

CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE

OBJECTIONS/QA FAILURE & APPOINTMENTS FOR ALL APPLICATIONS

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

HELPFUL LINKS

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



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



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



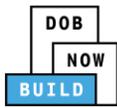
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Guidelines

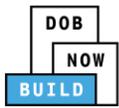
1. Prior to the assignment to a Plan Examiner, an initial review is done for completeness. During this time an INCOMPLETE status may be issued for various reasons.
2. Review the Comments in the History Trace to see the incomplete reason. After correcting the filing, the Applicant will need re-attest and click on the Resubmit button to return the job filing to DOB.
3. Objections or QA Failure can be raised for any of the following reasons:
 - a. Plans are not in accordance with the DOB Code
 - b. Incorrect Document Submission
 - c. Revision required to data entered
4. The Applicant can upload the revised plans and save the Job Filing prior to meeting. The applicant doesn't have to submit the filing. The Plan Examiner has access to SAVED plans.

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



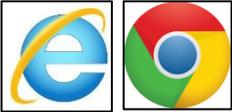
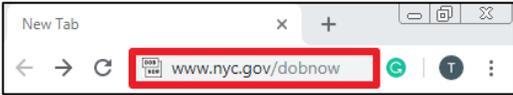
DOB NOW: *Build* – CRANES & DERRICKS STEP-BY-STEP GUIDE

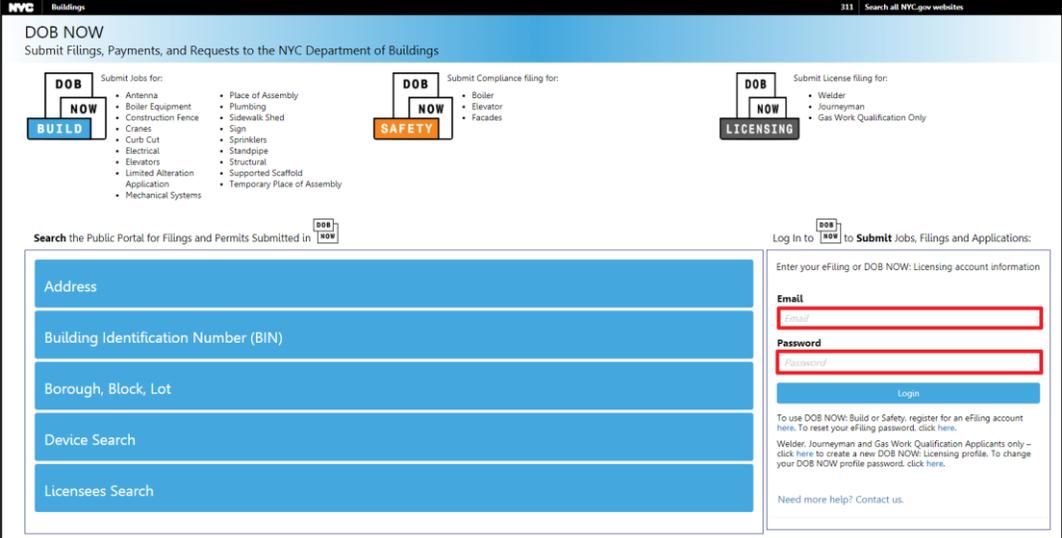
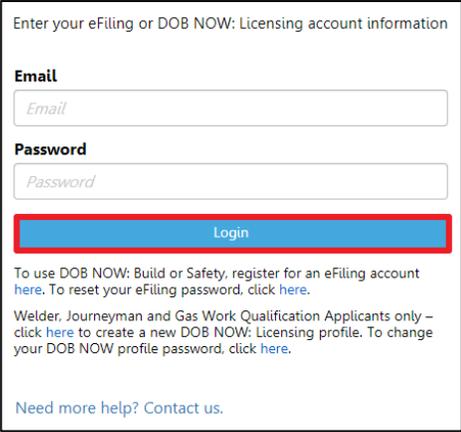
In these Step-by-Step Guides, you will learn how to:

