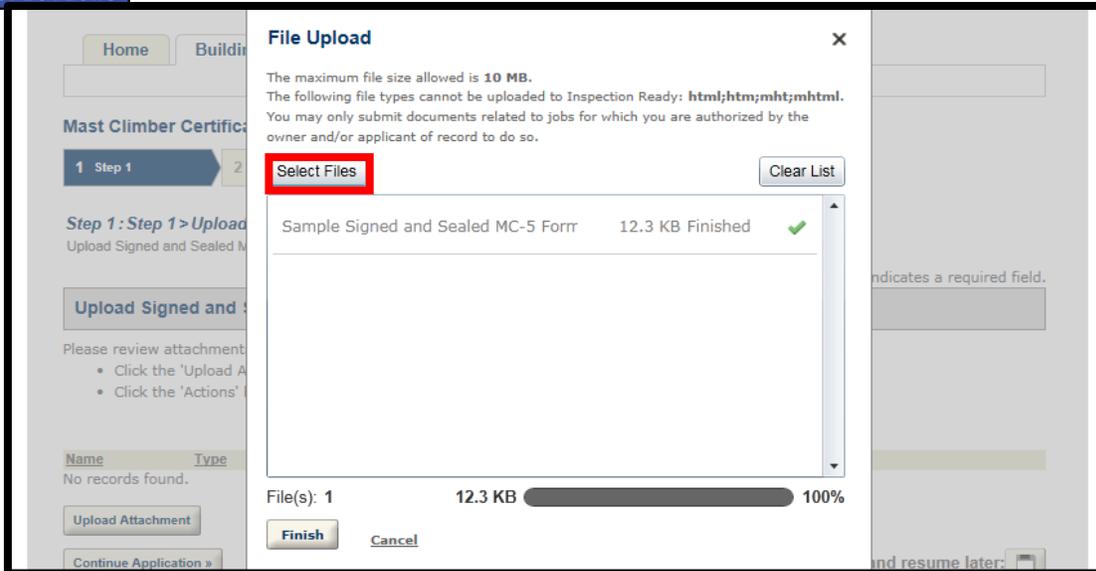
Continue Application »

Save and resume later:

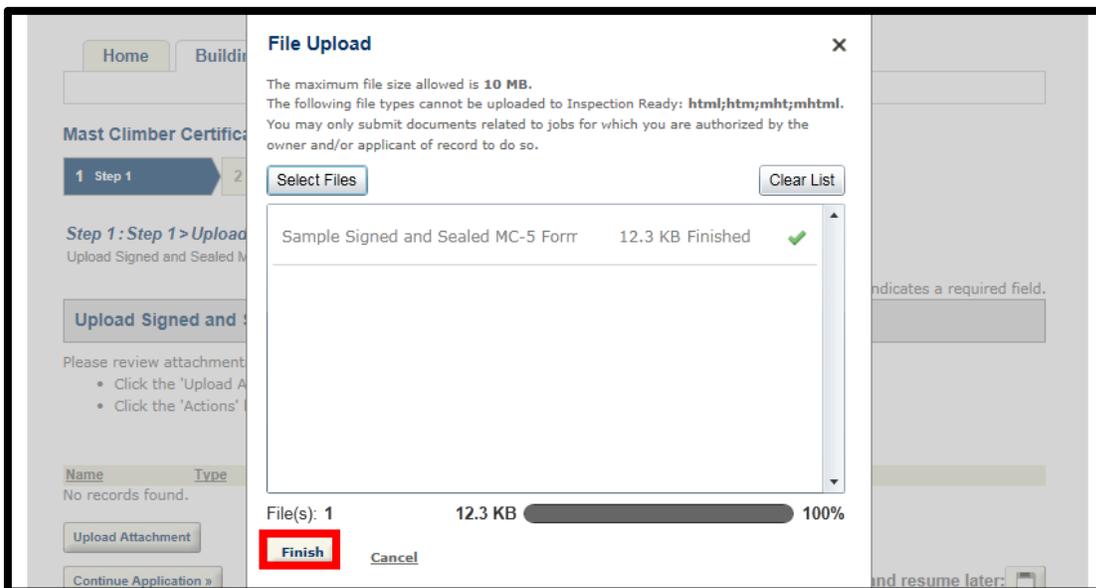
9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

