

# **DOB NOW: *Build* CRANES & DERRICKS**

**Industry Session**

**DOB**

**NOW**

**TRAINER & LEARNER INTRODUCTIONS**

- Guidelines/Logistics
- Learning Objectives
- DOB NOW – Overview
  - Features and Benefits
  - Roles and Responsibilities
  - Registering for eFiling
- DOB NOW: *Build* – Release Overview
  - Industry Process Demonstration
- Materials to Help You Back on the Job
  - Helpful Links
  - DOB NOW Resources
- Questions & Answers



Restrooms



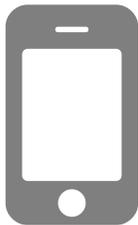
Parking Lot



Ask Questions



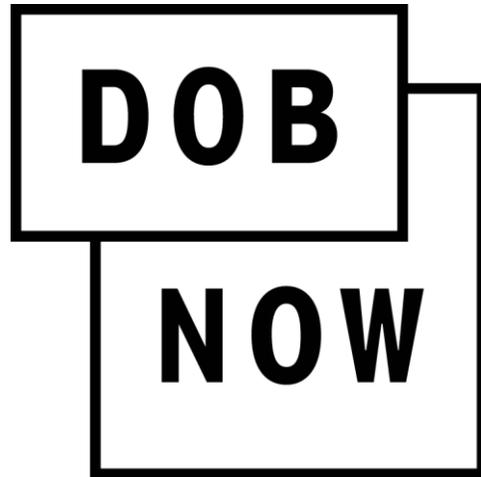
Feedback



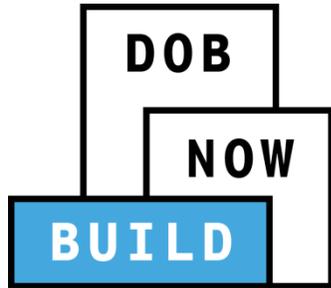
Mute Mobile Phones

**At the end of this session, you will be able to:**

- Understand DOB NOW, its features and benefits
- Identify the modules included in DOB NOW
- Understand the process to register for eFiling
- Access and navigate the DOB NOW: *Build* – Industry Portal



**DOB NOW** is an interactive, web-based portal that creates an opportunity for building Owners, Design Professionals, Filing Representatives, and Licensees to do business, and complete their Job Filing with DOB online. Filing online allows the user to work from home or office and eliminates the need to travel to DOB to file applications.



## **BUILD** includes:

- Create & Submit Job Filings
- Pull & Renew Permits
- Request AHV
- Request LOC
- Schedule Appointments
- Resolve Objections



## **LICENSING** includes:

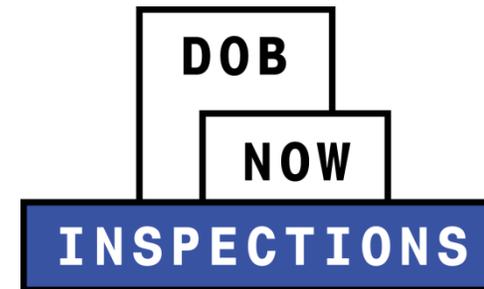
- Apply for License(s)
- Renew License
- Replace License
- Change Address



## **SAFETY** includes:

### Compliance Reports

- Submit Boiler Reports
- Submit Elevator Reports
- Submit Facade Reports



## **INSPECTIONS** includes:

- Request Inspection(s)
- View Results

# DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL



## PUBLIC PORTAL

Address

House Number  Street Name  Borough

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

**Open to the Public**

## INDUSTRY PORTAL

DOB NOW  
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Submit Jobs for:

- Antennas
- Curb Cuts
- Electrical
- Elevators
- Fences
- Plumbing

Submit Compliance Filing for:

- Facades
- Boilers

Search the Public Portal for Filings and Permits Submitted in

Address

House Number  Street Name  Borough

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Log In to to Submit and Filings:

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the e-filing website.  
Need more help? Contact us.

Public Portal FAQ and User Manual FAQ and Resources

**eFiling Registered Users**



## Submit a Job Filing online

Customers do not have to travel to the DOB office for filings



## Real time Job Filing information online

24/7 access to job status and information



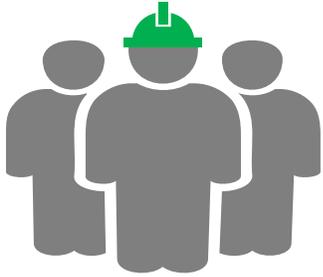
## Greater Transparency of the filing process

Job Filing status can be viewed at any time



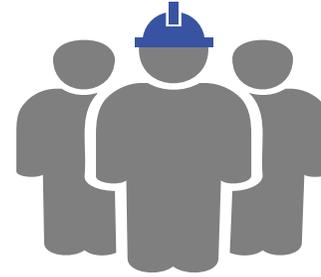
## Faster Processing time

Digital filing allows for quicker turnaround time for submitted Job Filings



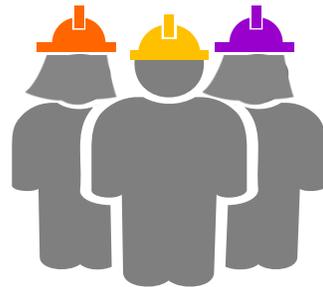
## Applicant of Record

- Manufacturers
- Engineers
- Device Owners
- Professional Engineers



## Inspectors

- Special Inspectors
- Progress Inspectors



## Other Stakeholders

- Filing Representatives
- Hoist Machine Operators
- Master Riggers
- Tower/Climber Crane Riggers
- Lift Directors
- Equipment Users
- Licensees

# WHO NEEDS TO REGISTER FOR e-FILING

DOB  
NOW

STAKEHOLDERS/ROLES	REGISTER IN e-FILING AS:
Device Owner Device Manufacturer Device Manufacturer Engineer (If Manufacturer is Applicant) Equipment User National Certified Operator Test Witness Filing Representative I & II	Non-Licensee (Preparer) Anyone who is not licensed is a preparer
A/D Director	<ul style="list-style-type: none"> <li>▪ <b>Master/Tower Crane Rigger OR Preparer</b> (if no Rigger License)</li> </ul>
Lift Director	<ul style="list-style-type: none"> <li>▪ <b>HMO, Master/ OR Preparer</b> (if no Rigger License or HMO)</li> </ul>
Professional Engineer (If owner is Applicant) Professional Engineer (Applicant)	Professional Engineer
Device Installer/Remover	<ul style="list-style-type: none"> <li>▪ <b>Tower Crane Only:</b> Tower/Climber Crane Rigger OR Master Rigger License</li> <li>▪ <b>Mast Climber Only:</b> Preparer</li> </ul>
HMO	Hoist Machine Operator

# REGISTER FOR eFILING

DOB  
NOW

- All stakeholders associated to the Job Filing must register for eFiling before logging into DOB NOW.
- If previously registered, use the existing eFiling username and password to access DOB NOW.
- Register at [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling)

**Welcome to eFiling**

**DOB NOW** will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:

Password:

Forgot your password?  
[Click here](#) to reset it!

**Login**

**Register for electronic filing.**

<b>Major Construction</b> Development Hub <ul style="list-style-type: none"><li>• Major Alterations</li><li>• New Buildings</li></ul> Demolitions	<b>Minor Construction</b> Hub Self-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Hub Full-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Signs
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation

- Complete the required fields in the Registration Form in order to create an eFiling account.



## Registration

Use this form to register for an eFiling account. Use your eFiling account email address and password to login to [DOB NOW: Build](#), [DOB NOW: Safety](#) and the [NYC Development HUB](#).

For help filling out this form, visit the [Registration Steps](#) page. Licensed Professionals need to enter below the same email address they use for their [DOB NOW: Inspections](#) account.

If you are a gas work qualification, journeyman or welder applicant, do not fill out this registration form. Click [here](#) to create a DOB NOW profile or to change your DOB NOW profile password.

Items with a (\*) are required.

### Create Account

You need an active email address to create an eFiling account. After you submit the below information, you will receive a message at this email address to activate your account.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

#### USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Name	<input type="text"/>

#### MAILING ADDRESS:

Street and number or P.O. Box (*)	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>

# eFiling – ADD DOB LICENSE(S) OR ISSUED ID#, IF APPLICABLE

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- Select the 1<sup>st</sup> radio button, if you **do not own a license or DOB Issued ID#**.

*For example:* Owner, Manufacturer, or non-Licensed A/D Director

- Select the 2<sup>nd</sup> radio button, if **you own a license or DOB Issued ID#**.

*For example:* Master Rigger, HMO or Lift Director

- Enter License Number and Business Information for each License owned

Please select one of the options below.

I do not have a license or DOB Issued ID # - (includes owners, building managers or owner representatives)

I have a license or DOB Issued ID # - (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

Hoist Machine Operator License #	<input type="text"/>	
Business Name	<input type="text"/>	
Master Fire Suppression & Piping Contractor License #	<input type="text"/>	
Business Name	<input type="text"/>	
Master Plumber License #	<input type="text"/>	
Business Name	<input type="text"/>	
Master Rigger License #	<input type="text"/>	
Business Name	<input type="text"/>	
NYS Boiler Inspection Certificate #	<input type="text"/>	
Business Name	<input type="text"/>	Please Specify... ▾
NYS Professional Engineer License #	<input type="text"/>	
Business Name	<input type="text"/>	
NYS Registered Architect License #	<input type="text"/>	
Business Name	<input type="text"/>	
NYS Registered Landscape Architect License #	<input type="text"/>	
Business Name	<input type="text"/>	
Oil Burner Installer License #	<input type="text"/>	
Business Name	<input type="text"/>	
Private Elevator Company License #	<input type="text"/>	Inspector <input type="radio"/> Director <input type="radio"/>
Business Name	<input type="text"/>	Please Specify... ▾
Sign Hanger License #	<input type="text"/>	
Business Name	<input type="text"/>	
Site Safety (Manager, Coordinator) License #	<input type="text"/>	
Business Name	<input type="text"/>	
Tower Crane Rigger License #	<input type="text"/>	
Business Name	<input type="text"/>	



**Complete  
Registration Form**



**Click  
Verification Email**



**Receive  
Confirmation  
from DOB**



**Complete  
Registration Form**



**Click  
Verification Email**



**Print  
Authentication Form**



**Sign, Date and  
Seal the Form**



**Submit  
App to DOB in person  
or via mail**



**Receive  
Confirmation  
From DOB**

## IN PERSON:

- New York City Department of Buildings  
eFiling Authentication  
280 Broadway, 1st Floor  
New York, NY 10007

## MAIL TO:

- New York City Department of Buildings  
eFiling Authentication  
Attn: eFiling  
280 Broadway, 1st Floor  
New York, NY 10007

- Learn more from available resources:
  - Tip Sheets
  - Videos
  - Guides



## Tip Sheets:

[https://www1.nyc.gov/assets/buildings/pdf/dob\\_now\\_registration\\_tip\\_sheets.pdf](https://www1.nyc.gov/assets/buildings/pdf/dob_now_registration_tip_sheets.pdf)

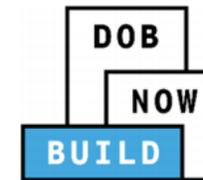
## Guides:

<https://www1.nyc.gov/site/buildings/industry/dob-now-registration-tips.page#owner>



## Account Registration: Owner Building Manager/Filing Representative

If you are a Building Owner, Building Manager, or Filing Representative, you can:



Enter job applications in  
DOB NOW: *Build*



Review and confirm compliance filings in  
DOB NOW: *Safety*

Register for DOB NOW: *Build* or DOB NOW: *Safety* by creating an eFiling account:

1. Go to [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling), and click on the link to 'Register for electronic filing.'
2. Fill out the Electronic Filing Account Information form.  
**NOTE:** Your address should be your mailing address, not the address of the building you own.
3. Read the Agreement section, and click Submit.
4. You will get two (2) emails. Your account will not be active until you get the second email.
  - a. In the first email, you must click a link to activate your account.
  - b. The second email confirms that you have been enrolled.

Once you receive the second email, your registration in eFiling will take effect the next day. You can then use your eFiling email and password at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow).

**NOTE:** If you want to change your account information, such as email, phone, or mailing address, you will have to log in to eFiling.

# DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL

DOB  
NOW

Search the Public Portal for Filings and Permits Submitted in

DOB  
NOW

Log In to **DOB NOW** to **Submit** and Filings:

Address

House Number

Enter House Number

Street Name

Enter Street Name

Borough

Select

Search

Login to DOB NOW  
using your eFiling  
Account

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

Enter your e-Filing account information

Email

Email

Password

Password

Login

To register for an account or reset your password, go to the eFiling website.

Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.

Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)

[Need more help? Contact us.](#)

Public Portal

# DOB NOW: HELPFUL LINKS



Borough, Block, Lot

Device Search

Licensees Search

Don't have one? Click [here](#) to Create a new DOB NOW: Licensing profile.

[Forgot password?](#)

[Need more help? Contact us.](#)



Public Portal [FAQ](#) and [User Manual](#)



[Building Information Search](#)



[FAQ and Resources](#)

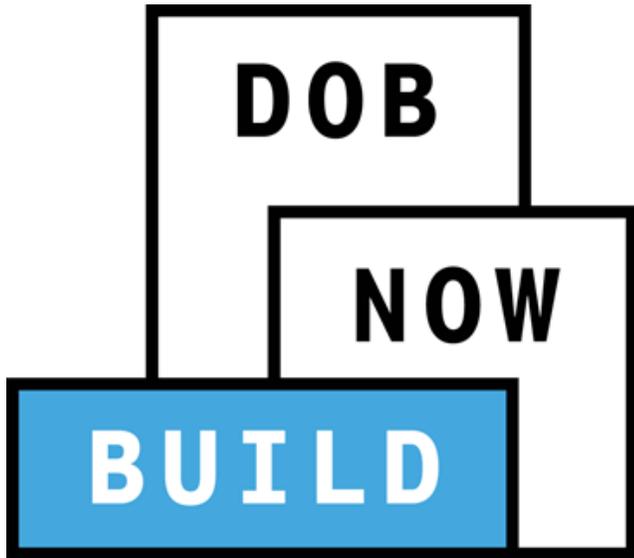


[FAQ and Resources](#)



[FAQ and Resources](#)

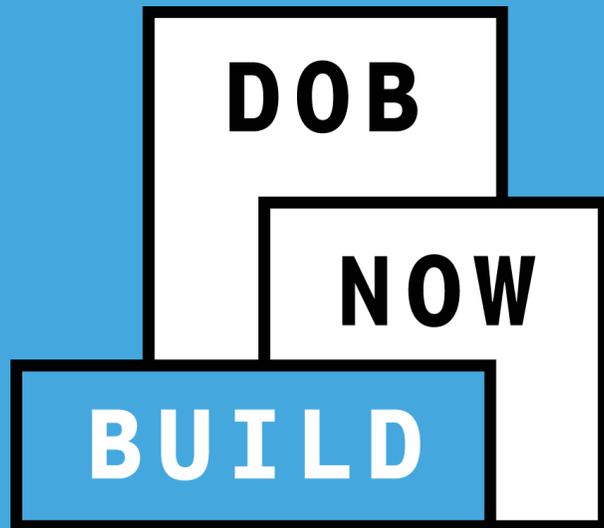
[NYC OpenData](#)



**DEMONSTRATION**

## You should now be able to:

- Understand DOB NOW, its features and benefits
- Identify the modules included in DOB NOW
- Understand the process to register for eFiling
- Access and navigate the DOB NOW: *Build* – Industry Portal



# **DOB NOW: Build CRANES & DERRICKS**

## **Industry Process Overview**

At the end of this session, for EACH Crane Device Type you will be able to:

1. Describe DOB NOW: *Build* Cranes & Derricks Transactions:
  - a) Prototype
  - b) Crane Device (CD)
2. Print CD Certificate of Operation
3. Identify Roles & Responsibilities
4. Respond to Objections
5. Schedule a plan exam Appointment
6. Access Helpful Resources and Navigate the Public Portal

For each Crane Device Type, there are **3 main**

## Transaction Types:

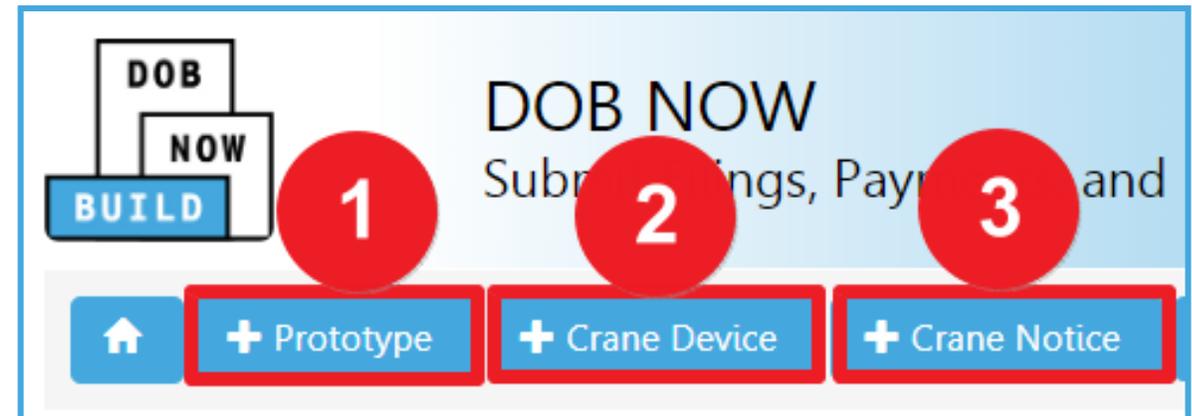
- Prototype Process
- CD Process
- CN Process including the Foundation Application (if applicable).