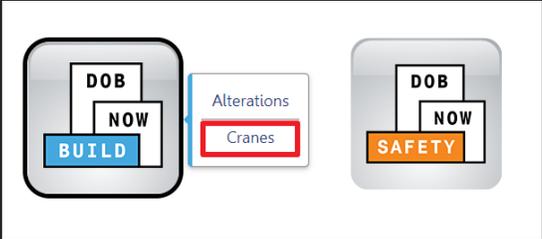
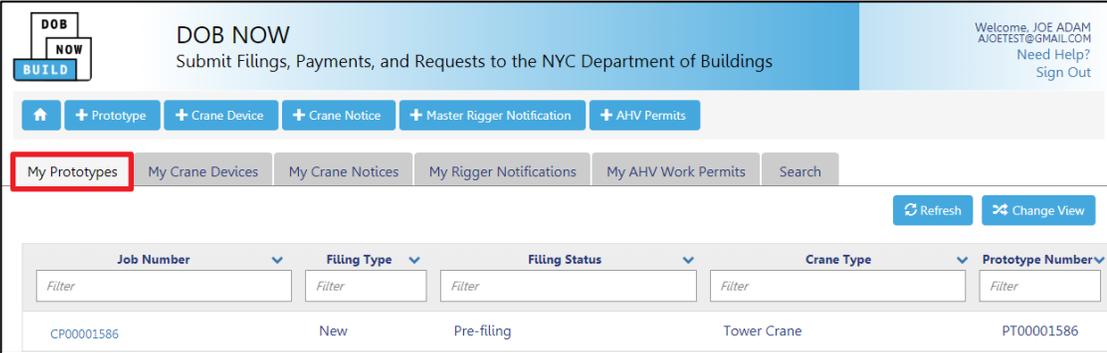
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Log into DOB NOW

Complete the following steps to log into DOB NOW:

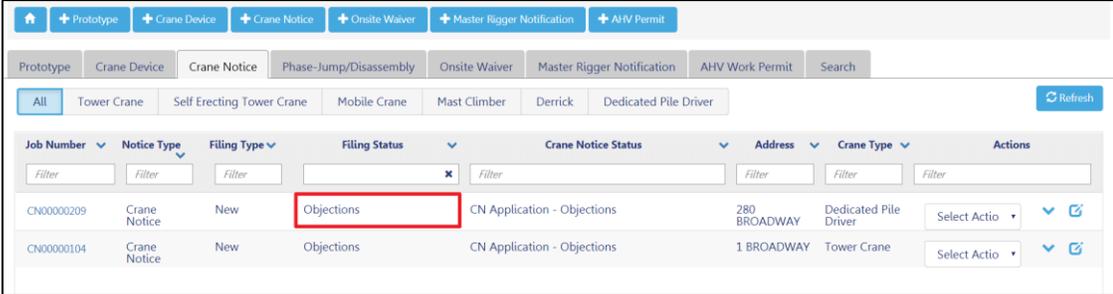
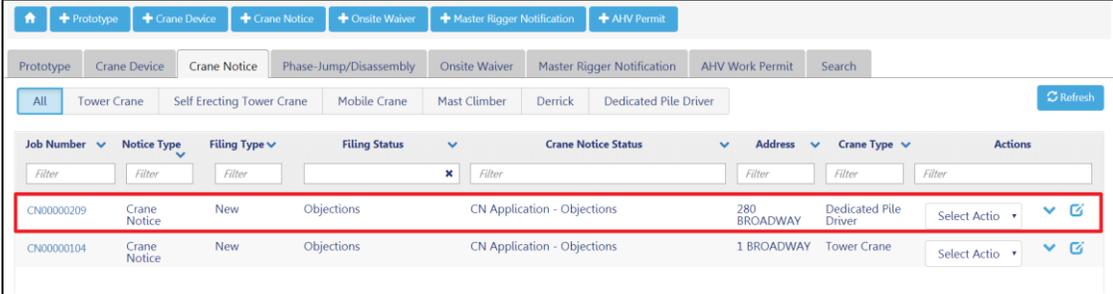
Step	Action
<p>Note:</p>	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp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

