

SERVICE NOTICE

Cranes Filings (Phase One) to Launch in DOB NOW: *Build*

As of March 30, 2020, Crane Prototypes (CPs) and Crane Device (CDs) filings (new, amendments, and renewals) must be submitted in [DOB NOW](#).

The deadline to submit paper CP and CD applications is March 13, 2020.

There will be no changes to Crane Notices (CNs) transactions during Phase One – paper CN submissions will continue to be processed in BIS until Phase Two, which is currently planned to begin late May 2020.

PHASE ONE (March 30 - Late May)			PHASE TWO (Late May Onwards)		
PROTOTYPE	CRANE DEVICE	CRANE NOTICE	PROTOTYPE	CRANE DEVICE	CRANE NOTICE
SYSTEM OF RECORD					
		BIS			<ul style="list-style-type: none"> Existing CNs: BIS New CNs: 
APPLICATIONS/TRANSACTIONS					
All Transactions <ul style="list-style-type: none"> Initial/New Amendments Supplements Fees applicable 	Existing CDs <ul style="list-style-type: none"> File Amendment to update existing CD information (<i>Fixed Components only</i>) <ul style="list-style-type: none"> Fees Waived Renewals <ul style="list-style-type: none"> Fees Applicable New CDs <ul style="list-style-type: none"> Register and Submit new CDs Fees applicable 	All Transactions <ul style="list-style-type: none"> Continue to file Renewals or New CN Applications in BIS Fees applicable 	All Transactions <ul style="list-style-type: none"> Initial/New Amendments Supplements Fees applicable 	All Transactions <ul style="list-style-type: none"> Register Renew Amend Fees applicable 	Existing CNs <ul style="list-style-type: none"> Renewals and Amendments for CNs started <i>prior</i> to Phase 2 continue in BIS Fees applicable New CNs <ul style="list-style-type: none"> Register and Submit new CNs and their Renewals and Amendments Tower Crane Foundation Fees applicable

Phase One

Starting March 30, 2020, all transactions for CPs and CDs are required to be submitted in DOB NOW.

Records for Existing CPs and CDs will be visible in DOB NOW. Industry users are encouraged to log into DOB NOW early in Phase One to review their CDs and file amendments if prior data is found to be incorrect or blank. Filing fees for amendments will be waived during Phase One.

For purposes of transitioning existing CPs and CDs to DOB NOW, the following forms will no longer be accepted after Friday, March 13, 2020:

- Form CD1 (Crane/Derrick / Mobile Work Platform Prototype Application)
- Form CD1-OA (Crane/Derrick/Pile Driver Owner's Prototype Amendment Application)
- Form CD2 (Crane/Derrick/Mobile Work Platform Approval & Operation Application/Certificate)
- Form CD3 (Crane Approval & Operation Application/Certificate)
- Form CD11 (Equipment Owner Identification)
- Form MC1 (Mast Climber Prototype Application)
- Form MC2 (Mast Climber Device Application) – *unless submitted in conjunction with Form MC3 for an approved CN application (Mast Climber Notice Application)*

Phase Two

DOB NOW will expand to include new CN transactions in Phase Two, which is planned to begin late May, 2020. A subsequent Service Notice will be published with the exact date and further details.

Access to DOB NOW: Build

To log into DOB NOW, all users need an active eFiling account specific to their license type, if applicable. To create an eFiling account, visit the [DOB NOW Registration page](#).

DOB NOW Training

The Department will be conducting free training sessions to explain the new processes and demonstrate how to use DOB NOW: *Build*. Please visit www.nyc.gov/dobnowtraining to register for trainings as well as view presentations, step-by-step guides, and user manuals.

To submit an inquiry about DOB NOW, visit the DOB NOW Help Form at www.nyc.gov/dobnowhelp.

POST UNTIL: March 30, 2021