*\*For the purpose of this presentation, we are only focusing on Prototype and Crane Device.*



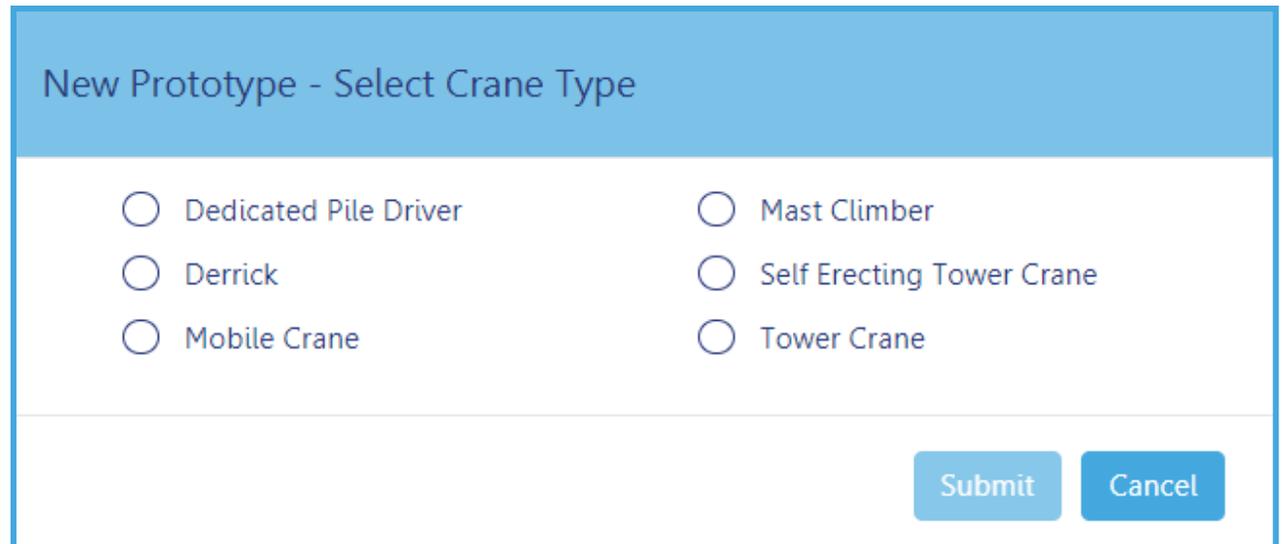
## Additional Transaction Types

- CD3 - applicable to Mobile Cranes
- Onsite Waivers – applicable to Mobile Cranes and Dedicated Pile Driver



Applications for the following Crane Device Types must be filed in DOB NOW: *Build* – Cranes:

1. Dedicated Pile Driver
2. Derrick
3. Mobile Crane
4. Mast Climber
5. Self Erecting Tower Crane
6. Tower Crane

A screenshot of a web form titled 'New Prototype - Select Crane Type'. The form has a light blue header bar with the title. Below the header, there are six radio button options arranged in two columns. The first column contains 'Dedicated Pile Driver', 'Derrick', and 'Mobile Crane'. The second column contains 'Mast Climber', 'Self Erecting Tower Crane', and 'Tower Crane'. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel', both in a light blue color with white text.

New Prototype - Select Crane Type

Dedicated Pile Driver

Mast Climber

Derrick

Self Erecting Tower Crane

Mobile Crane

Tower Crane

Submit Cancel

# CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build*



KEY: ● Applicable ✘ Not Applicable

## CRANE DEVICE TYPES

Tower Crane

Self Erecting Tower Crane

Mobile Crane

Mast Climber

Derrick

Dedicated Pile Driver

### PROTOTYPE

Initial Prototype



Prototype Amendment



Prototype Supplement



### CRANE DEVICE (CD)

Register CD



CD Amendment



CD Renewal



CD3



Interchangeable Components\*



Provide Device Documents\*



Submit Inspection Date and Reports



TRANSACTIONS

\* 2<sup>nd</sup> step of the Tower Crane CD process after a CD number is assigned to a CN

\* 2<sup>nd</sup> step of the Mast Climber and Derrick CD process after a CD number is assigned to a CN

# CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build – Cont'd*

KEY: ● Applicable ✘ Not Applicable

## CRANE DEVICE TYPES

Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
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### CRANE NOTICES (CN)

Initial Crane Notice	●	●	●	●	●	●
CN Amendment	●	●	●	●	●	●
CN Renewals	●	●	●	●	●	●

### ON-SITE WAIVER\*

Onsite Waiver	✘	✘	●	✘	✘	●
---------------	---	---	---	---	---	---

 \* Onsite Waiver expires once the device leaves the site

TRANSACTIONS

# DOB NOW – *Build*: PROTOTYPE APPLICATION NUMBER

The **Prototype Application Number** is used for tracking your Prototype Application.

## Pre DOB NOW Prototype Application Numbers

The Prototype Number starts with a “P” and a 3 digit number (e.g. P401)

P123

## DOB NOW : *Build* Prototype Application Numbers

$$\text{CP} + \text{8 DIGITS} = \text{NEW PROTOTYPE APPLICATION NUMBER (CP00000123)}$$

### Manufacturer’s Amendment:

$$\text{PROTOTYPE NUMBER} + \text{A} + \text{6 DIGITS} = \text{NEW PROTOTYPE AMENDMENT NUMBER (CP00000123 – A0000001)}$$

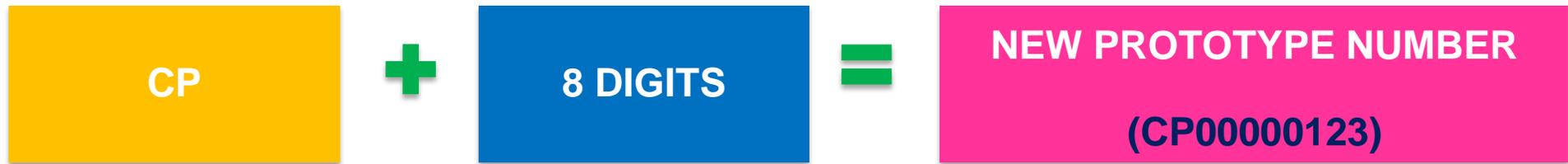
### Owner’s Amendment:

$$\text{PROTOTYPE NUMBER} + \text{OA} + \text{6 DIGITS} = \text{NEW PROTOTYPE AMENDMENT NUMBER (CP00000123 – OA0000001)}$$

### Supplement Number:

$$\text{PROTOTYPE NUMBER} + \text{S} + \text{6 DIGITS} = \text{NEW PROTOTYPE SUPPLEMENT NUMBER (CP00000123-S000001)}$$

- A **Temporary Prototype Number** is assigned to the Prototype until the application is approved i.e. **PT00000123**
- Once the Prototype Application is approved the **Prototype Number** updates to the following:



**Note:** The Prototype Number remains the same if an associated Amendment or Supplement is filed

# LAUNCH APPROACH TO DOB NOW: *Build* – INTRODUCTION



CD information has been imported from BIS into DOB NOW: *Build* with missing information. In order to obtain the missing CD information DOB NOW: *Build* will be launched in the following 2 phases:

PHASE ONE: March 30 <sup>th</sup> to June 2020	PHASE TWO: June 2020 onwards
<ul style="list-style-type: none"><li>▪ Device Owners can log into DOB NOW: <i>Build</i> and file an Amendment to enter the missing information for their respective CDs – fixed components only.</li><li>▪ Fees will be waived during the 60-day window</li></ul>	<ul style="list-style-type: none"><li>▪ Device Owners will be required to file an Amendment to populate any required CD fields that are missing data. These CD transactions <b>will be charged</b> the Amendment fee.</li></ul>
<ul style="list-style-type: none"><li>▪ All Prototype and CD transactions will occur in DOB NOW: <i>Build</i> and <b>all CN transactions will continue to be submitted through BIS.</b></li></ul>	<ul style="list-style-type: none"><li>▪ <b>CD-related transactions CANNOT be performed until all required CD fields are populated</b></li><li>▪ Amendments and Renewals for existing CN's will continue to be filed in BIS</li><li>▪ All new CN transactions will be filed in DOB NOW: <i>Build</i></li></ul>

# LAUNCH APPROACH TO DOB NOW: *Build* PHASE ONE & PHASE TWO TRANSACTIONS



PHASE ONE (March 30 – June 2020)			PHASE TWO (June 2020 Onwards)		
PROTOTYPE	CRANE DEVICE	CRANE NOTICE	PROTOTYPE	CRANE DEVICE	CRANE NOTICE
<b>SYSTEM OF RECORD</b>					
		<b>BIS</b>			<ul style="list-style-type: none"> <li>Existing CNs: <b>BIS</b></li> <li>New CNs: </li> </ul>
<b>APPLICATIONS/TRANSACTIONS</b>					
<b>All Transactions</b> <ul style="list-style-type: none"> <li>Initial/New</li> <li>Amendments</li> <li>Supplements</li> <li>Fees applicable</li> </ul>	<b>Existing CDs</b> <ul style="list-style-type: none"> <li>File Amendment to update existing CD fixed component information only                             <ul style="list-style-type: none"> <li><b>Fees Waived</b></li> </ul> </li> <li>Renewals                             <ul style="list-style-type: none"> <li>Fees Applicable</li> </ul> </li> </ul> <b>New CDs</b> <ul style="list-style-type: none"> <li>Register</li> <li>Renew</li> <li>Amend</li> <li>Fees applicable</li> </ul>	<b>All Transactions</b> <ul style="list-style-type: none"> <li>Continue to file Renewals or New CN Applications in BIS</li> <li>Fees applicable</li> </ul>	<b>All Transactions</b> <ul style="list-style-type: none"> <li>Initial/New</li> <li>Amendments</li> <li>Supplements</li> <li>Fees applicable</li> </ul>	<b>All Transactions</b> <ul style="list-style-type: none"> <li>Register</li> <li>Renew</li> <li>Amend</li> <li>Fees applicable</li> </ul>	<b>Existing CNs</b> <ul style="list-style-type: none"> <li>Renewals and Amendments for CNs started <i>prior</i> to Phase 2 continue in BIS</li> <li>Fees applicable</li> </ul> <b>New CNs</b> <ul style="list-style-type: none"> <li>Register and Submit new CNs and their Renewals and Amendments</li> <li>Tower Crane Foundation</li> <li>Fees applicable</li> </ul>

- The workflows on the upcoming pages outline the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.
- Each Crane Type is color-coded for easy identification.

## CRANE DEVICE

## COLOR

**MOBILE CRANE**

**TOWER CRANE**

**SELF-ERECTING TOWER CRANE**

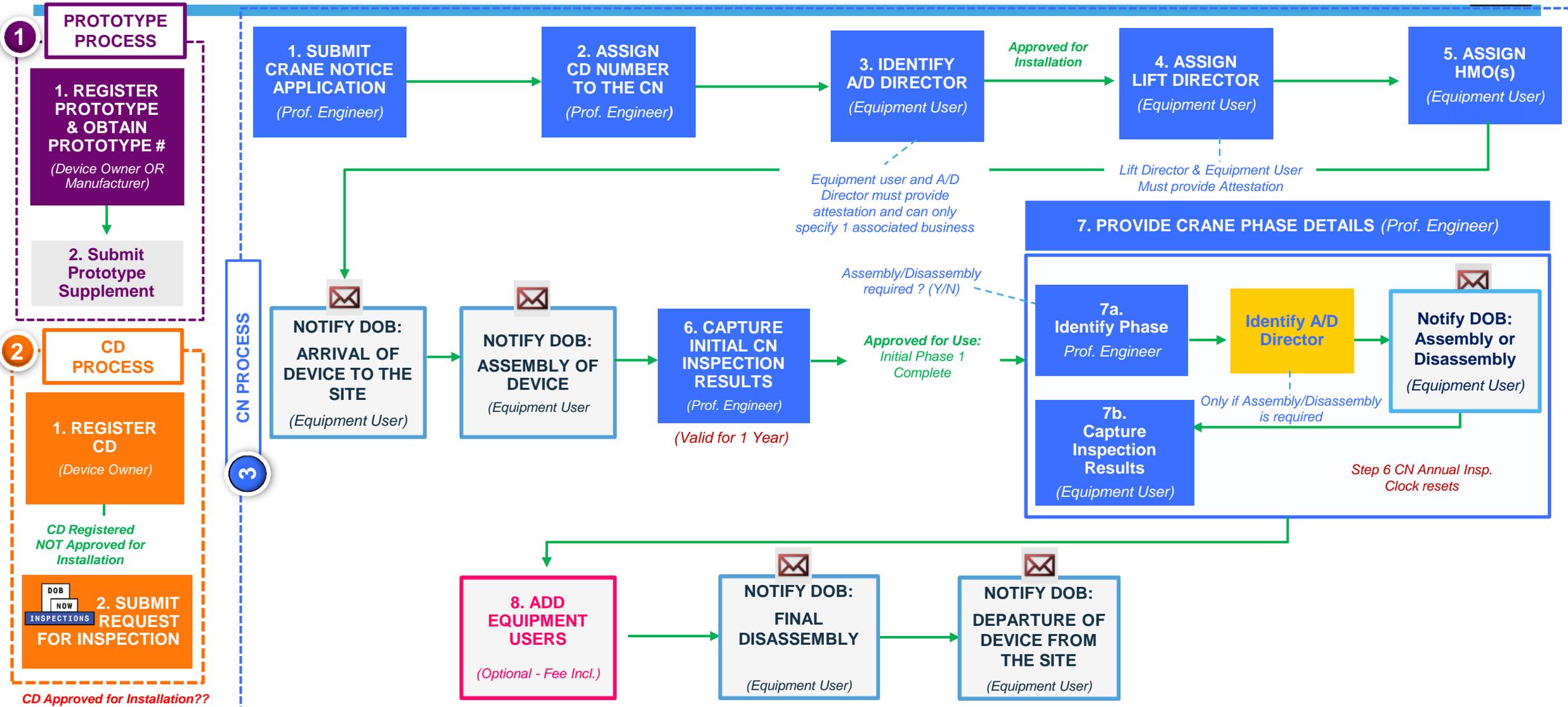
**DEDICATED PILE DRIVERS**

**MAST CLIMBER**

**DERRICK**

# DOB NOW: *Build* - MOBILE CRANES: PROCESS OVERVIEW

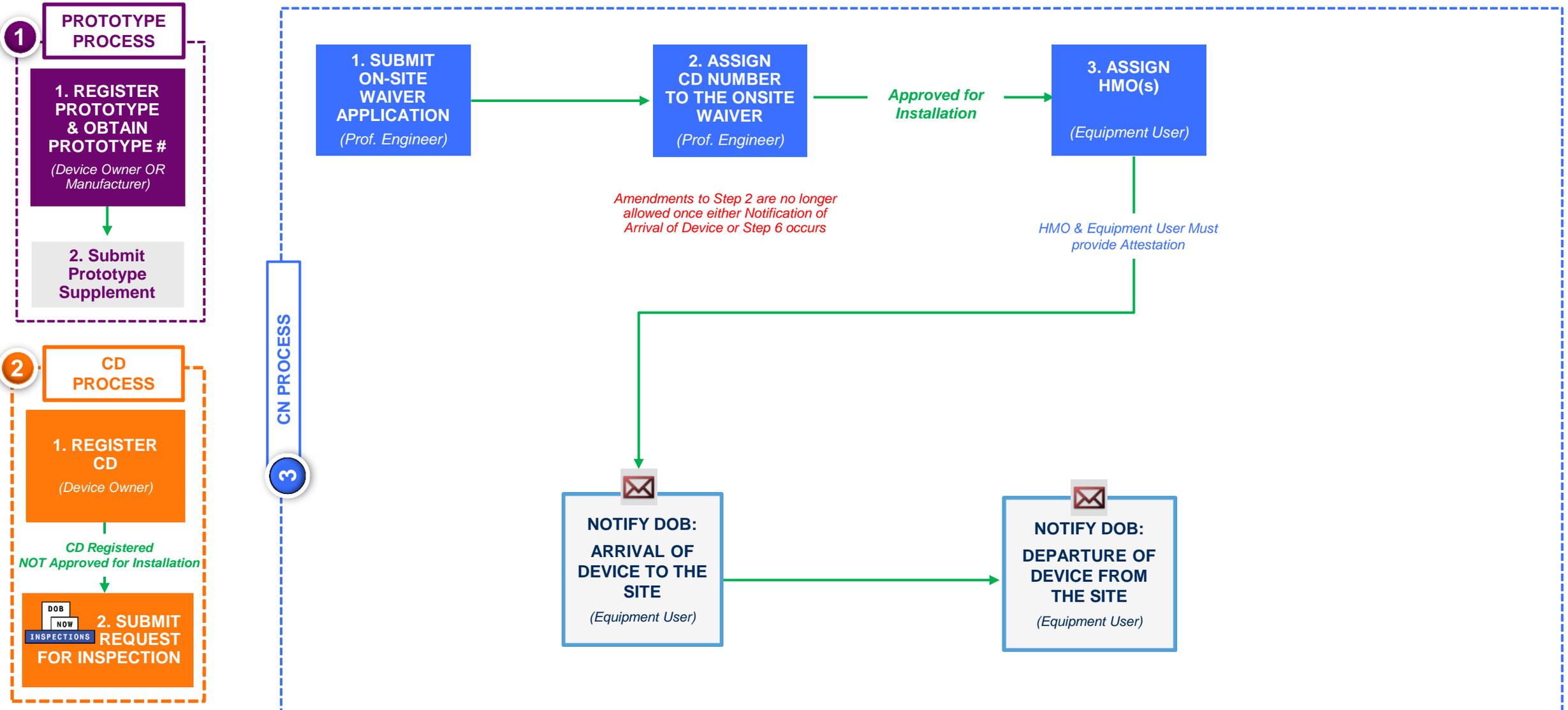
The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.



CD Approved for Installation??

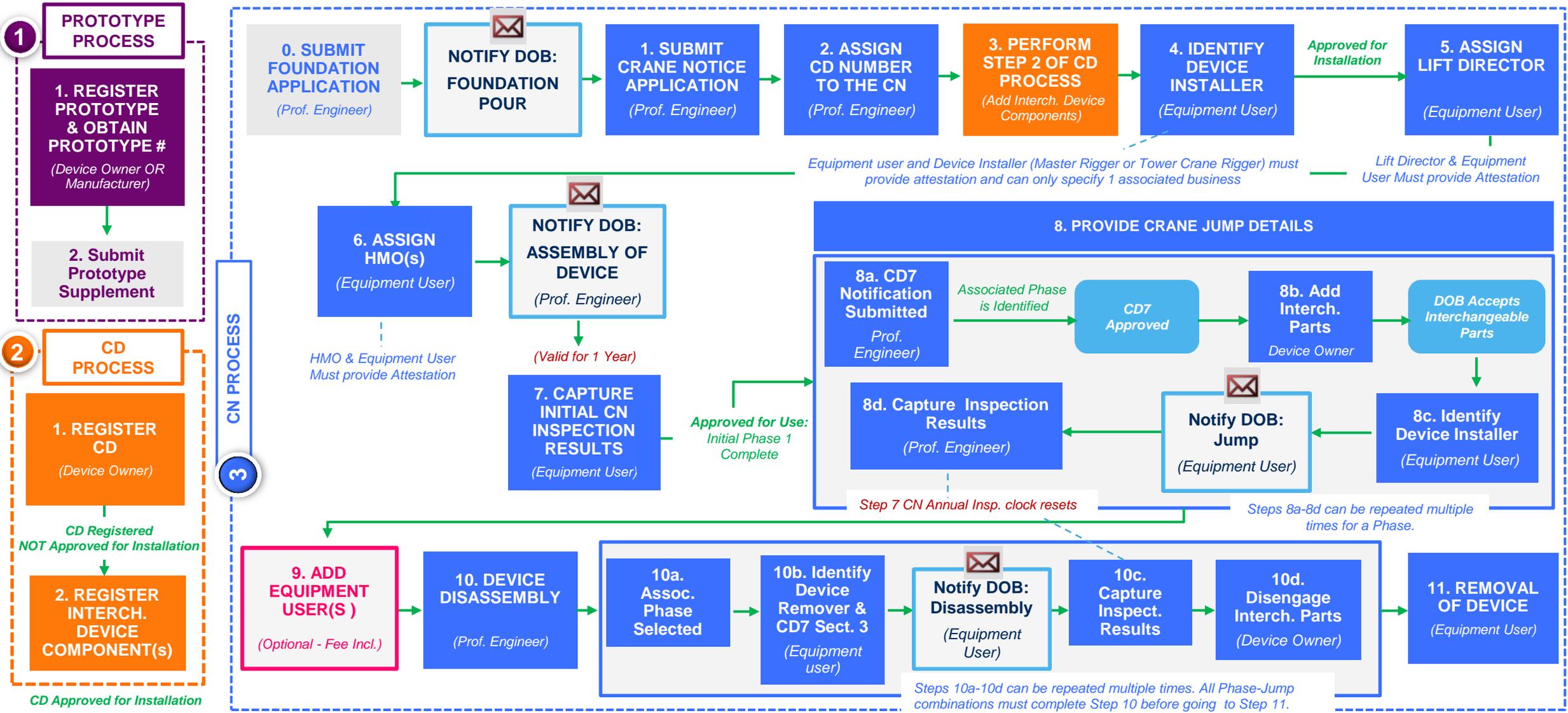
# DOB NOW: *Build* – MOBILE CRANES **ON-SITE WAIVER** OVERVIEW

The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.