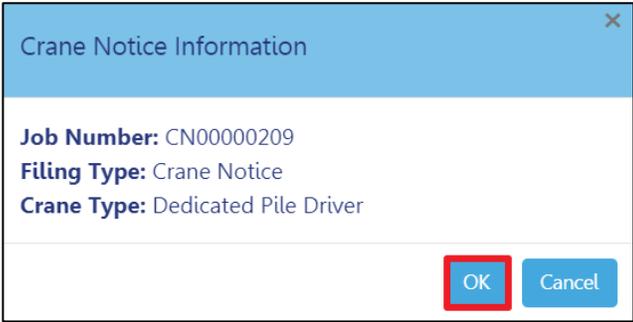
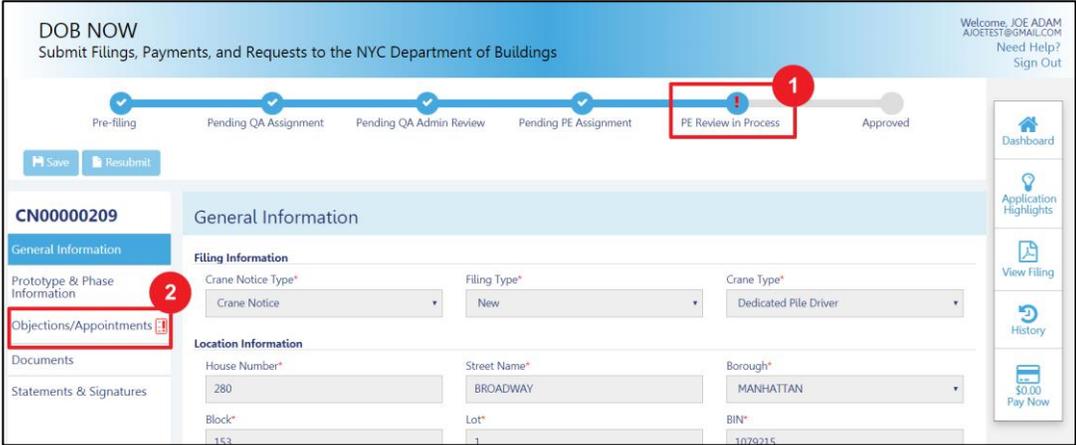
Step	Action
4.	<p>The DOB Login page displays.</p> <p>Enter Email and Password (as registered in eFiling).</p> 
5.	<p>Click Login.</p> 

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

Objections & Appointments: ALL Crane Devices

Complete the following steps to file an On-Site Waiver Application:

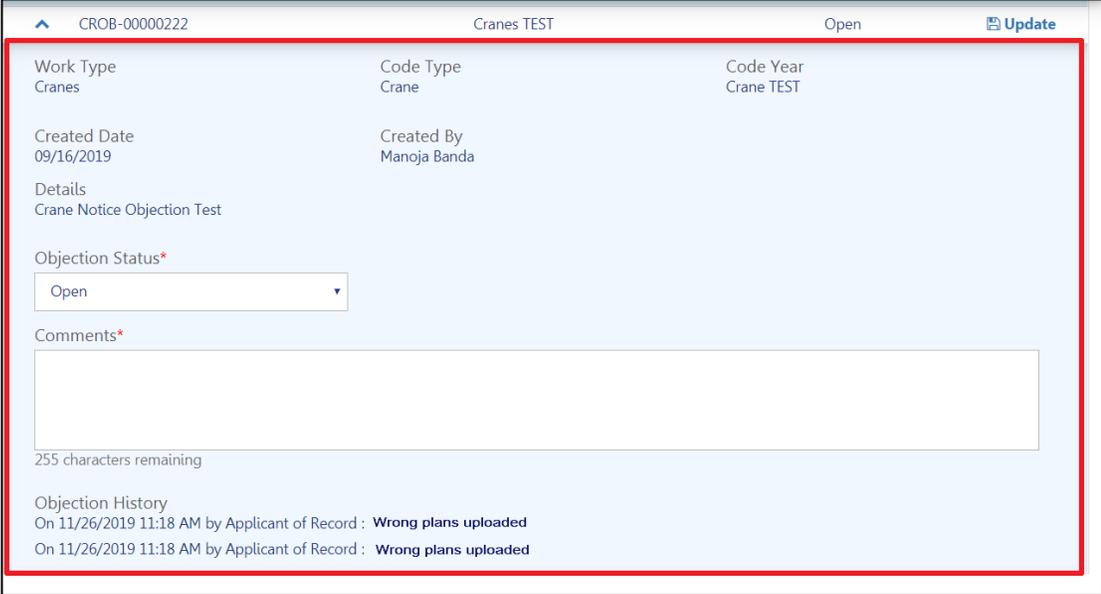
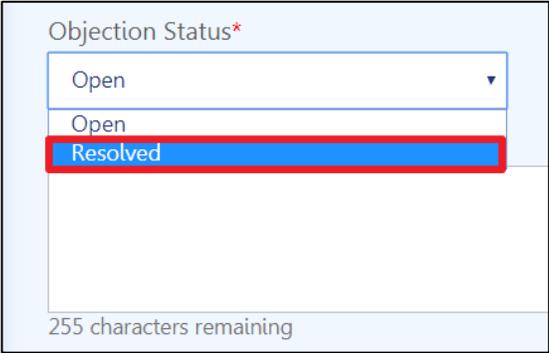
Step	Action
Note:	<i>After filing, and during DOB review, the PE may waive this mandatory inspection. If there is no waiver, the PE will send it back through Objections for the user to Identify the Special Inspector and resubmit the job filing.</i>
1.	<p>From the Dashboard, locate the file with the Objection.</p> 
Note:	<p><i>To filter the Job Filings/Applications by Objections type the status in the Filing Status field (e.g., Objections).</i></p> 
2.	<p>Double-click the filing on the Dashboard.</p> 

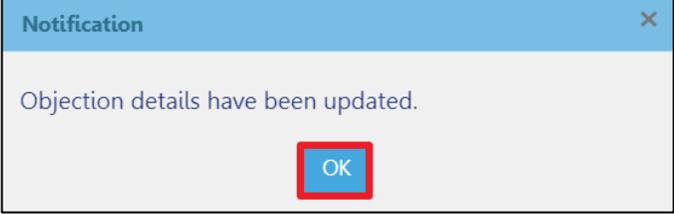
Step	Action
2.	<p>A Crane Notice Information pop-up window displays with the Job Filing details (sample):</p> <p>Job Number: CN00000209</p> <p>Filing Type: Crane Notice</p> <p>Crane Type: Dedicated Pile Driver</p> <p>Click OK to proceed.</p> 
Note:	<p>The page refreshes and displays the application and the following additional items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify DOB drop-down list <input type="checkbox"/> Additional Tab: Tag Crane Device 
<p>You have begun the process for Resolving Objections & Appointments.</p> <p>Continue to the next section.</p>	

Resolve Objections

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

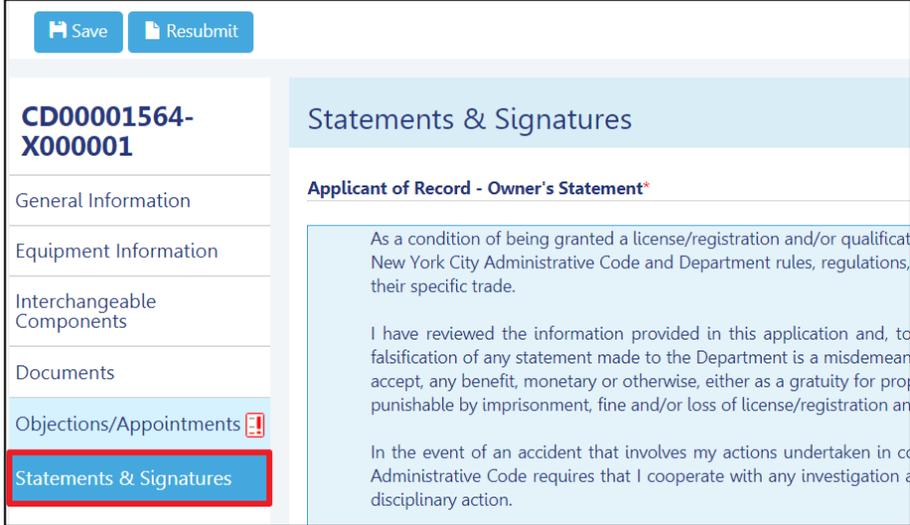
Step	Action
1.	<p>Select the Objections/Appointments tab.</p>
2.	<p>The Objections/Appointments displays.</p> <p>Click the Edit icon () to display the Objection details.</p>