Please Note:

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



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



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

Upload Signed and Sealed MC5 form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

* Type:

--Select--

--Select--

Additional Supporting Documentation

MC5

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

Mast Climber Certification

1 Step 1 2 Step 2 3 Review 4 Record Issuance

Step 1: Step 1 > Upload Form
Upload Signed and Sealed MCS form.

* indicates a required field.

Upload Signed and Sealed MCS form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: MCS [Remove](#)

File:
MC Cert.docx

Description:
MC Certification documentation

Save and resume later:

13. Click **Save**.

Mast Climber Certification

1 Step 1

2 Step 2

3 Review

4 Record Issuance

Step 1: Step 1 > Upload Form
Upload Signed and Sealed MC5 form.

* indicates a required field.

Upload Signed and Sealed MC5 form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

File: MC Cert.docx

Description:

Save

Upload Attachment

Clear All

Save and resume later:

[Continue Application »](#)

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

The screenshot shows the 'Mast Climber Certification' application interface. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A green notification box states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this, a progress bar shows four steps: '1 Step 1' (highlighted), '2 Step 2', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: Step 1 > Upload Form', with the instruction 'Upload Signed and Sealed MC5 form.' and a note '* indicates a required field.' A section titled 'Upload Signed and Sealed MC5 form.' contains instructions to click 'Upload Attachment' or 'Actions'. A table lists an attachment: 'MC Cert.docx' (Type: MC5, Size: 12.19 KB, Latest Update: 09/18/2015, Action: Actions). Below the table are 'Upload Attachment' and 'Continue Application >' buttons. The 'Continue Application >' button is highlighted with a red box. A 'Save and resume later:' button is also visible.

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

The screenshot shows the 'Mast Climber Certification' application interface at 'Step 2: Step 2 > Affirmation'. The progress bar shows '2 Step 2' (highlighted), '1 Step 1', '3 Review', and '4 Record Issuance'. The current step is 'Step 2: Step 2 > Affirmation', with the instruction 'ASI' and a note '* indicates a required field.' A section titled 'MAST CLIMBER AFFIRMATION' contains the text: '* I affirm that the attached Certificate of On-Site Inspection is signed and sealed by those authorized. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand:'. A checkbox is checked and highlighted with a red box. Below the text is a 'Continue Application >' button, also highlighted with a red box. A 'Save and resume later:' button is also visible.

16. Click **Continue Application**.

Mast Climber Certification

1 Step 1 2 Step 2 **3 Review** 4 Record Issuance

Step 3: Review

[Continue Application >](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Mast Climber Certification

Upload Signed and Sealed MC5 form. [Edit](#)

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
MC Cert.docx	MC5	12.19 KB	09/18/2015	Actions ▼

ASI

MAST CLIMBER AFFIRMATION [Edit](#)

I affirm that the attached Certificate of On-Site Inspection is signed and sealed by those authorized. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.: Yes

[Continue Application >](#) Save and resume later:

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

Mast Climber Certification

1 Step 1 2 Step 2 3 Review **4 Record Issuance**

Step 4: Record Issuance

You have successfully submitted your Mast Climber Certification. A supervisor in the Cranes and Derricks unit will review your submission and approve. You will be notified if deficiencies are found.

Thank you for using our online services.
Your Record Number is MC5-15-000001.



Outcomes of a Mast Climber Certification

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

When the Certification is:

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

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

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

Upload CD-8/10E Certification Documentation

CD-8/10E Certifications can be submitted on CN Records with the following statuses:

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

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have an DOB NOW: *Inspections* account.