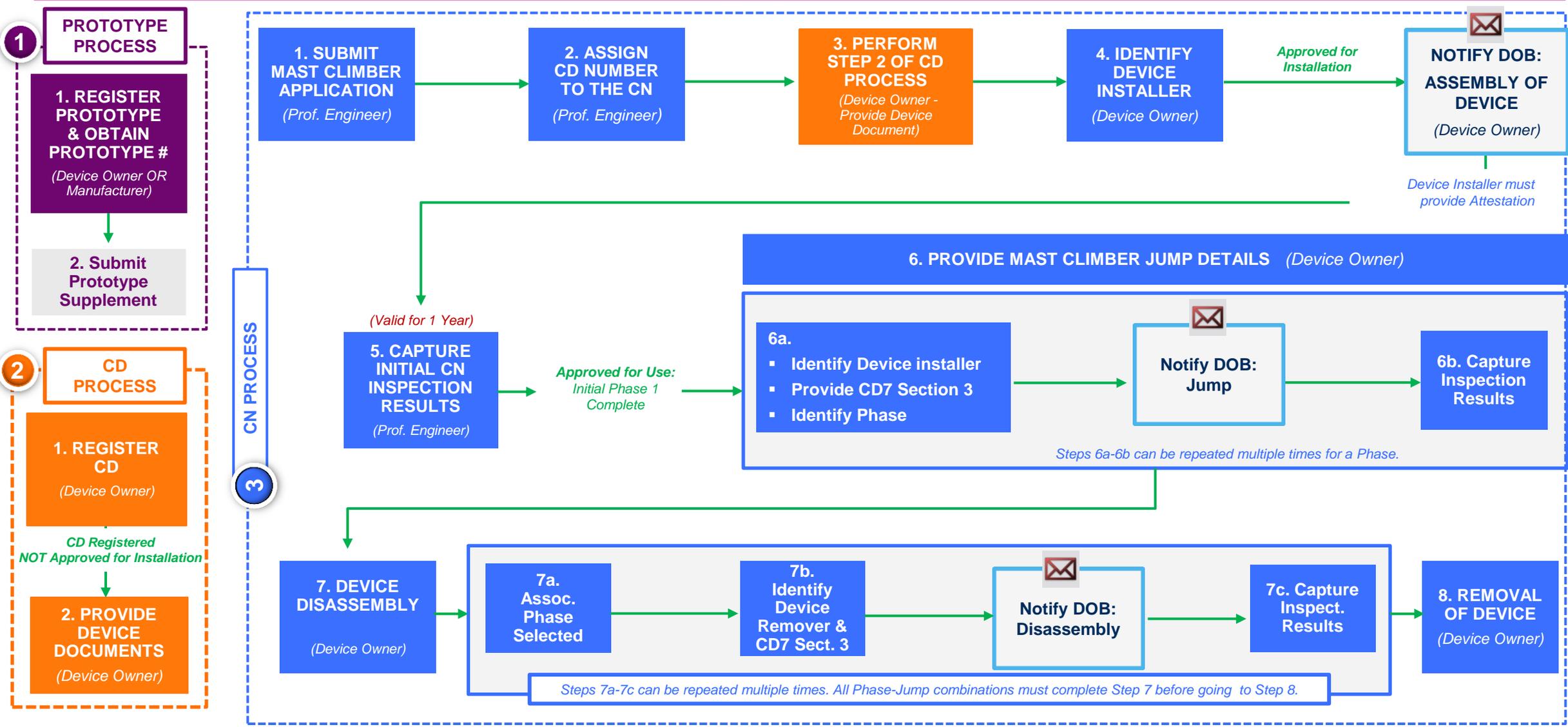
# DOB NOW: Build - TOWER CRANES: PROCESS OVERVIEW

The following steps outline the Prototype, CD and CN Transactions in DOB NOW: Build.



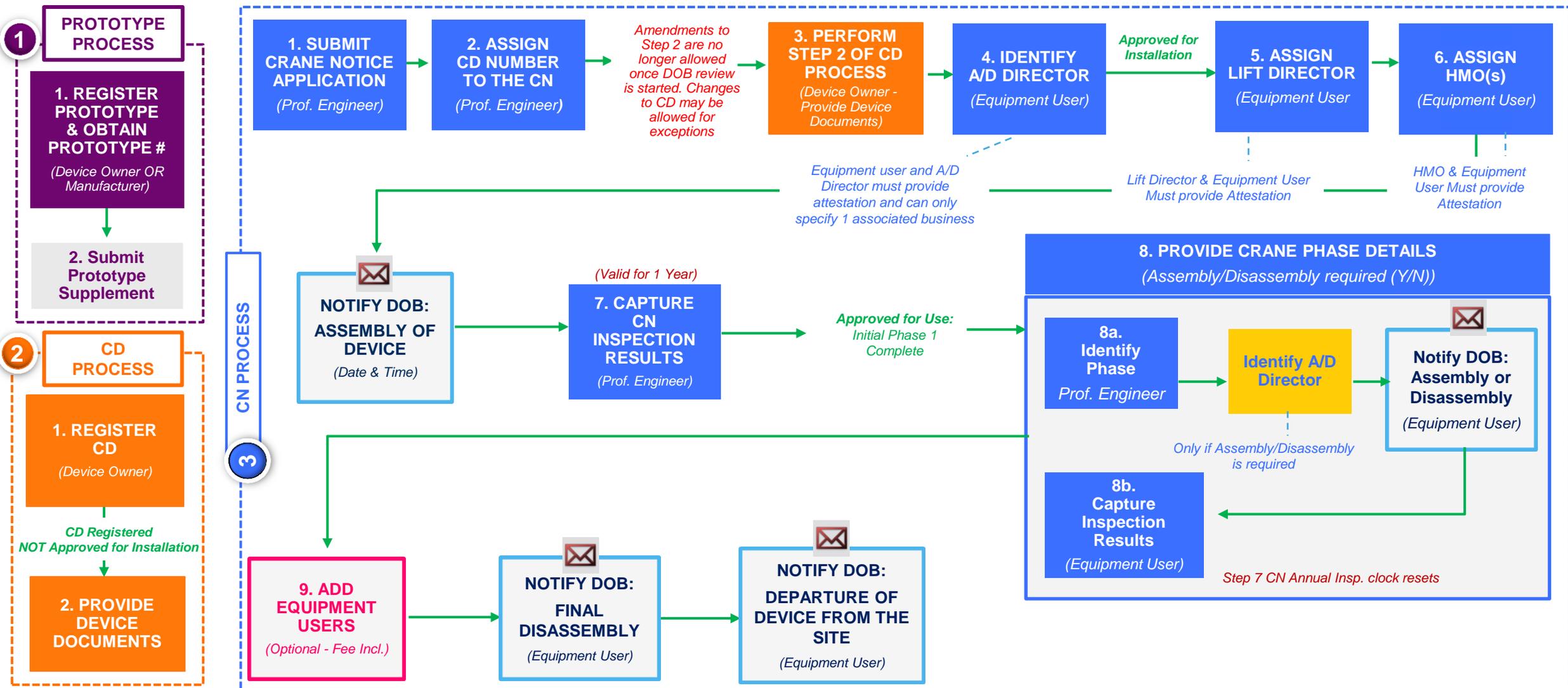
# DOB NOW: *Build* – MAST CLIMBERS ONLY: PROCESS OVERVIEW

The following steps outline the **Prototype**, **CD** and **CN** Transactions in DOB NOW: *Build*.



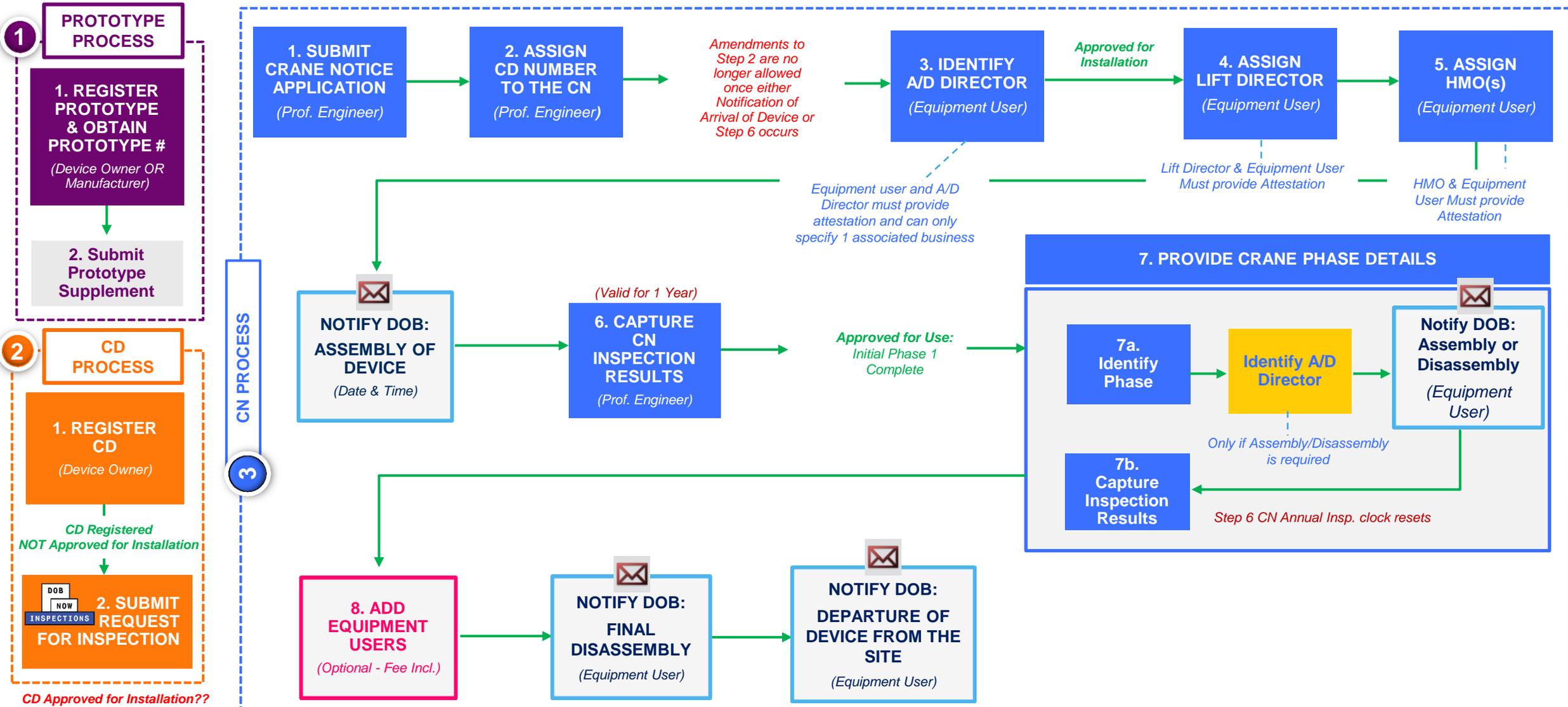
# DOB NOW: *Build* - DERRICKS: PROCESS OVERVIEW

The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.



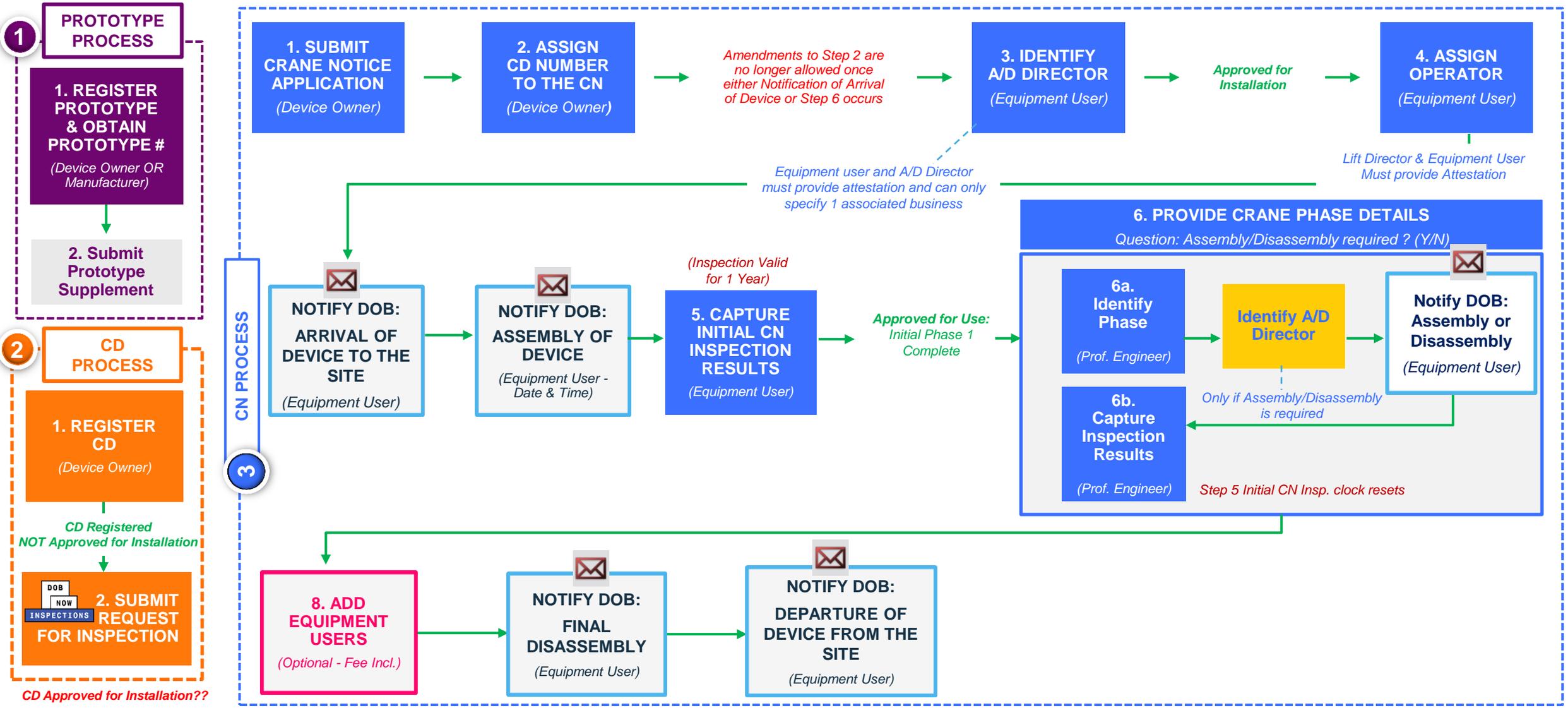
# DOB NOW: *Build* – SELF-ERECTING TOWER CRANE: PROCESS OVERVIEW

The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.



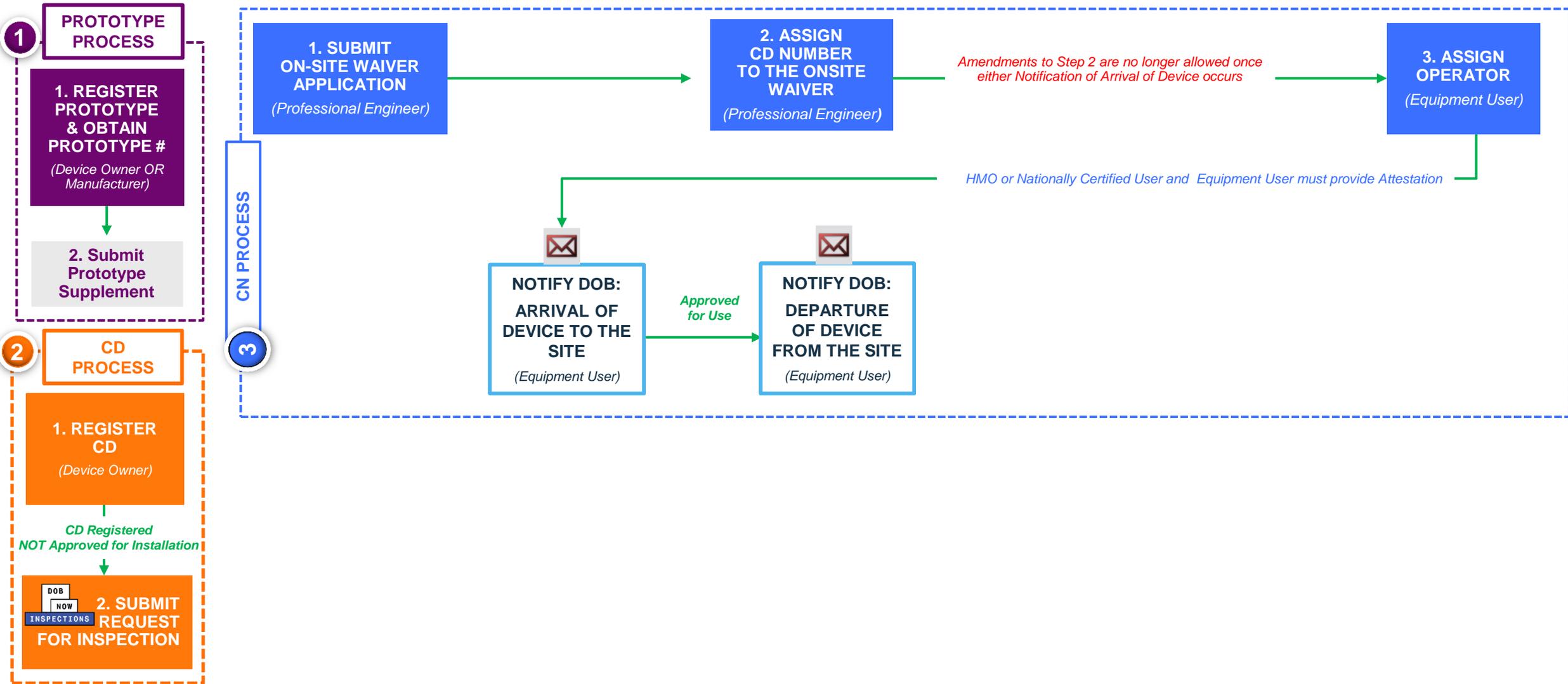
# DOB NOW: *Build* – DEDICATED PILE DRIVER: PROCESS OVERVIEW

The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.