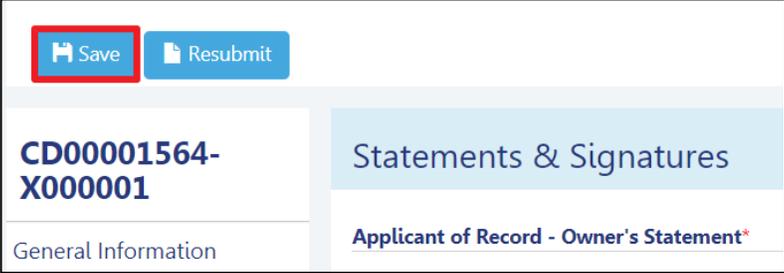
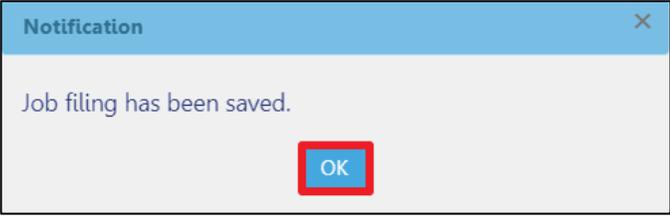
Step	Action
3.	<p>The Objection expands to display more details.</p> 
3.	<p>Please refer to the Upload Required Documents to use the Documents tab to attach supporting documents that justify your claim that the issue(s) raised by the Plan Examiners is resolved.</p>
4.	<p>Select Resolved from the Objection Status drop-down list to confirm the issues have been resolved.</p> 

Step	Action
5.	<p>Enter Comments explaining the resolution of the issue.</p> 
6.	<p>To the top-right, click + Update to save the changes.</p> 
7.	<p>A Notification pop-up window displays with the message: Objection details have been updated. Click OK to continue.</p> 
<p>You have completed the Resolve Objections tab. Continue to the next section.</p>	