Inspection Ready
Submit Inspection Requests and Certifications to NYC Department of Buildings

Accessibility Support | [Register for an Account](#) | [Login](#)

[Home](#) [Buildings](#)

Welcome to *Inspection Ready*
Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

Log in today to get started.

Login
User Name or E-mail:

Password:

 Remember me on this computer

3. From the Home Page, click **Access My Records**.

What would you like to do today?
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information Search Licensed Professionals/Licensees	Buildings Select an Online Service Search Records Access My Records
---	---

4. Locate the Record for which you would like to upload CD-8/10E Certification documentation. This can be done in one of two ways:
 - a. *Option 1*: Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
 - b. *Option 2*: Scroll down to the **General Search** area and search for Records. Please refer to the *Searching User Manual* for additional instructions on how to search in DOB NOW: *Inspections*.

Records

Your Permit/Job/Device records are listed below.

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

Showing 11-11 of 11 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 000112	Crane Notice (CN)	140 58	Approved for Use	Action	0

< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search

Search for Records

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

Records

Your Permit/Job/Device records are listed below.

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

Showing 11-11 of 11 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 000112	Crane Notice (CN)	140 58TH STREET Brooklyn NY 11220	Approved for Use	Action	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

General Search

Search for Records

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

Record 04151987: [Click here for more information](#) [Add to collection](#)
Crane Notice (CN)

Work Location
280 BROADWAY Manhattan NY 10007

Record Details
Please review the details of your Record below.

If applicable, use the 'Actions' button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:
Thomas Crane
11 New York Ave #500
NEW YORK, NY, 10007
United States
Business Phone:212-555-5555
Mobile Phone:212-555-5555
General Contractor 123456789

[View Additional Licensed Professionals>>](#)

► **More Details**

Actions

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

Home Buildings

Select an Online Service | Search Records | Access My Records

Select an Action

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

CD8/10E Certification

Certification of Objections

Manage Delegates

Continue Application »

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

Home Buildings

Select an Online Service | Search Records | Access My Records

CD8/10E Certification

1 Step 1 2 Step 2 3 Review 4 Record Issuance

Step 1: Step 1 > Upload Form * indicates a required field.

Please upload the signed and sealed CD8 form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

Upload Attachment

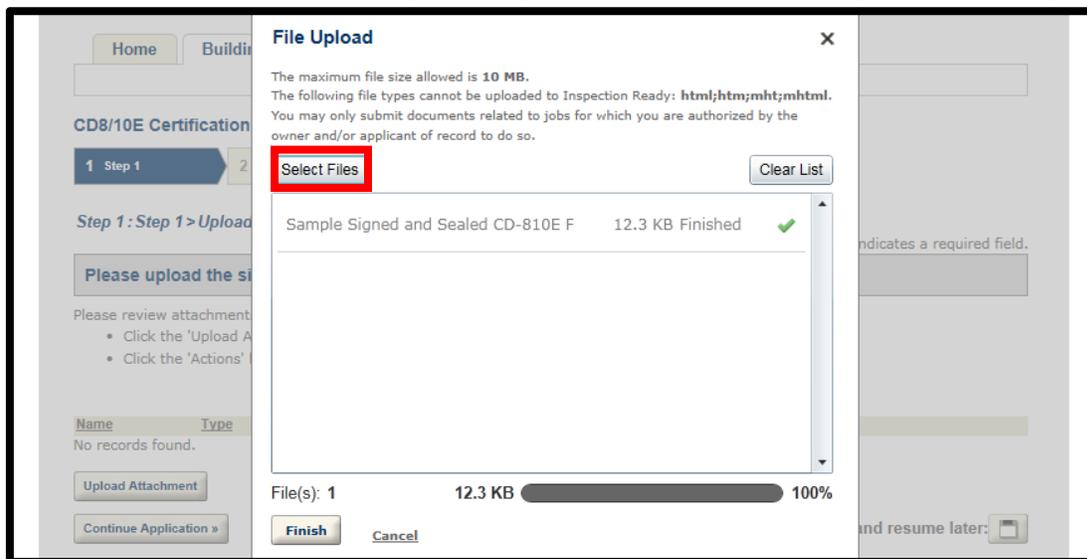
Continue Application »