# DOB NOW: *Build* – DEDICATED PILE DRIVER **ON-SITE WAIVER** OVERVIEW

The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.



# DOB NOW BUILD

## CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build*



KEY: ● Applicable ✘ Not Applicable	CRANE DEVICE TYPES					
	Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
PROTOTYPE						
Initial Prototype	●	●	●	●	●	●
Prototype Amendment	●	●	●	●	●	●
Prototype Supplement	●	●	●	●	●	●

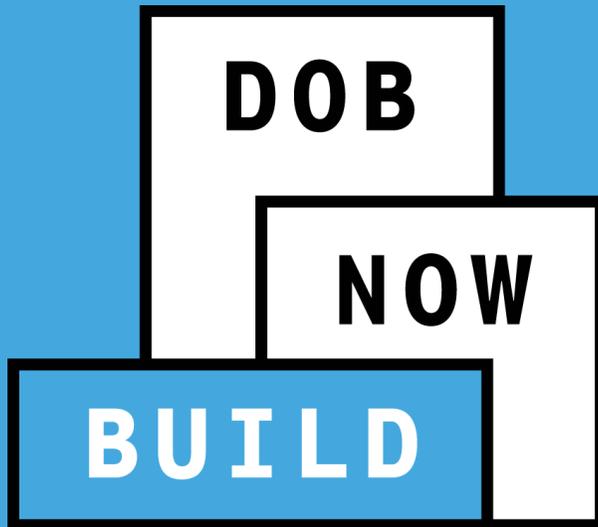
# ALL CRANE DEVICES

## PROTOTYPE APPLICATION

- Current Process vs Future Process
- Prototype Application Guidelines
- Prototype Number & Statuses
- Roles & Responsibilities
- Prototype Application Process
  - *Initial Prototype Application Process Flow*
  - *Amendment Prototype Application Process Flow*
  - *Supplement Prototype Application Process Flow*

# CRANES & DERRICKS: PROTOTYPE APPLICATION

**Current Process – Pre-DOB NOW**



# PRE-DOB NOW: CD1: CRANE / DERRICK/PILE DRIVER PROTOTYPE APPLICATION

DOB  
NOW

## ALL CRANES

The **CD1: Crane / Derrick / Pile Driver Prototype Application Form** is submitted to the Department of Buildings to begin the application process.



**CD1: Crane / Derrick / Pile Driver Prototype Application**  
*Application must be typewritten.*

---

**1 Application Information** *Required for all applications.*

New     Amendment    Prototype Number: \_\_\_\_\_    Invoice Number: \_\_\_\_\_    Fee Paid: \$ \_\_\_\_\_

---

**2 Equipment Information (Maximum Configuration)** *Required for all applications.*

Mobile Crane     Tower Crane     Self-Erecting Tower Crane     Dedicated Pile Driver     Derrick (Type: \_\_\_\_\_)

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

<b>Maximum:</b>	Rated Capacity:	Capacity Units: <input type="checkbox"/> Tons <input type="checkbox"/> Kips <input type="checkbox"/> Pounds	
	Boom: _____ ft    Jib: _____ ft    Other Attachments _____ ft    Total: _____ ft		
	Freestanding Height: _____ ft    Counterweight Configuration: Min: _____ lbs    Max: _____ lbs		

Transmission Type	Power	Mast Sections	Climbing Type	Boom Type
<input type="checkbox"/> Hydraulic / Pneumatic	<input type="checkbox"/> Gas	Mast Section Depth _____ ft	<input type="checkbox"/> Internal	<input type="checkbox"/> Articulating <input type="checkbox"/> Lattice
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Diesel	Mast Section Width _____ ft	<input type="checkbox"/> External	<input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping
	<input type="checkbox"/> Electric	Mast Section Height _____ ft	<input type="checkbox"/> Self-Erecting	

Carrier Type	Overall Carrier	Cable Size
<input type="checkbox"/> Crawler <input type="checkbox"/> Rough Terrain	Length _____ ft    Width _____ ft	1 _____    2 _____
<input type="checkbox"/> Industrial Truck <input type="checkbox"/> All Terrain	Width With Outriggers Extended _____ ft	3 _____    4 _____
<input type="checkbox"/> Commercial Truck (Boom Truck)	Tailswing _____ ft	Number of Drums: _____

---

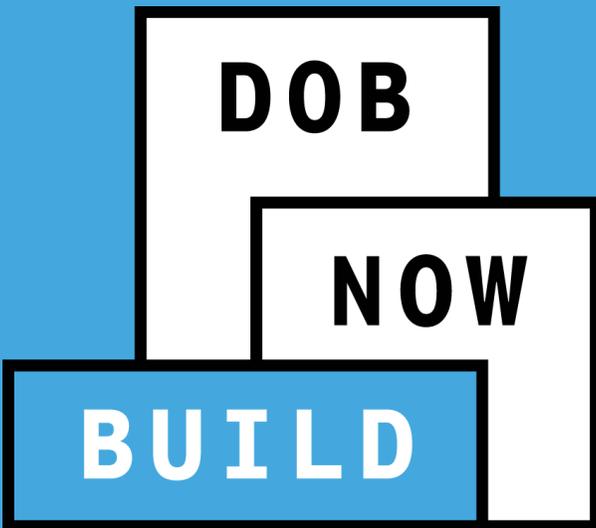
**3 Engineer Information** *Required for all applications. On Behalf Of:*  Owner     Manufacturer

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Business Telephone \_\_\_\_\_  
 Business Name \_\_\_\_\_ Business Fax \_\_\_\_\_  
 Business Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 E-Mail \_\_\_\_\_ License Number (if applicable) \_\_\_\_\_

---

**4 Manufacturer** *Required for all applications.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_  
 Business Name \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Business Address \_\_\_\_\_ Business Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Fax \_\_\_\_\_



## CRANES & DERRICKS: PROTOTYPE APPLICATION

Future Process – DOB NOW: *Build*

- DOB **CD1: Crane / Derrick / Pile Driver Prototype Application Form** is eliminated. The application will be submitted and processed through DOB NOW: *Build*.
- All supporting documents will be uploaded into DOB NOW: *Build*.

Pre-filing Pending QA Assignment Pending QA Admin Review

Save Preview to File

**CP00001605**

General Information

Equipment Information

Documents

Statements & Signatures

**General Information**

**Filing Information**

Filing Type\*

New

**Applicant Information**

Email\*

AJOETEST@GMAIL.COM

First Name

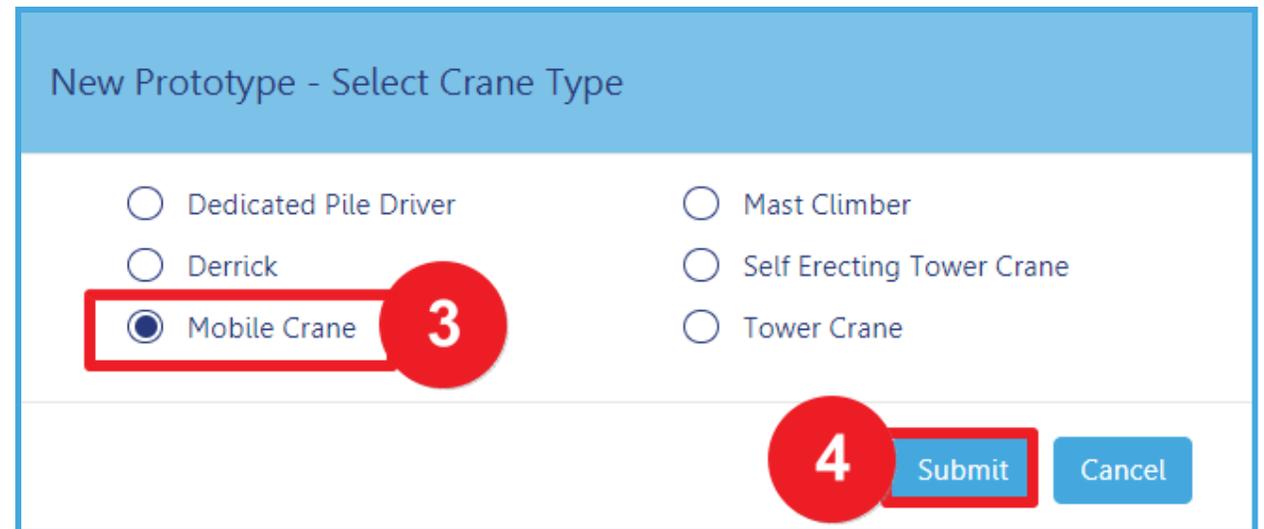
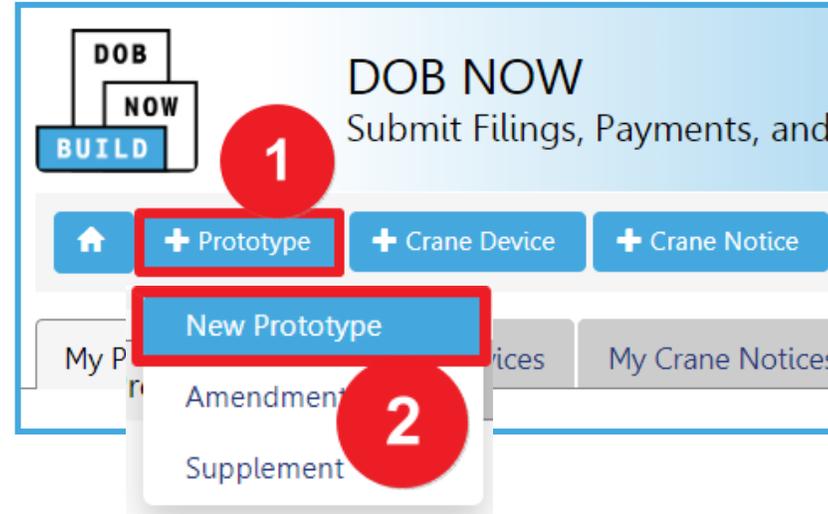
JOE

# DOB NOW : *Build* - INITIAL PROTOTYPE APPLICATION PROCESS



To begin the Initial Prototype Process, in  
DOB NOW: *Build*:

1. Hover over **+Prototype**
2. Select **New Prototype**
3. Select the **Crane Type** (e.g., Mobile Crane)
4. Click **Submit** in order to initiate the Prototype Application



# DOB NOW: *Build* – CRANES & DERRICKS: INITIAL PROTOTYPE APPLICATION STATUSES

DOB  
NOW

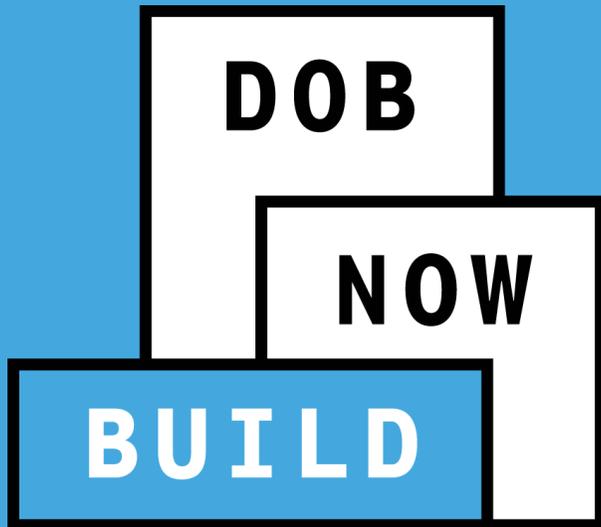
## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## NEW Initial Prototype Application Statuses:

- PreFiling
- Pending QA Assignment
- Pending QA Admin Review
- Pending PE Assignment
- PE Review in Process
- Pending CPE/ACPE Review
- Approved
- Temporary Approval
- Disapproved
- Incomplete
- Objections
- QA Failed

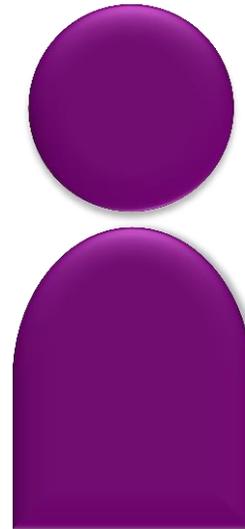
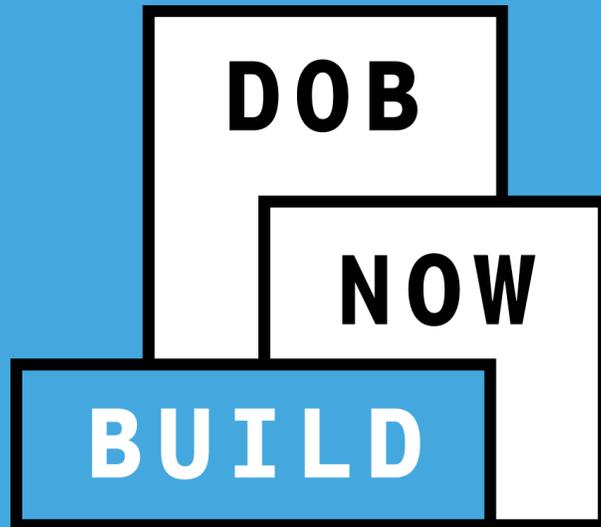


**PROTOTYPE  
INITIAL APPLICATION  
ALL CRANES**

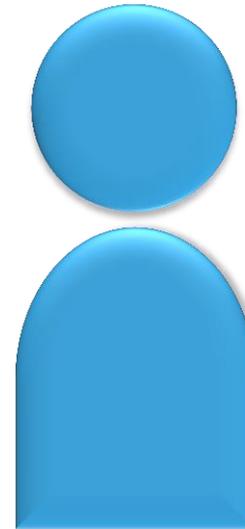
**Roles & Responsibilities**

# PROTOTYPE INITIAL APPLICATION ALL CRANES

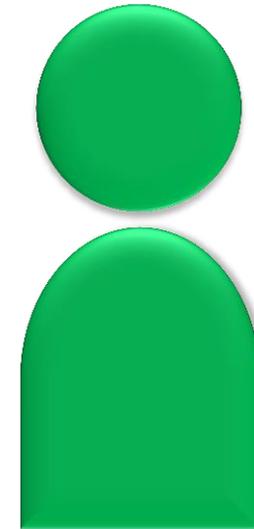
## Roles & Responsibilities



**APPLICANT  
OF RECORD**  
Owner/Manufacturer



**Engineer**



**Filing  
Representatives**

## APPLICANT OF RECORD: Owner /Manufacturer

The Owner or Manufacturer can conduct the following actions in DOB NOW: *Build* for an Initial Prototype Application:

- **Initiate** a Prototype Application
- **Manage** a Prototype Application
- **File/Re-submit** a Prototype Application
- **Pay** Prototype Application Fees
- **Delete** a Prototype Application, if payment is not yet submitted



## HIGHLIGHTS:

1

**The Owner/Manufacturer must register in eFiling and log into DOB NOW: *Build*, in order to attest or complete Statements and Signatures.**

2

**The Applicant of Record can either be the Manufacturer or the Device Owner.**

3

**The Manufacturer and the Device Owner cannot be the same person.**

## MANUFACTURER ENGINEER

The Engineer can conduct the following actions in DOB NOW: *Build* for an Initial Prototype Application:

- **Initiate** a Prototype Application
- **Manage** a Prototype Application
- **File/Re-submit** a Prototype Application
- **Pay** Prototype Application Fees
- **Delete** a Prototype Application, if payment is not yet submitted



## HIGHLIGHTS:

1

**The Engineer must register in eFiling and log into DOB NOW: *Build*, in order to attest or complete Statements and Signatures.**

## FILING REPRESENTATIVES

- **Two** Filing Representatives are allowed for each Applicant of Record:
  - Manufacturer Filing Representative
  - Owner Filing Representative.
- Filing Representatives **CAN** conduct the following actions in DOB NOW: *Build* for an Initial Prototype Application:
  - **Initiate** a Prototype Application
  - **Manage** a Prototype Application
  - **Pay** Prototype Application Fees



## HIGHLIGHTS:

1

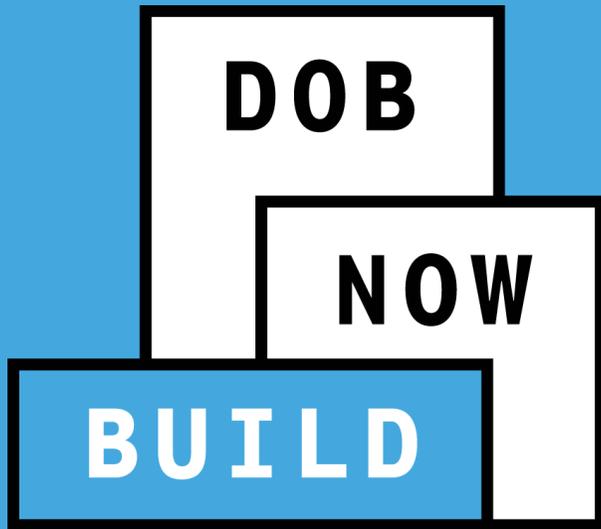
### The Filing Representative **CANNOT** :

- **Be the Applicant of Record, Engineer or Manufacturer**
- **Edit Manufacturer or Engineer information**
- **Complete attestations**