Complete Statements & Signatures

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

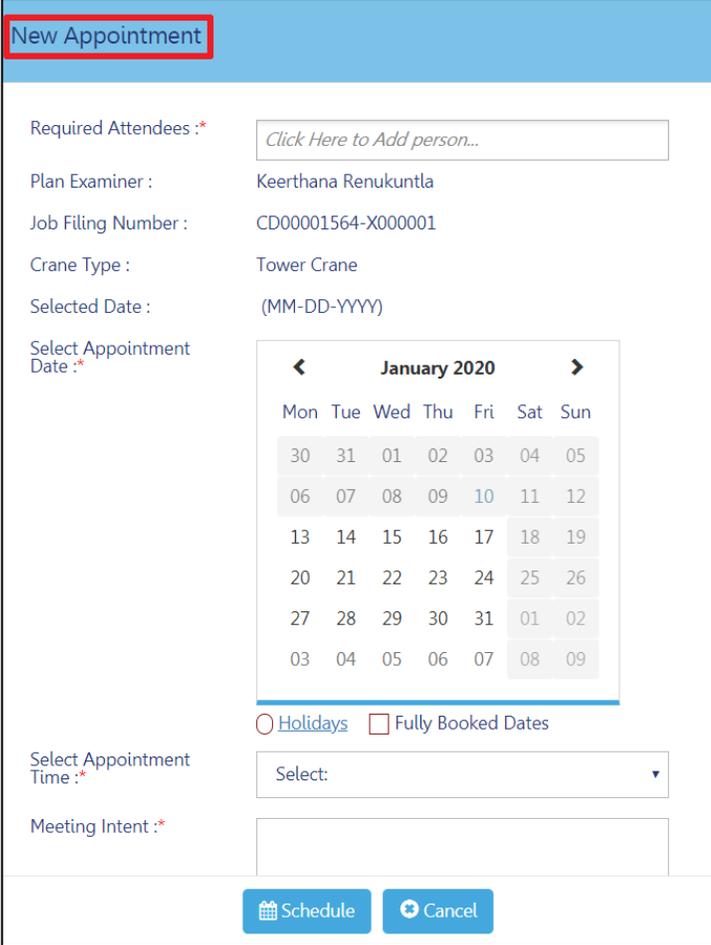
Step	Action
Note:	<i>All Applicants' associated with the filing must login to DOB NOW: Build using their registered eFiling email address to search for the associated Job Filing and re-attest.</i>
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
APPLICANT OF RECORD	
2.	<p>Click the Applicant's Statement checkbox to electronically attest.</p> <p>The Name and Date field's auto-populate by the system.</p> 

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

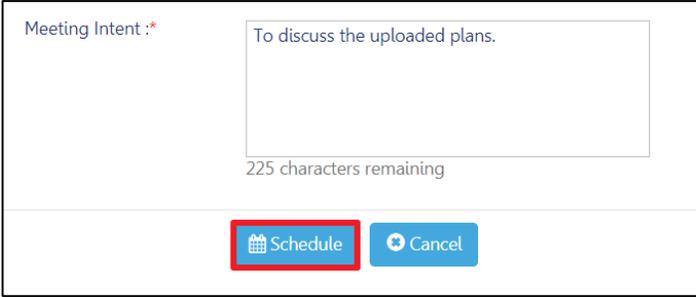
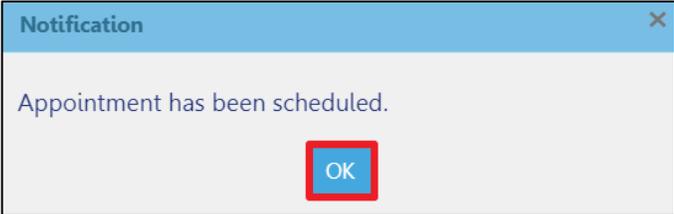
Schedule Appointments

Complete the following steps to schedule an appointment with a Plan Examiner:

Step	Action								
APPLICANT OF RECORD									
1.	<p>The + Schedule Appointment button displays when an appointment is required.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">Objections/Appointments</p> <hr/> <p>Objections</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Objection</th> <th style="width: 30%;">Code</th> </tr> </thead> <tbody> <tr> <td> <div style="display: flex; align-items: center;"> ▼ CROB-00000290 </div> </td> <td>Cranes TEST</td> </tr> </tbody> </table> <hr/> <p>Appointments</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">+ Schedule Appointment</div> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Subject</th> <th style="width: 30%;">Time</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> </div>	Objection	Code	<div style="display: flex; align-items: center;"> ▼ CROB-00000290 </div>	Cranes TEST	Subject	Time		
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<div style="display: flex; align-items: center;"> ▼ CROB-00000290 </div>	Cranes TEST								
Subject	Time								

Step	Action
2.	<p>Click + Schedule Appointment.</p> <p>The New Appointment pop-up window displays.</p> 
3.	<p>Select the attendee from the the Require Attendee(s) drop-down list.</p> 