Save and resume later:

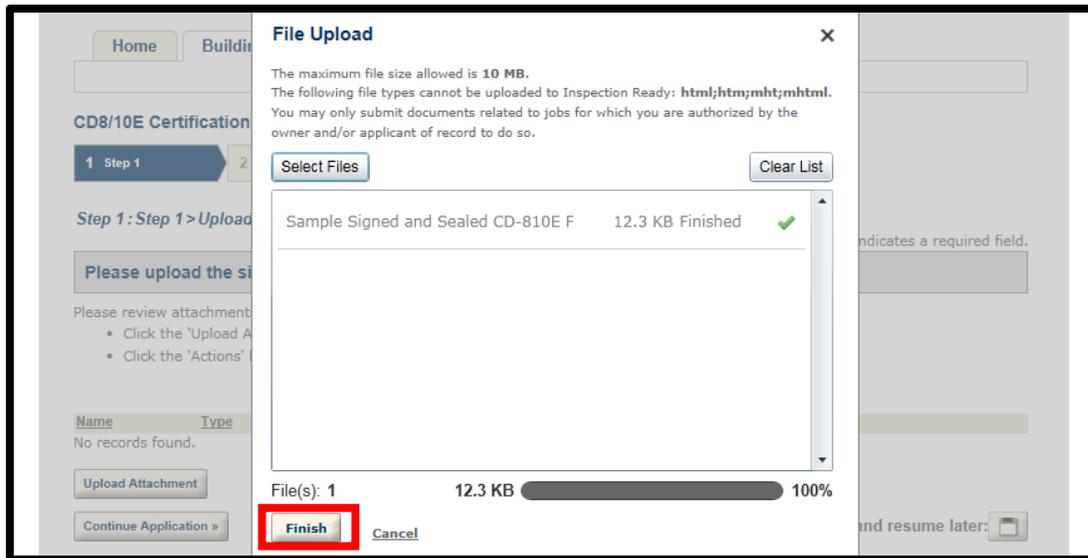
9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

Please Note:

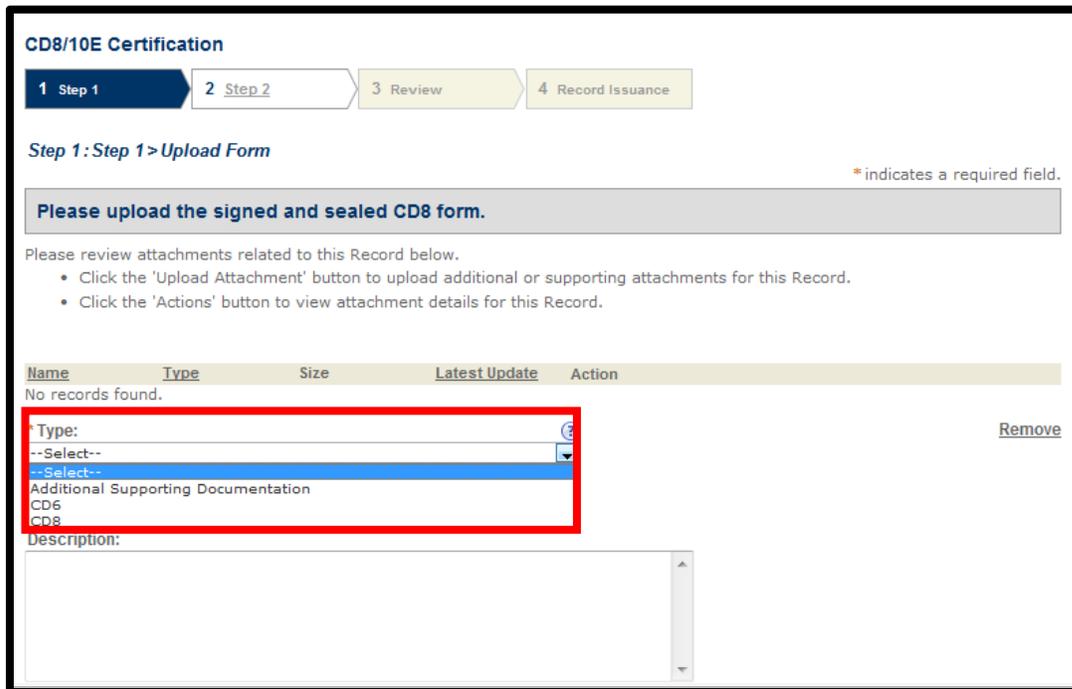
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *Multiple documents can be uploaded for a single Certification.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures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