2

### The Filing Representative **CAN** :

- **Add another Filing Representative in an application**



## INITIAL PROTOTYPE APPLICATION RECAP

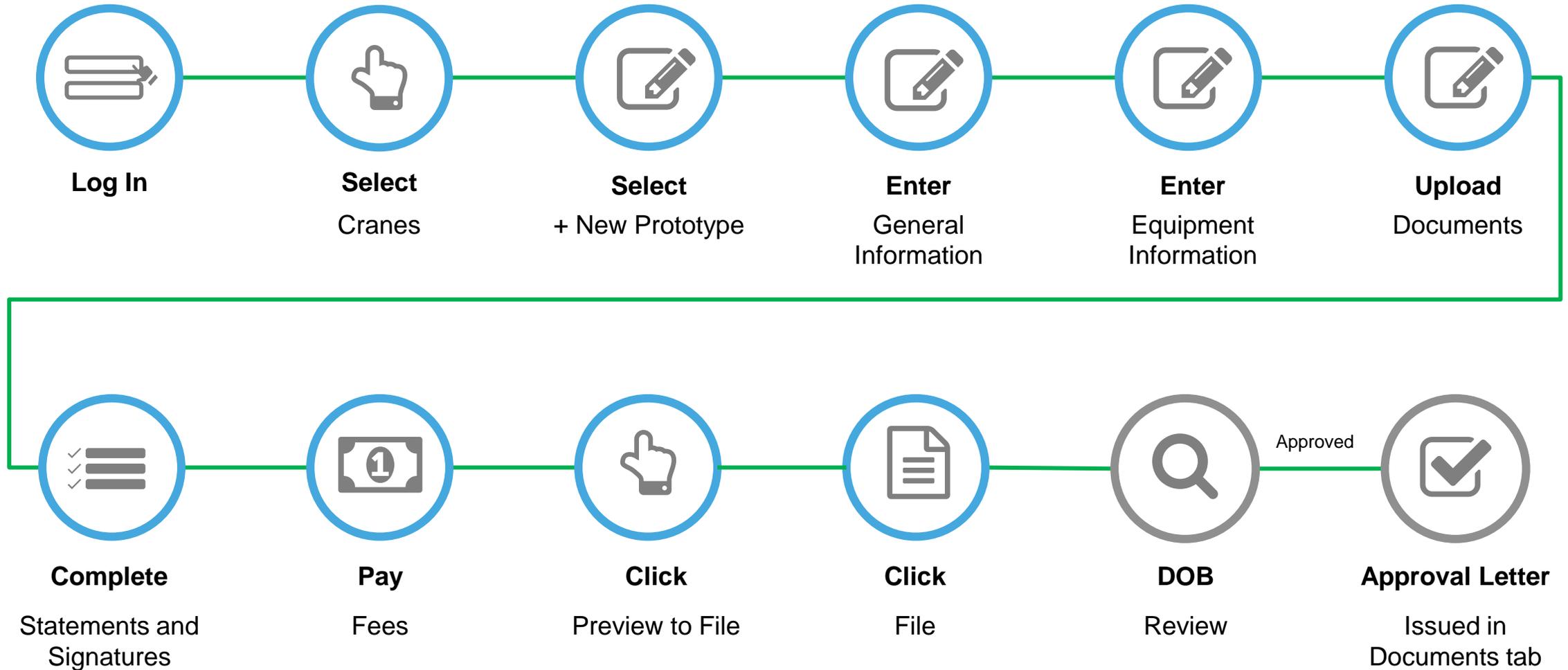


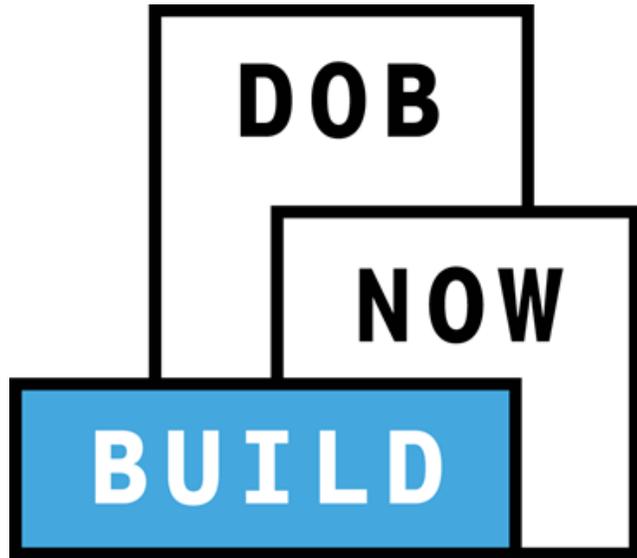
- The **Applicant of Record** can either be the Device Owner or the Manufacturer.
  - If the Device Owner is the Applicant of Record, they have the option to update the Manufacturer Information section of the application on behalf of the Manufacturer
  - If the Manufacturer is the Applicant of Record, they can only update the Manufacturer's information

- **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.

- The **Approval/Denial Letter** will be issued in DOB NOW: Build
- The **Prototype Number** will not change if the Prototype Application is revised or re-submitted.
- **Greyed-out fields** are read-only because they are auto-populated by the information completed from the Initial Prototype application.
- All **payments are submitted online**, prior to submitting the application to DOB. No partial payments are allowed.

# DOB NOW: *Build* – INITIAL PROTOTYPE APPLICATION WORKFLOW





**DEMONSTRATION**

**DOB**  
**NOW**  
**BUILD**

**CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build***

DOB  
NOW

KEY: ● Applicable ✘ Not Applicable	CRANE DEVICE TYPES					
	Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
PROTOTYPE						
Prototype Amendment	●	●	●	●	●	●

**ALL  
CRANE  
DEVICES**



**PROTOTYPE AMENDMENT APPLICATION**

- Current Process – Pre-DOB NOW
- Future Process – DOB NOW: *Build*

# PRE-DOB NOW: CD1-OA PROTOTYPE AMENDMENT APPLICATION

DOB  
NOW

- The **CD1-OA Form** is used by the owner of a Crane, Derrick, or Dedicated Pile Driver to amend an existing Prototype.
- The Prototype Number consists of 5 digit character starting with a “P” and a 3 digit number (e.g., P401)
- A letter is added to the end of the prototype number (e.g., P401-A)



CD1-OA: Crane / Derrick / Pile Driver Owner's  
Prototype Amendment Application  
*Application must be typewritten.*

---

**1 Application Information** *Required for all applications.*

Amendment      Prototype Number: \_\_\_\_\_      Invoice Number: \_\_\_\_\_      Fee Paid: \$ \_\_\_\_\_

---

**2 Equipment Information (Maximum Configuration)** *Required for all applications.*

Mobile Crane     Tower Crane     Self-Erecting Tower Crane     Dedicated Pile Driver     Derrick (Type: \_\_\_\_\_)

Manufacturer: \_\_\_\_\_      Model: \_\_\_\_\_

**Maximum:** Rated Capacity: \_\_\_\_\_      Capacity Units:  Tons     Kips     Pounds

Boom: \_\_\_\_\_ ft    Jib: \_\_\_\_\_ ft    Other Attachments \_\_\_\_\_ ft    Total: \_\_\_\_\_ ft

Freestanding Height: \_\_\_\_\_ ft    Counterweight Configuration: Min: \_\_\_\_\_ lbs    Max: \_\_\_\_\_ lbs

Transmission Type	Power	Mast Sections	Climbing Type	Boom Type
<input type="checkbox"/> Hydraulic / Pneumatic	<input type="checkbox"/> Gas	Mast Section Depth _____ ft	<input type="checkbox"/> Internal	<input type="checkbox"/> Articulating <input type="checkbox"/> Lattice
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Diesel	Mast Section Width _____ ft	<input type="checkbox"/> External	<input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping
	<input type="checkbox"/> Electric	Mast Section Height _____ ft	<input type="checkbox"/> Self-Erecting	

Carrier Type	Overall Carrier	Cable Size
<input type="checkbox"/> Crawler <input type="checkbox"/> Rough Terrain	Length _____ ft    Width _____ ft	1 _____    2 _____
<input type="checkbox"/> Industrial Truck <input type="checkbox"/> All Terrain	Width With Outriggers Extended _____ ft	3 _____    4 _____
<input type="checkbox"/> Commercial Truck (Boom Truck)	Tailswing _____ ft	Number of Drums: _____

---

**3 Engineer Information** *Required for all applications. On Behalf Of:*  Owner

\_\_\_\_\_  
Last Name      First Name      Business Telephone

\_\_\_\_\_  
Business Name      Business Fax

\_\_\_\_\_  
Business Address      Mobile Telephone

\_\_\_\_\_  
City      State      Zip      Country

\_\_\_\_\_  
E-Mail      License Number  
*(if applicable)*

---

**4 Manufacturer** *Required for all applications.*     Manufacturer no longer in business     Manufacturer did not reject amendment request

\_\_\_\_\_  
Last Name      First Name      Title

\_\_\_\_\_  
Business Name      Mobile Telephone

\_\_\_\_\_  
Business Address      Business Telephone

# DOB NOW : *Build* - PROTOTYPE AMENDMENT APPLICATION PROCESS

DOB  
NOW

- DOB **CD1-OA Form** is eliminated. DOB NOW: *Build* guides the Applicant through the data-entry and submission process.
- The Filing Information, Applicant Information and Engineer Information fields are greyed-out and Read-Only. This information is pulled from the Initial Prototype Application.

The screenshot displays the DOB NOW Build application interface. At the top, a progress bar shows three stages: Pre-filing, Pending QA Assignment, and Pending QA Admin Review, all marked with checkmarks. Below the progress bar are 'Save' and 'Preview to File' buttons. The main content area is divided into two columns. The left column shows a navigation menu with 'General Information' selected and highlighted in blue, and other options like 'Equipment Information', 'Documents', and 'Statements & Signatures' which are greyed-out. The right column shows the 'General Information' form with fields for 'Filing Information' (Filing Type\* set to 'New') and 'Applicant Information' (Email\* set to 'AJOETEST@GMAIL.COM', First Name set to 'JOE').



If the Professional Engineer acted on behalf of the Owner, the Engineer information **cannot be changed**.

If Professional Engineer acted on behalf of the Manufacturer, then as part of the amendment, **the Engineer information can change**.

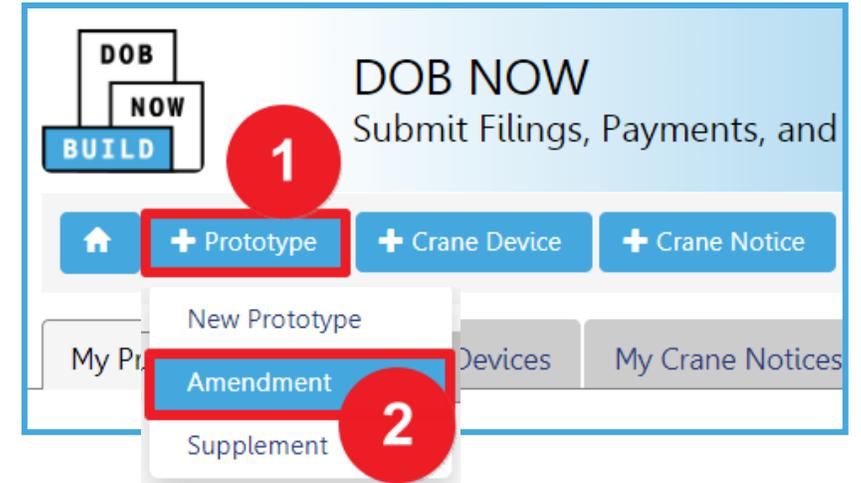
# DOB NOW : *Build* – PROTOTYPE AMENDMENT APPLICATION PROCESS



ALL CRANES

To begin the Prototype Amendment Process,  
in DOB NOW: *Build*:

1. Hover over **+Prototype**
2. Select **Amendment**
3. Enter the Initial **Prototype Number**  
(e.g., CP00001605)
4. Click **Submit** in order to initiate the  
Prototype Amendment Application.



Prototype Amendment

Prototype Number\*

CP00001605

Submit Cancel

# DOB NOW: *Build* – PROTOTYPE AMENDMENT APPLICATION STATUSES

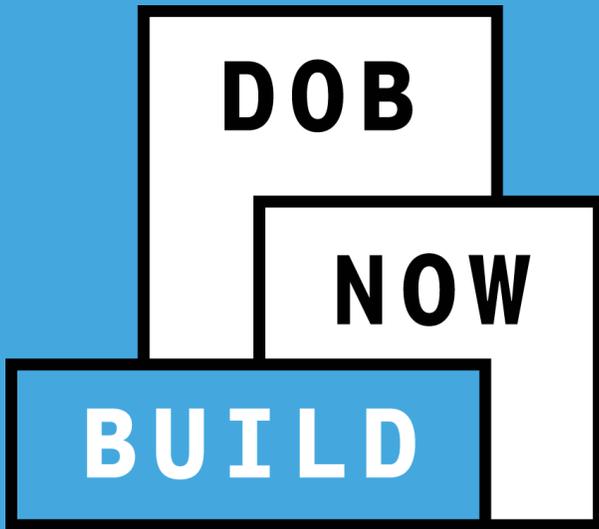
## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## NEW Prototype Amendment Application Statuses:

- PreFiling
- Pending QA Assignment
- Pending QA Admin Review
- Pending PE Assignment
- PE Review in Process
- Pending CPE/ACPE Review
- Approved
- Temporary Approval
- Disapproved
- Incomplete
- Objections
- QA Failed

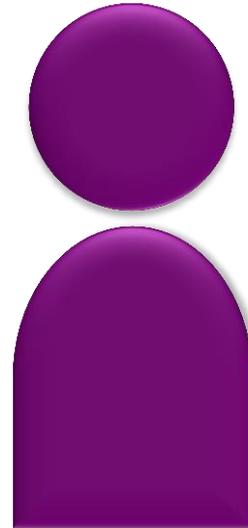
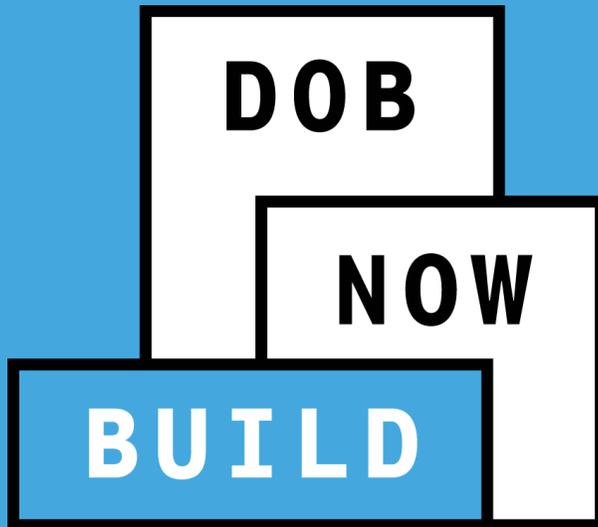


# PROTOTYPE AMENDMENT APPLICATION

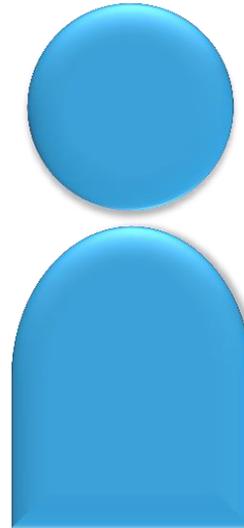
## Roles & Responsibilities

# PROTOTYPE AMENDMENT APPLICATION

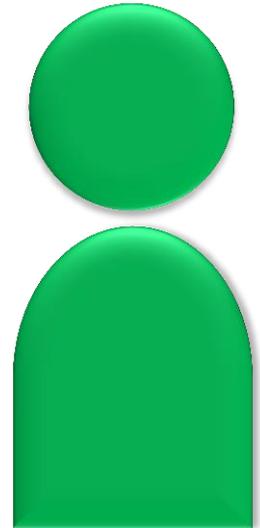
## Roles & Responsibilities



**OWNER  
AMENDMENT**



**MANUFACTURER  
AMENDMENT**



**FILING  
REPRESENTATIVE  
AMENDMENT**

## OWNER'S & MANUFACTURER'S AMENDMENT

### APPLICANT OF RECORD: Owner

The Owner, can conduct the following actions in DOB NOW: *Build* for a Prototype Amendment

Application:

- **Initiate** a Prototype Amendment Application
- **Manage** a Prototype Amendment Application
- **File/Re-submit** a Prototype Amendment Application
- **Pay** Prototype Amendment Fees
- **Delete** a Prototype Amendment Application, if payment is not submitted



### HIGHLIGHTS:

1

**The Owner must amend the associated CD to apply the amended Prototype to the CD.**

2

**If the Owner files the Prototype Application, the Professional Engineer must be NYS-Licensed.**

## MANUFACTURER'S AMENDMENT

### APPLICANT OF RECORD: Manufacturer

The Manufacturer, can conduct the following actions in DOB NOW: Build for a Prototype Amendment Application:

- **Initiate** a Prototype Amendment Application
- **Manage** a Prototype Amendment Application
- **File/Re-submit** a Prototype Amendment Application
- **Pay** Prototype Amendment Fees
- **Delete** a Prototype Amendment Application, if payment is not submitted



### HIGHLIGHTS:

1

**A Manufacturer cannot complete and submit an Owner's Amendment**

## OWNER'S & MANUFACTURER'S AMENDMENT

### FILING REPRESENTATIVES

- **Two** Filing Representatives are allowed for each Applicant of Record: Manufacturer Filing Representative or Owner Filing Representative.
- Filing Representatives can conduct the following actions in DOB NOW: *Build* for an Prototype Amendment Application:
  - **Initiate** a Prototype Amendment Application
  - **Manage** a Prototype Amendment Application
  - **Pay** Prototype Amendment Fees



### HIGHLIGHTS:

1

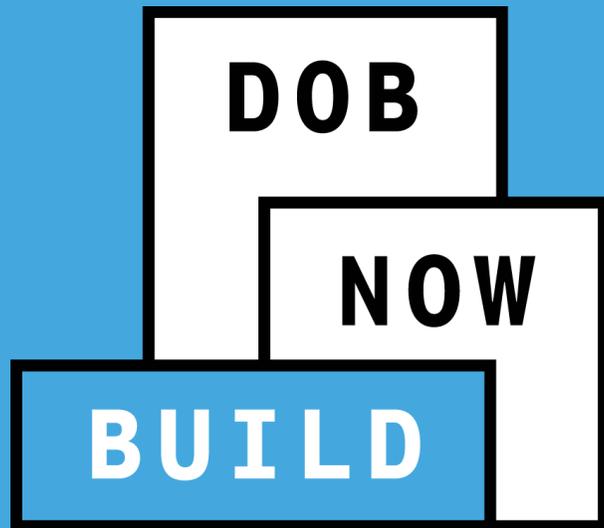
The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.

2

A Filing Representative CAN add another Filing Representative in an application.

3

Filing Representatives **CANNOT** edit Manufacturer or Engineer information and cannot attest.



## PROTOTYPE AMENDMENT APPLICATION RECAP

# PROTOTYPE AMENDMENT APPLICATION GUIDELINES

DOB  
NOW



- The **Prototype Amendment Number** will be issued upon the approval of application.
- There will not be a **Prototype Amendment Number** if the application is denied.
- The **Prototype Amendment Number** will not change if it is revised or re-submitted.

- A Manufacturer or Device Owner can file **any number of amendments** on a Prototype Application once the Initial Prototype. Application is approved by DOB (i.e., either Full Approval or Temporary Approval).
- Only **one amendment** can be in progress at a time.