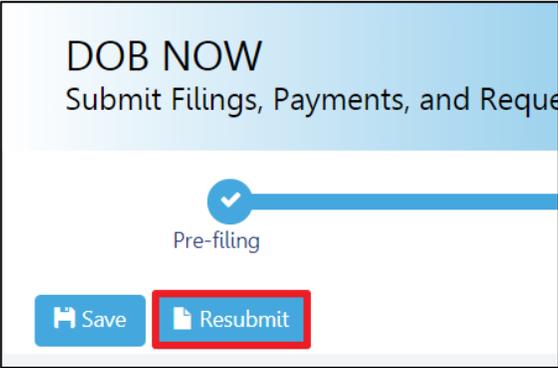
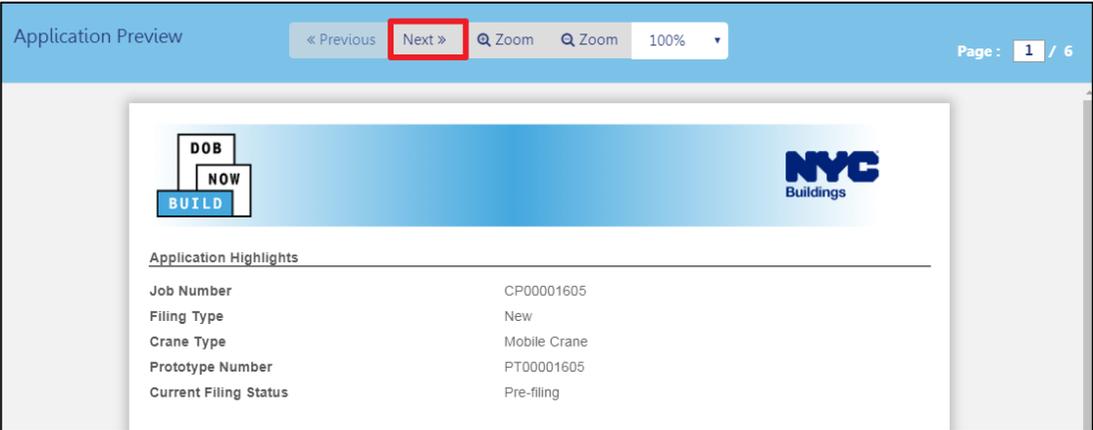
Step	Action																																																	
Note:	<i>The Plan Examiner, Job Filing Number, Crane Type and Selected Date fields are pre-populated.</i>																																																	
4.	<p>Select an Appointment Date from the calendar.</p> <div data-bbox="313 453 1148 1171" style="border: 1px solid black; padding: 10px;"> <p>Selected Date : (MM-DD-YYYY)</p> <p>Select Appointment Date :*</p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">< January 2020 ></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>31</td> <td>01</td> <td>02</td> <td>03</td> <td>04</td> <td>05</td> </tr> <tr> <td>06</td> <td>07</td> <td>08</td> <td>09</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>01</td> <td>02</td> </tr> <tr> <td>03</td> <td>04</td> <td>05</td> <td>06</td> <td>07</td> <td>08</td> <td>09</td> </tr> </tbody> </table> <p style="margin-top: 5px;"> <input type="radio"/> Holidays <input type="checkbox"/> Fully Booked Dates </p> <p>Select Appointment Time :*</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Select: ▼ </div> </div> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09
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Note:	<p><i>Dates which are Holidays or that are already fully booked will be marked on the Calendar.</i></p> <div data-bbox="313 1268 818 1329" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <input type="radio"/> Holidays <input type="checkbox"/> Fully Booked Dates </div>																																																	
5.	<p>Select an Appointment Time from the drop-down list.</p> <div data-bbox="313 1430 935 1509" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Appointment Time :*</p> <div style="border: 2px solid red; padding: 2px; display: flex; align-items: center;"> ▼ </div> </div>																																																	

Step	Action
6.	<p>Enter the Meeting Intent.</p> 
7.	<p>Click Schedule to proceed with the appointment time.</p> 
8.	<p>A Confirm pop-up window displays with the message (sample): Please confirm the Appointment : 01/15/2020 09:00 PM Click Yes to close the confirmation and proceed.</p> 
9.	<p>A Notification pop-up window displays with the message: Appointment has been scheduled. Click OK to close the notification.</p> 