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



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



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

CD8/10E Certification

1 Step 1 2 Step 2 3 Review 4 Record Issuance

Step 1: Step 1 > Upload Form * indicates a required field.

Please upload the signed and sealed CD8 form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

File:
Sample Signed and Sealed CD-810E Form.docx

Description:

Save Upload Attachment Clear All

[Continue Application »](#) Save and resume later:

13. Click **Save**.

CD8/10E Certification

1 Step 1 2 Step 2 3 Review 4 Record Issuance

Step 1: Step 1 > Upload Form * indicates a required field.

Please upload the signed and sealed CD8 form.

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

File:
Sample Signed and Sealed CD-810E Form.docx

Description:

Save Upload Attachment Clear All

[Continue Application »](#) Save and resume later:

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

The screenshot shows a web application interface for CD8/10E Certification. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A green notification box at the top states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this is a progress bar with four steps: '1 Step 1' (active), '2 Step 2', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: Step 1 > Upload Form'. A grey box contains the instruction: 'Please upload the signed and sealed CD8 form.' Below this, there are instructions to review attachments and a list of actions: 'Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.' and 'Click the 'Actions' button to view attachment details for this Record.' A table lists the attachments:

Name	Type	Size	Latest Update	Action
Sample Signed and Sealed CD-810E Form.docx	CD8	12.30 KB	09/15/2015	Actions ▼

At the bottom, there are two buttons: 'Upload Attachment' and 'Continue Application »'. The 'Continue Application »' button is highlighted with a red box. To the right of these buttons is a 'Save and resume later:' option with a document icon.

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

The screenshot shows a web application interface for CD8/10E Certification. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this is a progress bar with four steps: '1 Step 1', '2 Step 2' (highlighted in dark blue), '3 Review', and '4 Record Issuance'. The current step is 'Step 2: Step 2 > CD Info and Affirmation'. A note indicates that an asterisk (*) denotes a required field. The main section is titled 'CD Info and Affirmation' and contains a sub-section 'CD8/10E CERTIFICATION'. A text input field labeled '* CD Used:' contains the number '8'. Below this is an affirmation statement: '* I hereby state that I have completed the foundation inspection for CD indicated above. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:' A checkbox is checked. At the bottom, there is a 'Continue Application >>' button and a 'Save and resume later:' option with a save icon.

16. Click **Continue Application**.

Home Buildings

Select an Online Service | Search Records | Access My Records

CD8/10E Certification

1 Step 1 | 2 Step 2 | **3 Review** | 4 Record Issuance

Step 3: Review

Continue Application » Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

CD8/10E Certification

Please upload the signed and sealed CD8 form. Edit

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
Sample Signed and Sealed CD-810E Form.docx	CD8	12.30 KB	09/23/2015	Actions ▼

CD Info and Affirmation Edit

CD8/10E CERTIFICATION Edit

CD Used: 8

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

CD8/10E Certification

1 Step 1 | 2 Step 2 | 3 Review | **4 Record Issuance**

Step 4: Record Issuance

Your record has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is CD8-15-000002.



Outcomes of a CD-8/10E Certification

The Cranes and Derricks Unit will review all documents submitted for a CD-8/10E Certification. Based on this review, the Unit will accept or reject the documentation provided for the Certification.

When the Certification is:

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

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

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