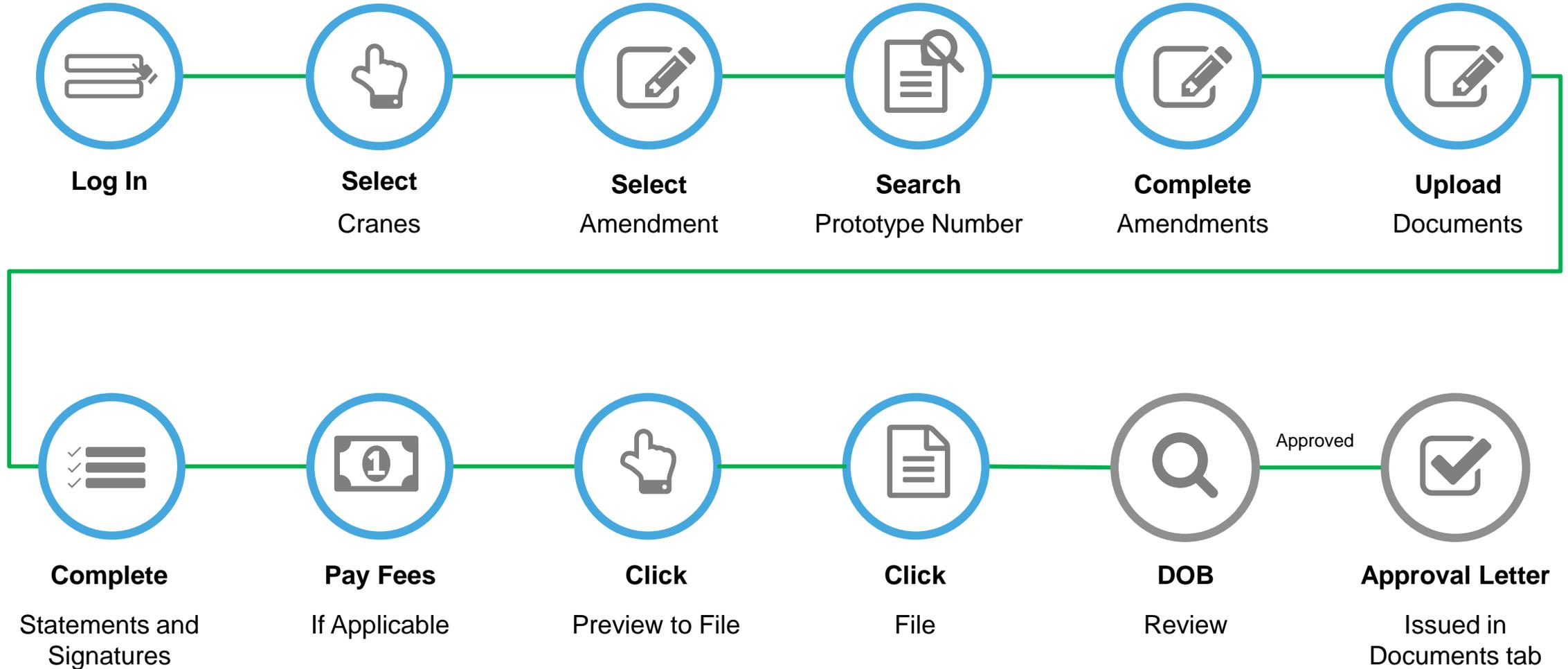
- The Device Type and the Manufacturer cannot change.
- The **Approval/Denial Letter** will be issued in DOB NOW: *Build*.
- **Greyed-out fields** are read-only because they are auto-populated by the information completed from the Initial Prototype application
- All payments are **submitted online**.

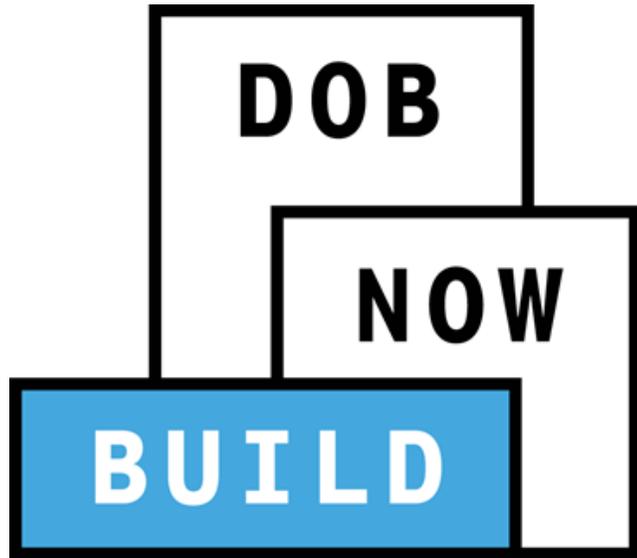
# DOB NOW: *Build* – PROTOTYPE AMENDMENT APPLICATION WORKFLOW

DOB  
NOW

● USER  
INPUT

● SYSTEM  
OUTPUT





# DEMONSTRATION

**DOB**  
**NOW**  
**BUILD**

**CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build***

**DOB**  
**NOW**

KEY: ● Applicable ✘ Not Applicable	CRANE DEVICE TYPES					
	Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
	PROTOTYPE					
Prototype Supplement	●	●	●	●	●	●

**ALL  
CRANE  
DEVICES**



**PROTOTYPE SUPPLEMENT APPLICATION**

- **Current Process – Pre-DOB NOW**
- **Future Process – DOB NOW: *Build***

# PRE-DOB NOW: CD1- OA PROTOTYPE SUPPLEMENT APPLICATION

DOB  
NOW

- A Supplement is a minor addition to a Prototype that does not impact the Prototype’s design. For example, a page added to the User Manual or updated Manufacturer information.
- The **CD1 Form** is used by the Manufacturer to provide minor additions to an existing Prototype.
- A Manufacturer can file a Supplement Application once the Initial Prototype Application is approved by DOB.



CD1: Crane / Derrick / Pile Driver Prototype Application  
*Application must be typewritten.*

**1 Application Information** *Required for all applications.*

New     Amendment    Prototype Number: \_\_\_\_\_    Invoice Number: \_\_\_\_\_    Fee Paid: \$ \_\_\_\_\_

**2 Equipment Information (Maximum Configuration)** *Required for all applications.*

Mobile Crane     Tower Crane     Self-Erecting Tower Crane     Dedicated Pile Driver     Derrick (Type: \_\_\_\_\_)

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

<b>Maximum:</b>	Rated Capacity:	Capacity Units: <input type="checkbox"/> Tons <input type="checkbox"/> Kips <input type="checkbox"/> Pounds	
	Boom: _____ ft    Jib: _____ ft	Other Attachments _____ ft    Total: _____ ft	
	Freestanding Height: _____ ft	Counterweight Configuration: Min: _____ lbs    Max: _____ lbs	

Transmission Type	Power	Mast Sections	Climbing Type	Boom Type
<input type="checkbox"/> Hydraulic / Pneumatic	<input type="checkbox"/> Gas	Mast Section Depth _____ ft	<input type="checkbox"/> Internal	<input type="checkbox"/> Articulating <input type="checkbox"/> Lattice
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Diesel	Mast Section Width _____ ft	<input type="checkbox"/> External	<input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping
	<input type="checkbox"/> Electric	Mast Section Height _____ ft	<input type="checkbox"/> Self-Erecting	

Carrier Type	Overall Carrier	Cable Size
<input type="checkbox"/> Crawler <input type="checkbox"/> Rough Terrain	Length _____ ft    Width _____ ft	1 _____    2 _____
<input type="checkbox"/> Industrial Truck <input type="checkbox"/> All Terrain	Width With Outriggers Extended _____ ft	3 _____    4 _____
<input type="checkbox"/> Commercial Truck (Boom Truck)	Tailswing _____ ft	Number of Drums: _____

**3 Engineer Information** *Required for all applications. On Behalf Of:*     Owner     Manufacturer

Last Name _____	First Name _____	Business Telephone _____
Business Name _____		Business Fax _____
Business Address _____		Mobile Telephone _____
City _____	State _____	Zip _____    Country _____
E-Mail _____		License Number (if applicable) _____

**4 Manufacturer** *Required for all applications.*

Last Name _____	First Name _____	Title _____
Business Name _____		Mobile Telephone _____
Business Address _____		Business Telephone _____
City _____	State _____	Zip _____    Business Fax _____

# DOB NOW : *Build* - PROTOTYPE SUPPLEMENT APPLICATION PROCESS

DOB  
NOW

- DOB **CD1 Form** is eliminated. The application will be submitted and processed through DOB NOW: *Build*.
- Contact details (except for owner's details) can be edited on the Supplement Form.
- The new Point of Contact must attest, if the original Point of Contact is replaced.
- The Manufacturer must upload all appropriate Supplement-related documents.

Pre-filing Pending QA Assignment Pending QA Admin Review

Save Preview to File

**CP00001605**

General Information

Equipment Information

Documents

Statements & Signatures

**General Information**

**Filing Information**

Filing Type\*

New

**Applicant Information**

Email\*

AJOETEST@GMAIL.COM

First Name

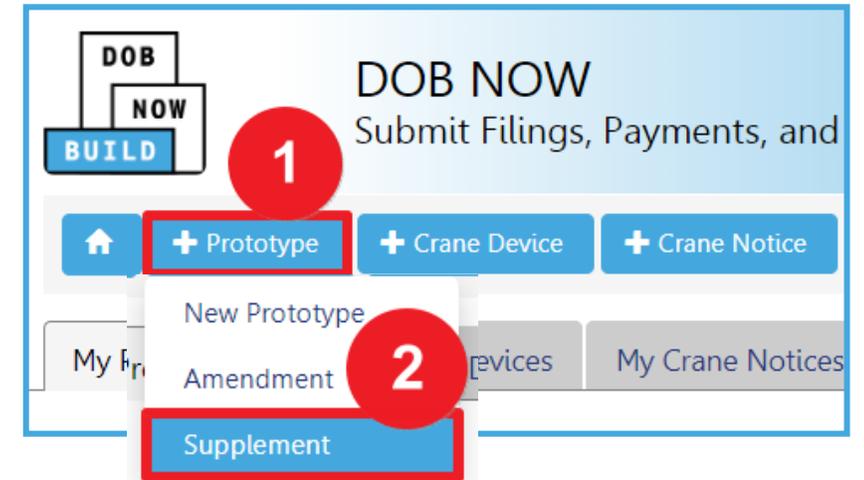
JOE

# DOB NOW : *Build* – PROTOTYPE SUPPLEMENT APPLICATION PROCESS

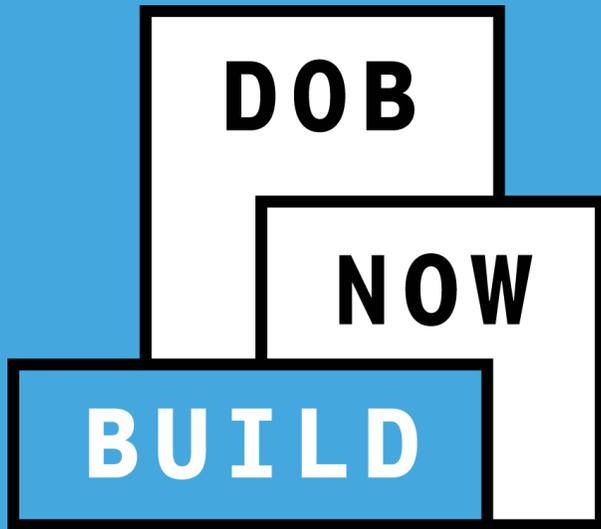


To begin the Prototype Supplement Process, in  
DOB NOW: *Build*:

1. Hover over **+Prototype**
2. Select **Supplement**
3. Enter the **Prototype Number** (e.g.,  
CP0000160)
4. Click **Submit** in order to initiate the Prototype  
Supplement Application



The screenshot shows the 'Prototype Supplement' form. The title 'Prototype Supplement' is at the top. Below the title, there is a label 'Prototype Number\*' and an input field containing the text 'CP00001605'. The input field is highlighted with a red box and a red circle with the number '3'. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box and a red circle with the number '4'.



## PROTOTYPE SUPPLEMENT APPLICATION RECAP

# PROTOTYPE SUPPLEMENT APPLICATION GUIDELINES



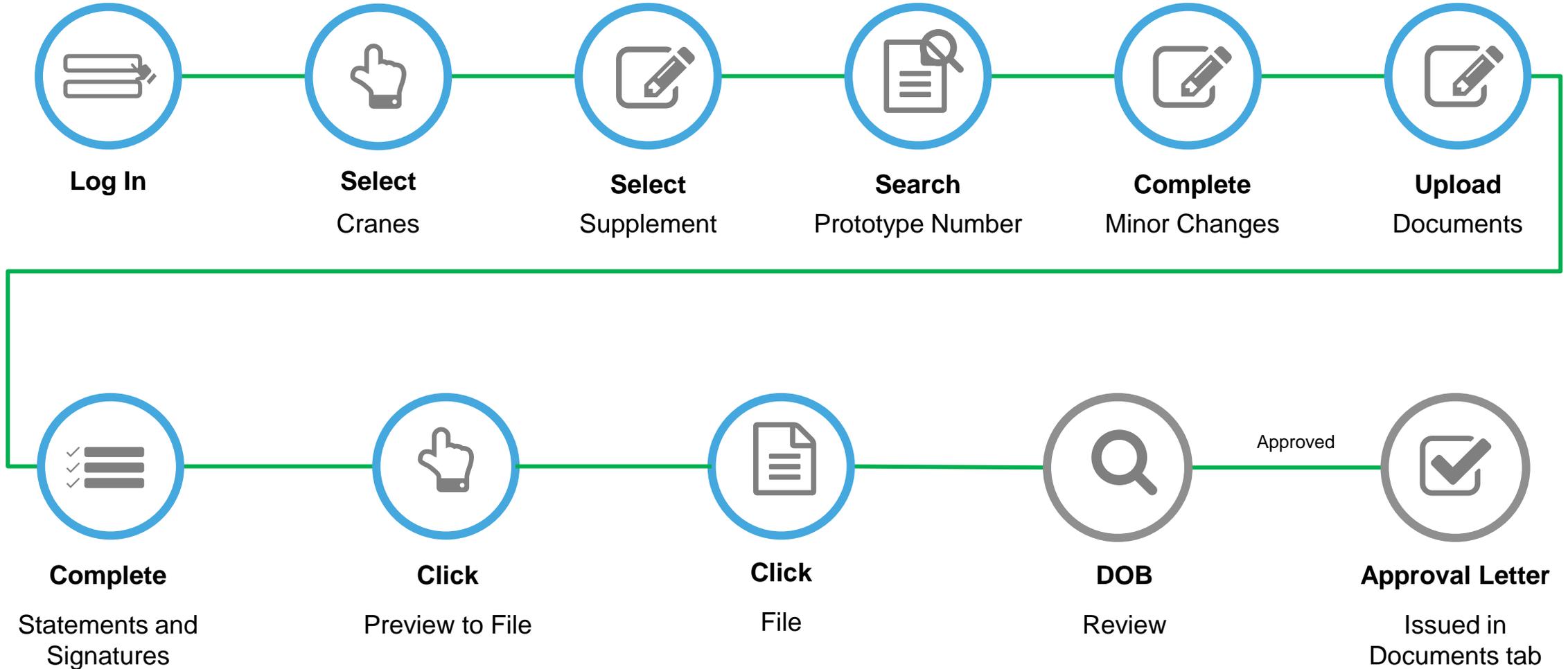
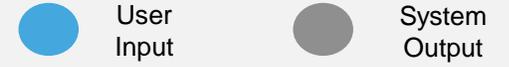
- When you file a Supplement you can **add up to 5 Points of Contact** (i.e., Technical, Service or both).
- The Point of Contact details (except for owner details if they exist) **can be edited** on the Supplement form.
- If a new Point of Contact is added or replacing the original contact, the **new contact must attest**.
- The manufacturer must **upload** all appropriate Supplement-related documents.

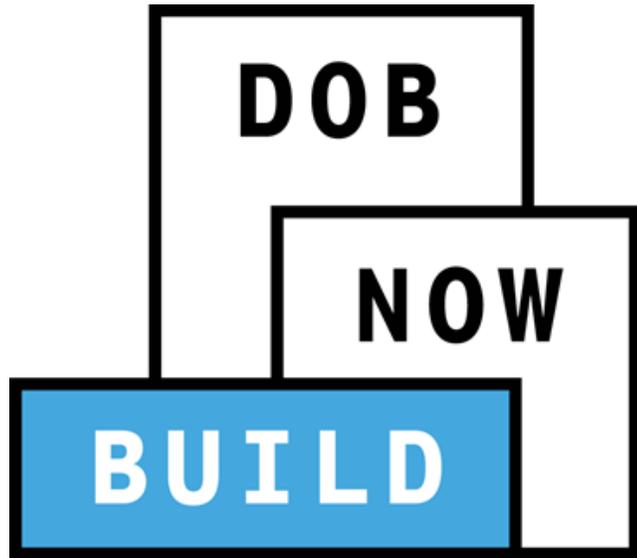
▪ The following fields are greyed-out and cannot be edited:

- **Equipment Information**
- **Boom Type Information**
- **Cable Drum Information**

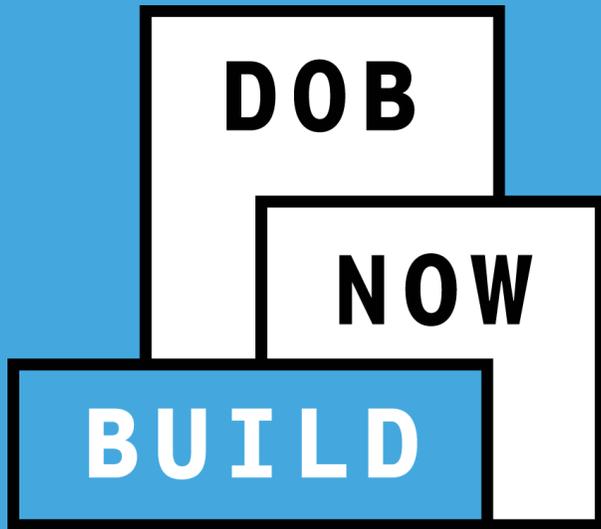
- The **Approval/Denial Letter** will be issued in DOB NOW: *Build*.
- **Greyed-out fields** are read-only because they are auto-populated by the information completed from the Initial Prototype application.