Step	Action																								
<p><i>Note:</i></p>	<p>The Scheduled Appointment Time is displayed.</p> <div data-bbox="315 338 1167 615" style="border: 1px solid black; padding: 5px;"> <p>Schedule Appointment</p> <p>+ Appointment</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Time</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>M00023864</td> <td>8/30/2018 9:00:00 PM</td> <td>Scheduled</td> <td>Cancel</td> </tr> <tr> <td>Attendees ADAM JOE2</td> <td>End Time 8/30/2018 9:20:00 PM</td> <td>Duration 20</td> <td></td> </tr> </tbody> </table> <p>Meeting Intent Review plans.</p> </div>	Subject	Time	Status	Action	M00023864	8/30/2018 9:00:00 PM	Scheduled	Cancel	Attendees ADAM JOE2	End Time 8/30/2018 9:20:00 PM	Duration 20													
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<p><i>Note:</i></p>	<p><i>If an issue is resolved before the scheduled appointment time arrives, select Resolved from the Objection Status drop-down list.</i></p> <p><i>Click the drop-down in the Objection Status field.</i></p> <div data-bbox="315 821 1057 1213" style="border: 1px solid black; padding: 5px;"> <p>Objections</p> <table border="1"> <thead> <tr> <th>Objection</th> <th>Review Item</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>NFPA 13 Section 8.17.2 Fire Department Connections.</td> <td></td> <td>Resolved</td> <td>Update</td> </tr> <tr> <td>Work Type FN - Fence</td> <td colspan="3">Details Fire Department connection must comply with NFPA 13 Section 8.17.2 as modified by Appendix Q. All FDC must be fitted with FDNY compliant adapters. (FDNY threads).</td> </tr> <tr> <td>Code Type</td> <td>Code Year</td> <td colspan="2">Code Section</td> </tr> <tr> <td>Created Date 2018-08-22</td> <td>Created By Tamika Jackson</td> <td colspan="2">Objection Status Resolved</td> </tr> <tr> <td colspan="4">Comments 500 characters remaining</td> </tr> </tbody> </table> </div> <p><i>Statement and Signatures need to completed, if Resolved is selected after an appointment is made, before the applicant can Re-submit.</i></p>	Objection	Review Item	Status	Action	NFPA 13 Section 8.17.2 Fire Department Connections.		Resolved	Update	Work Type FN - Fence	Details Fire Department connection must comply with NFPA 13 Section 8.17.2 as modified by Appendix Q. All FDC must be fitted with FDNY compliant adapters. (FDNY threads).			Code Type	Code Year	Code Section		Created Date 2018-08-22	Created By Tamika Jackson	Objection Status Resolved		Comments 500 characters remaining			
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Comments 500 characters remaining																									
<p>You have completed the Schedule Appointment(s) Step-by-Step Guide.</p>																									

Resubmit Job Filing/Application

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

Step	Action
APPLICANT OF RECORD	
1.	<p>At the top-left of the screen, click Resubmit.</p> 
2.	<p>The Application Preview displays. Click Next to read and progress through the Application Preview to the final page.</p> 
Note:	<p><i>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.</i></p> 

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name <input style="width: 150px;" type="text"/> Date <input style="width: 150px;" type="text"/> <div style="text-align: right; margin-top: 10px;"> File Return to Filing View </div> </div>
4.	<p>The Name and the Date field’s auto-populate after the check-box is clicked. Click File, to proceed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Name <input style="width: 150px;" type="text" value="JOE ADAM"/> <small>(Electronically Signed)</small> Date <input style="width: 150px;" type="text" value="09/20/2019"/> <div style="text-align: right; margin-top: 10px;"> File Return to Filing View </div> </div>
5.	<p>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.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">Notification ✕</div> <p style="text-align: center; margin: 10px 0;">Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: right; margin-top: 10px;"> OK View Filing </div> </div>
Note:	<p><i>The Status Bar updates with the red exclamation mark removed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</div> <div style="text-align: center; margin-top: 10px;"> </div> </div>
<p>You have completed the Resubmit Job Filing/Application Step-by-Step Guide.</p>	