# DOB NOW: *Build* – PROTOTYPE SUPPLEMENT APPLICATION WORKFLOW





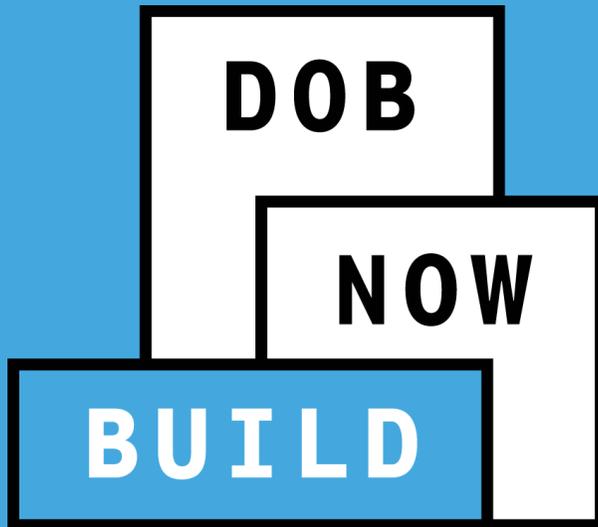
**DEMONSTRATION**



**QUESTIONS?**

# CD TRANSACTIONS: ALL CRANE TYPES

- Current Process vs Future Process
- Roles & Responsibilities
- CD Number Scheme & Statuses



CRANE DEVICES	TRANSACTIONS
All Crane Types	<ul style="list-style-type: none"><li>• Register Crane Device</li><li>• Amendment</li><li>• Renewal</li></ul>
Mobile Crane	<ul style="list-style-type: none"><li>• CD3</li></ul>
Tower Cranes	<ul style="list-style-type: none"><li>• Interchangeable Components</li></ul>
Mast Climber Derrick	<ul style="list-style-type: none"><li>• Provide Updated Device Documents</li></ul>
Self-Erecting Tower Crane Mobile Crane Dedicated Pile Driver	<ul style="list-style-type: none"><li>• Submit Inspection Dates &amp; Mag Reports</li></ul>

# CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build*

KEY: ● Applicable ✘ Not Applicable

NS



## CRANE DEVICE TYPES

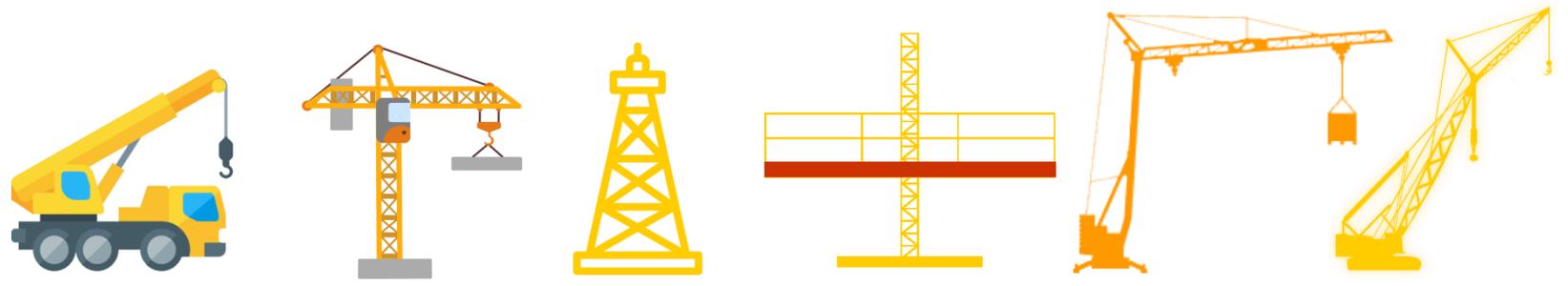
	Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
PROTOTYPE						
Initial Prototype	●	●	●	●	●	●
Prototype Amendment	●	●	●	●	●	●
Prototype Supplement	●	●	●	●	●	●

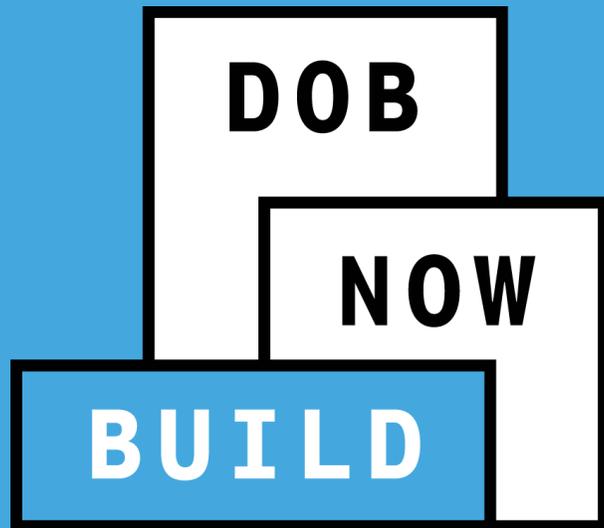
**DOB**  
**NOW**  
**BUILD**

**ALL  
CRANE  
DEVICES**

## CRANE DEVICE APPLICATION

- CD Application Process & Guidelines:
- Initial/New
- Amendment
- Renewal





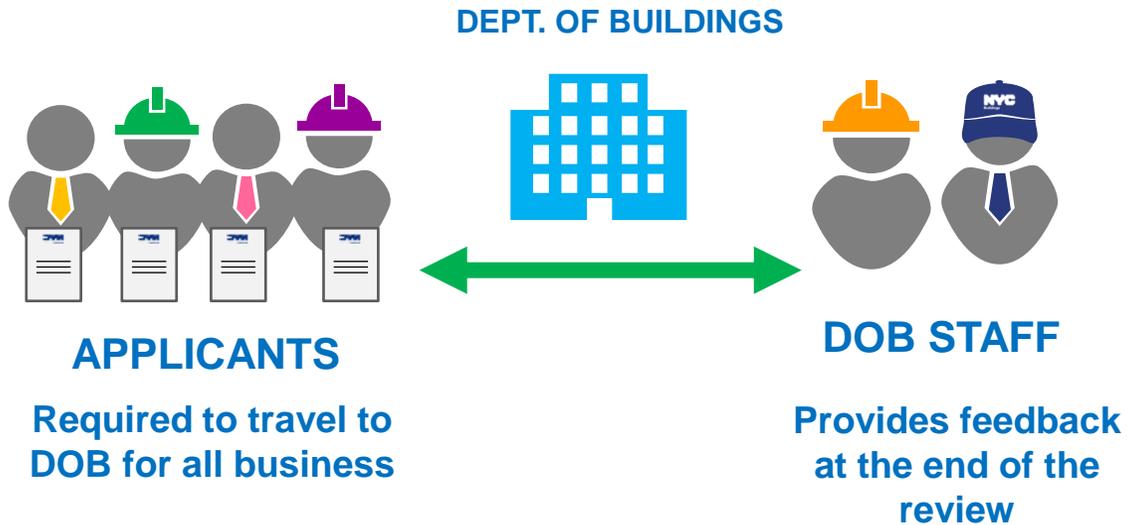
## **CRANES & DERRICKS: CD (CRANE DEVICE PROCESS)**

**Current Process (BIS, Paper Forms etc.)**

# PRE-DOB NOW: CD2: APPLICATION FORM

**DOB  
NOW**

The **CD2: Crane / Derrick / Mobile Work Platform Approval and Operation Application / Certificate** is submitted to the Department of Buildings to begin the application process.



**Crane / Derrick / Mobile Work Platform Approval and Operation Application / Certificate**  
Please File 2 Copies  
Application Must Be Typewritten

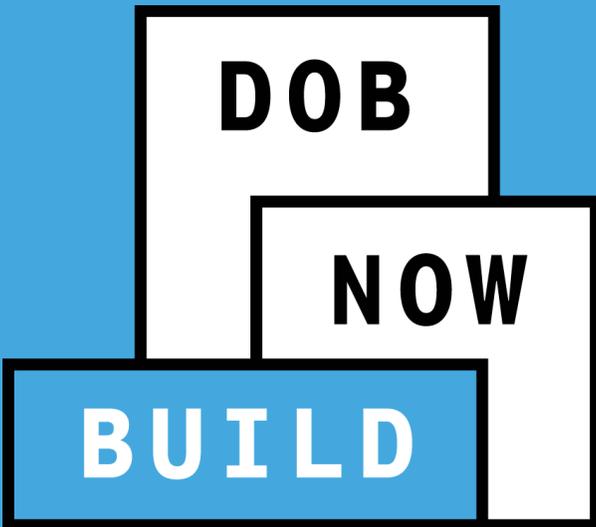
		<b>For Internal Use Only</b>	
		CD Number	
Date Received	Fee Paid		
Invoice No:			
		<b>2 CD Number</b>	

<b>1. Application Type</b>			
Original	Renewal	Change	
Equipment Type:	Mobile Crane	Fix / Climber Tower Crane	Derrick Work Platform

<b>3. Applicant</b> Send correspondence to: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner		<b>Owner</b>	
Name:		Name:	
Title:		Title:	
Company:		Company:	
Address:		Address:	
City:	State:	Zip:	City: State: Zip:
Telephone:	Fax:	Telephone:	Fax:

<b>4. Crane / Derrick / Work Platform Information</b>			
Prototype No.:		<b>Drums</b>	
Manufacturer:		<b>Work Platform Information</b>	
Model:		Number of Drums:	
Serial Number:		No.	Wire Rope Size
		1	in.
		2	in.
		3	in.
		4	in.
Capacity:		Platforms I.D.'s:	

<b>5. Tower / Boom / Jib Section Information</b>							
<b>Maximum Configuration: Tower Crane:</b>				<b>Lift Crane:</b>			
	Latticed	Solid		Boom:	Jib:	Total:	
Tower/Mast Section I.D.							
Boom Section I.D.							
Jib / Sill / Leg Section I.D.							



## CRANES & DERRICKS: CRANE DEVICE PROCESS

Future Process (DOB Now: *Build*)

- Paper forms are **eliminated**. The application will be processed electronically through DOB NOW: *Build*.
- All supporting documents will be **uploaded** into DOB NOW: *Build*.
- DOB NOW: *Build* guides the Applicant through the data-entry process based on the **Crane Type** and **Transaction Type** selected.

Progress bar: Pre-filing, Pending QA Assignment, Pending QA Admin Rev.

Buttons: Save, Preview to File

CD00001329

General Information

Equipment Information

Documents

Statements & Signatures

General Information

Filing Information

Registration Type\*  
New

Prototype Number\*  
CP00001605

# DOB NOW – *Build*: NEW CD NUMBERS



The CD Application Tracking Number becomes the **new CD Device Number** ONLY after the Application is approved. This means the CD is registered but not approved for installation.

## Pre DOB NOW CD Application Tracking Number

The **CD Application Tracking Number** starts with “CD” and a 4 digit number (e.g. CD1234)

**CD1234**

## DOB NOW : *Build* CD Application Tracking Number

**CD Number**

THE LETTERS:  
CD



8 DIGITS



**NEW CD NUMBER**  
(CD00006790)

**CD Amendment:**

CD NUMBER



THE LETTER:  
A



6 DIGITS



**NEW CD AMENDMENT NUMBER**  
(CD00006789-A000001)

**CD Renewal:**

CD NUMBER



THE LETTER:  
R



6 DIGITS



**NEW CD RENEWAL NUMBER**  
(CD00006789-R000001)

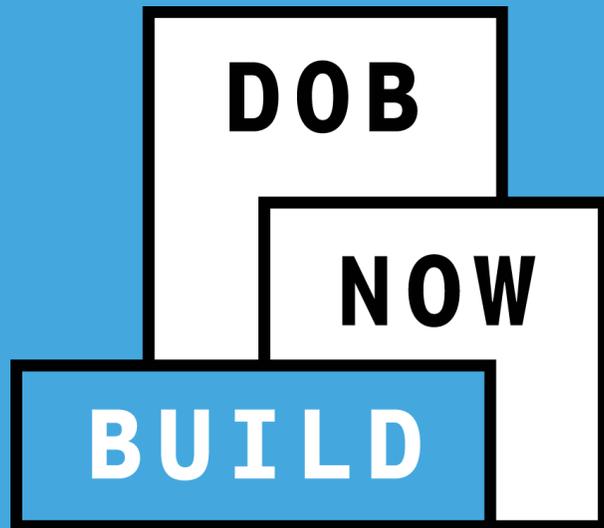
## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## NEW Crane Device (CD) Initial Application Statuses:

- PreFiling
- Pending QA Assignment
- Pending QA Admin Review
- Accepted
- Pending Inspection Supervisor Review
- Incomplete
- Denied
- Objections
- QA Failed



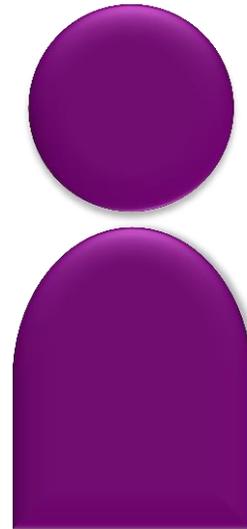
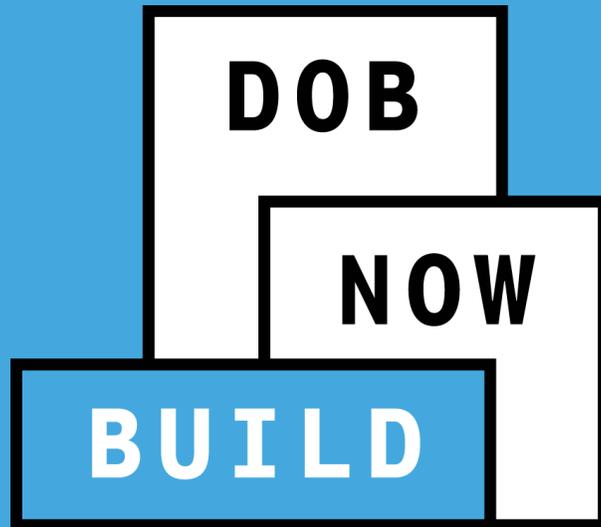
## **CD TRANSACTIONS:**

**Roles & Responsibilities**

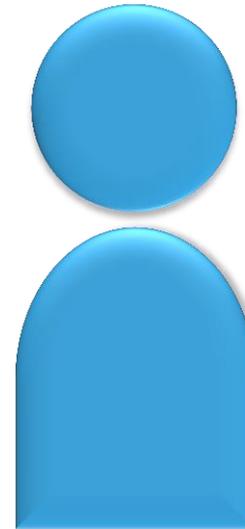
**STAKEHOLDERS**

# CD TRANSACTIONS

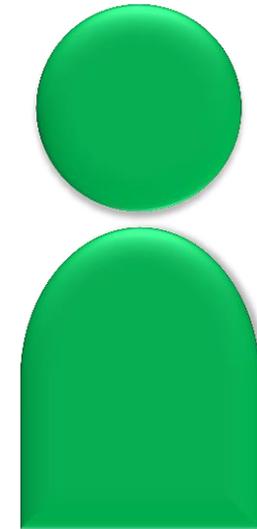
## Roles & Responsibilities



**APPLICANT OF  
RECORD**  
Owner/Manufacturer



**Engineer**



**Filing Representatives**

## APPLICANT OF RECORD: Device Owner

The Owner or Manufacturer can conduct the following actions in DOB NOW: *Build* - Register a Crane Device Application:

- **Initiate** a Crane Device Application
- **File/Re-submit** a Crane Device Application
- **Pay** Crane Device Application Fees
- **Delete** a Crane Device Application, if payment is not yet submitted



## HIGHLIGHTS:

1

An initial CD NUMBER application has to be filed by the Device Owner who is the “Applicant of Record”.

2

The Manufacturer and the Owner cannot be the same person.

3

When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

## FILING REPRESENTATIVE

- A Filing Representative cannot be an Applicant of Record (i.e. they cannot submit filings). However, they can perform **data-entry** functions to provide equipment information and upload documents.
- A Filing Representative can conduct the following actions in DOB NOW: *Build* for a CD Application:
  - **Initiate** a CD Application
  - **Manage** a CD Application
  - **Pay** CD Application Fees



## HIGHLIGHTS:

1

The Filing Representative Contact person(s) must be different from the Applicant of Record, Engineer and Manufacturer.

2

Two Filing Representatives are allowed for each application.

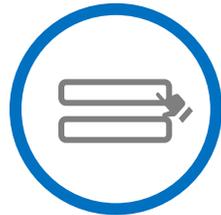
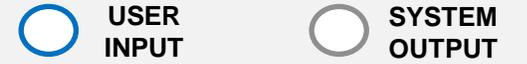
3

A Filing Representative can add another Filing Representative in an application.

4

A Filing Representative cannot delete the application, edit Manufacturer or Engineer information and cannot attest.

# DOB NOW: *Build* – CD REGISTRATION APPLICATION WORKFLOW



**Log In**



**Select**  
Cranes



**Hover Over**  
+Crane Device



**Select**  
+Register Crane  
Device



**Enter**  
General  
Information



**Enter**  
Equipment  
Information



**Upload**  
Documents



**Complete**

Statements and  
Signatures



**Pay Fees**

If Applicable



**Click**

Preview to File



**Click**

File



**DOB**

Review

Approved

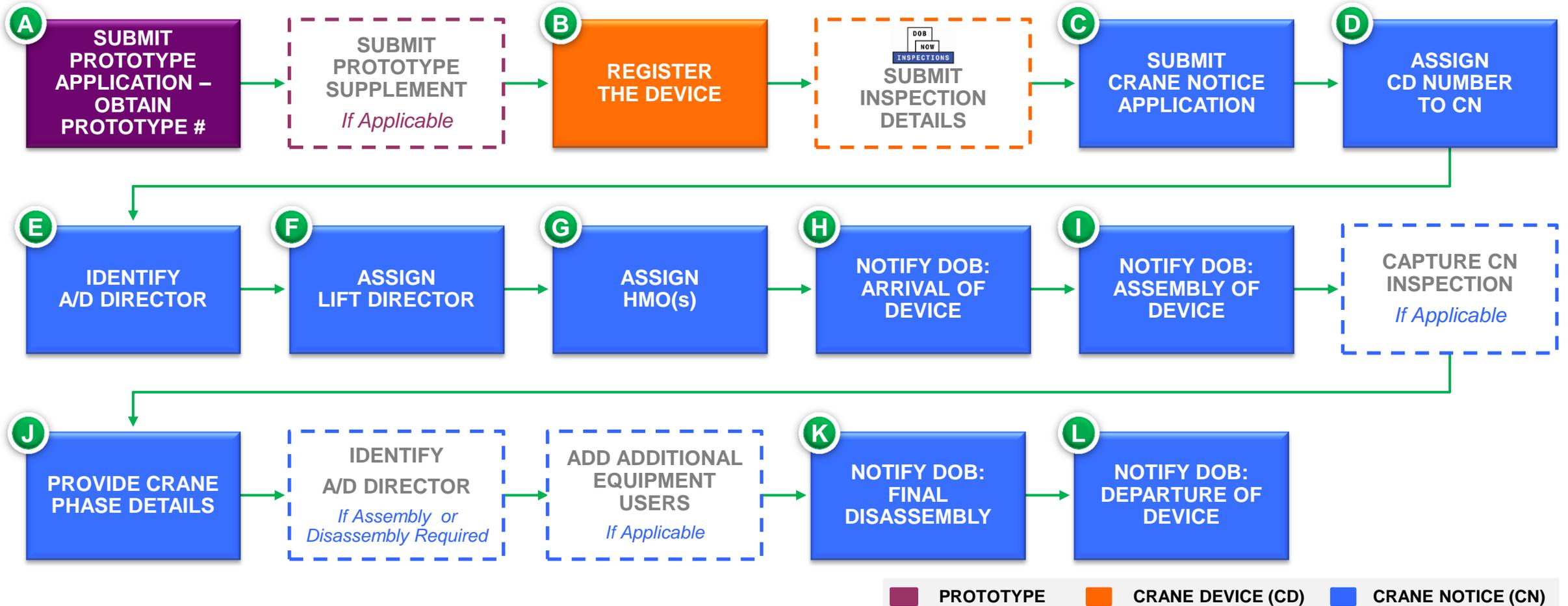


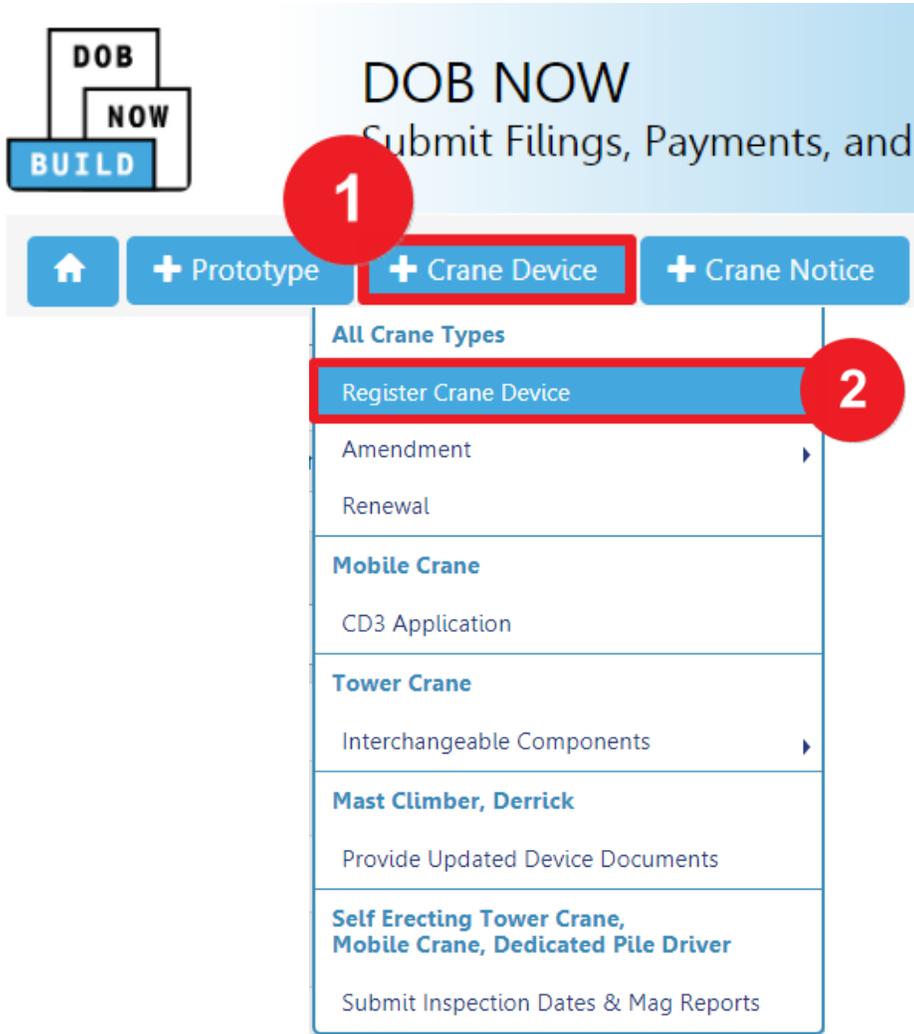
**Print**

Certificate

# DOB NOW: *Build* – MOBILE CRANES: PROCESS OVERVIEW

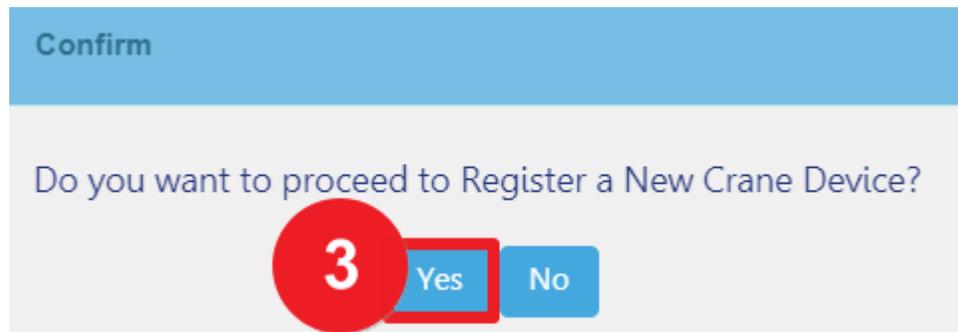
The following steps outlines the **Prototype**, **CD** and **CN** transactions in DOB NOW: *Build*.





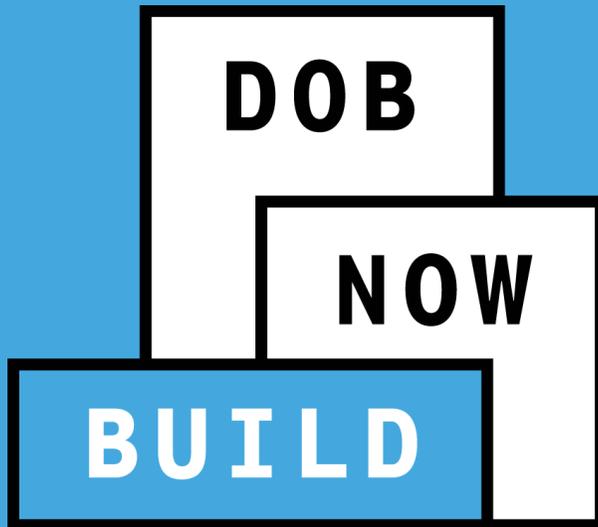
To begin the CD Registration Process, in DOB NOW: *Build*, from the Dashboard:

1. Hover over **+Crane Device**
2. Select **Register Crane Device**
3. Click **Yes** in order to begin the CD Registration process



## GENERAL INFORMATION TAB

- **Search by Prototype or Crane Device**
- **Enter Filing Information**
- **Enter Applicant of Record Information**
- **Add Filing Representative Information**



# DOB NOW: *Build* – CD REGISTRATION GENERAL INFORMATION TAB

- To begin the **CD Registration** process complete the **General Information** tab:
  - Prototype Search** (by Number or Crane Type)
  - Filing Information** (Device Serial Number and Device Manufactured Date)
  - Applicant of Record: Owner Information** (Email, Business Name and Business Type)
  - Filing Representative Information** (Email)



Above the General Information tab, click **Save** to display additional tabs, and continue the CD Registration process.

The screenshot shows the 'General Information' tab of the CD Registration process. A red box highlights the 'Save' button at the top left. A green arrow points from the 'Save' button to a callout box containing the tip text. Four numbered callouts (1-4) point to specific sections of the form: 1. 'Prototype Search' section, including a search input field and a 'Search & Add' button. 2. 'Filing Information' section, including 'Registration Type\*' (dropdown menu), 'Crane Type\*', 'Prototype Number\*', and 'Manufacturer\*'. 3. 'Applicant of Record - Owner Information' section, including 'Email\*' and 'Last Name' input fields. 4. 'Filing Representative Information' section, including an '+ Add Representative' button and a table with columns for 'First Name' and 'Last Name'.

# DOB NOW: *Build* – CD REGISTRATION

## GENERAL INFORMATION TAB: SAVE THE FILING INFORMATION

DOB  
NOW

DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, JOE ADAM  
AJOETEST@GMAIL.COM  
Need Help?  
Sign Out

Save Preview to File

1

CD00001424

2

General Information

General Information

Equipment Information

Documents

Statements & Signatures

3

Prototype Search

Search by:\*

Prototype Number

Crane Type

Prototype Number\*

Search & Add

4

Dashboard

Application Highlights

View Filing

History

\$0.00  
Pay Now

Trace History

Payment History



After clicking **Save**, the following additional features display:

1. **Preview to File** button

3. **Equipment Information, Documents and Statements & Signatures**

2. Crane Device **Filing Number**

4. **Application Highlights, View Filing, History** (Trace & Payment) and **Pay Now** (Fees)

## EQUIPMENT INFORMATION TAB

- **Enter Equipment Information**
- **Enter Boom Type Information**
- **Add Cable Drums**
- **Add Fixed Components**

**DOB**

**NOW**

**BUILD**

# DOB NOW: *Build* – CD REGISTRATION EQUIPMENT INFORMATION TAB

The **Equipment Information tab** contains several Crane Device specifications and the data/information entered must align with the associated Prototype Information. **NOTE:** The grayed out information is populated from the Prototype application.

**CD00001610**

### Equipment Information

General Information

**Equipment Information**

Documents

Statements & Signatures

Actual Rated Capacity\* **1**

Capacity Units\* Kips

Actual Boom\* **2** Feet

Actual Jib **3** Feet

Other Attachments **4** Feet

Actual Configuration\* **5** Min.(lbs) Max.(lbs)

Transmission Type\* Mechanical

Power\* Gas

Carrier Type\* All Terrain

Overall Carrier Length\* **6** Feet

Overall Carrier Width\* **7** Feet

Width with Outriggers Extended\* **8** 10000 Feet

Overall Carrier Tailswing\* **9** Feet

**Boom Type Information\***

**10**  Articulating  Lattice  Luffing  Telescoping  Other

# DOB NOW: *Build* – CD REGISTRATION

## CABLE DRUM INFORMATION: HOW TO ADD A CABLE DRUM

### Cable Drum Information\*

**+ Add Cable Drum** **1**

Total number of Cable Drums: **0**

Cable Size	Measuring Units	Action
<b>2</b> <input type="text"/>	Inches <b>3</b>	<b>4</b> <input type="button" value="Save"/> <input type="button" value="Cancel"/>



1. Click **+ Add Cable Drum** to display the Cable Size, Measuring Units and Action fields.

3. Select the **Measuring Unit** from the Select Unit drop-down list (e.g., Inches)

2. Enter the **Cable Size**

4. Under the Action column, click **Save**

# DOB NOW: *Build* – CD REGISTRATION FIXED COMPONENTS GUIDELINES

- In order to register a CD the user is required to provide the **Crane Components**.
- Each component should have a **Serial Number** or **ID Number**, **Manufacturer Date** the **Last Inspection**.
- The components can be updated by filing a **CD Amendment**.

[+ Add Component](#)

Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Action
Turntable Information	1123198400	09/2019	09/11/2019	Pre-filing	 
Machine Deck Information	1113201300	09/2019	09/11/2019	Pre-filing	 
Lattice Boom Information	1012198800	09/2019	09/11/2019	Pre-filing	 
Jib/Luffing Jib Information	01022013	09/2019	09/11/2019	Pre-filing	 
Jib Mast Information	10032019	09/2019	09/11/2019	Pre-filing	 

1 / 2 5 Items Per Page 1 - 5 of 8 items

# DOB NOW: *Build* – CD REGISTRATION

## HOW TO ADD FIXED COMPONENT(S)

### Fixed Components



+ Add Component

1

Gantry (A-frames) Information  
Hydraulic/solid main boom  
Jib Mast Information  
Jib/Luffing Jib Information  
Lattice Boom Information  
Live Mast Information  
Machine Deck Information  
Other Component Information  
Turntable Information

### Fixed Component

Component Information\*

2

Select:

Serial/Identification Number\*

3

Manufactured Date\*

4

Last Inspection Date

5

1. Click **+Add Component** to display the Fixed Component pop-up window

2. Select the **Component Information** (e.g., Live Mast Information) from the Component Information drop-down list

3. Enter the **Serial/Identification Number**

4. Select the **Manufactured Date**

5. Select the **Last Inspection Date**

\* Additional fields may display based on the Component Information selected

# DOB NOW: *Build* – CD REGISTRATION FIXED COMPONENTS TABLE

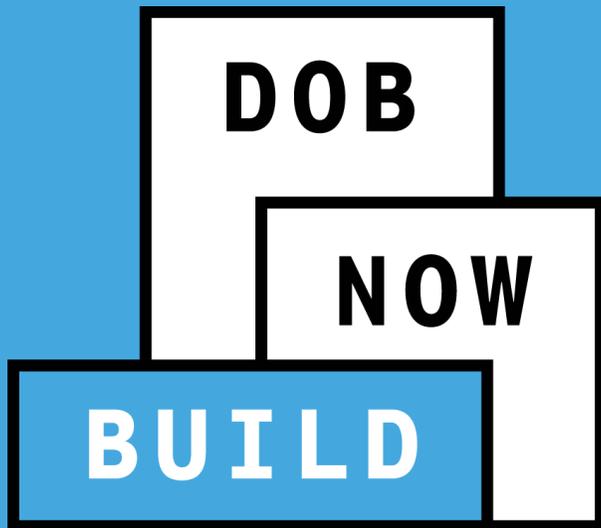
- The **Fixed Component** added displays within the Fixed Component table.
- The **Total** number of each Fixed Component updates below the table.

[+ Add Component](#)

Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Action
<a href="#">Turntable Information</a>	1123198400	09/2019	09/11/2019	Pre-filing	
<a href="#">Machine Deck Information</a>	1113201300	09/2019	09/11/2019	Pre-filing	
<a href="#">Lattice Boom Information</a>	1012198800	09/2019	09/11/2019	Pre-filing	
<a href="#">Jib/Luffing Jib Information</a>	01022013	09/2019	09/11/2019	Pre-filing	
<a href="#">Jib Mast Information</a>	10032019	09/2019	09/11/2019	Pre-filing	

1 / 2 / 5 Items Per Page 1 - 5 of 8 items

<a href="#">Turntable Information</a> Total Number of components (Max 10) - <b>1</b>	<a href="#">Machine Deck Information</a> Total Number of components (Max 10) - <b>1</b>	<a href="#">Lattice Boom Information</a> Total Number of components (Max 10) - <b>1</b>
<a href="#">Jib/Luffing Jib Information</a> Total Number of components (Max 20) - <b>1</b>	<a href="#">Jib Mast Information</a> Total Number of components (Max 3) - <b>1</b>	<a href="#">Hydraulic/solid main boom</a> Total Number of components (Max 10) - <b>1</b>
<a href="#">Gantry (A-frames) Information</a> Total Number of components (Max 1) - <b>1</b>	<a href="#">Live Mast Information</a> Total Number of components (Max 1) - <b>1</b>	



**DOCUMENTS TAB**

**Upload Documents**

# DOB NOW: *Build* – CD REGISTRATION UPLOAD & REPLACE DOCUMENT GUIDELINES



- All supporting documents must be uploaded
- To replace the document uploaded, click the Replace (  ) icon.
- To view the current uploaded document, click the **View** (  ) icon.
- To delete the document, click the **Trash** (  ) icon.

## Required Documents

+ Add Document

Document Name	Document Type	Document Status	Uploaded On	Actions
ACRIS	ACRIS Report	Pending	11/15/2019	  

# DOB NOW: *Build* – CD REGISTRATION

## MOBILE CRANES: REQUIRED DOCUMENTS



		TRANSACTIONS			
		NEW	AMENDMENT FOR CHANGE OWNERSHIP	OTHER: DEVICE AMENDMENT	RENEWALS
DOCUMENTS	Bill of Sale	Mandatory	Mandatory	N/A	N/A
	Mag Report for all components	Mandatory	Mandatory	Mandatory	Mandatory
	ACRIS Report	Mandatory	Mandatory	Mandatory	Mandatory

# DOB NOW: *Build* – CD REGISTRATION TOWER CRANES: REQUIRED DOCUMENTS



		TRANSACTIONS				
		NEW	REGISTER INTERCHANGEABLE DEVICE COMPONENTS	AMENDMENT FOR CHANGE OWNERSHIP	OTHER: DEVICE AMENDMENT	RENEWALS
DOCUMENTS	5-Year History Report	N/A	Mandatory	N/A	Mandatory	Auto-populate
	Bill of Sale	Mandatory	N/A	Mandatory	N/A	Auto-populate
	Mag Report for all components	N/A	Mandatory	N/A	Mandatory	Auto-populate
	ACRIS Report	Mandatory if Fees Applicable	N/A	Mandatory if Fees Applicable	Mandatory if Fees Applicable	Mandatory if Fees Applicable
	Third Party Inspection Report	N/A	Mandatory	N/A	Mandatory	Auto-populate

# DOB NOW: *Build* – CD REGISTRATION SELF-ERECTING TOWER CRANES: REQUIRED DOCUMENTS



		TRANSACTIONS				
		NEW	REGISTER INTERCHANGEABLE DEVICE COMPONENTS	AMENDMENT FOR CHANGE OWNERSHIP	OTHER: DEVICE AMENDMENT	RENEWALS
DOCUMENTS	5-Year History Report	N/A	Mandatory	N/A	Auto-populate + Mandatory	Optional
	Bill of Sale	Mandatory	N/A	Mandatory	N/A	Auto-populate
	Mag Report for all components	N/A	Mandatory	N/A	Auto-populate + Mandatory	Mandatory
	ACRIS Report	Mandatory if Fees Applicable	N/A	Mandatory if Fees Applicable	Mandatory if Fees Applicable	Mandatory if Fees Applicable
	Third Party Inspection Report	N/A	Mandatory	N/A	Auto-populate + Mandatory	Optional

# DOB NOW: *Build* – CD REGISTRATION MAST CLIMBERS: REQUIRED DOCUMENTS



		TRANSACTIONS				
		NEW	PROVIDE DEVICE COMPONENTS	AMENDMENT FOR CHANGE OWNERSHIP	OTHER: DEVICE AMENDMENT	RENEWALS
DOCUMENTS	Bill of Sale	Mandatory	N/A	Mandatory	N/A	Auto-populate
	ACRIS Report	Mandatory	N/A	Mandatory	Mandatory	Mandatory
	Inspection Checklist	N/A	Mandatory	N/A	Auto-populate + Mandatory	Auto-populate
	List of Critical Components	N/A	Mandatory	N/A	Auto-populate + Mandatory	Auto-populate
	Photos	N/A	Mandatory	N/A	Auto-populate + Mandatory	Auto-populate
	Disclosure of History	N/A	Mandatory	N/A	Auto-populate + Mandatory	Auto-populate
	Letter Identifying Service Support	N/A	Mandatory	N/A	Auto-populate + Mandatory	Auto-populate
	Letter Identifying Technical Support Contact	N/A	Mandatory	N/A	Auto-populate + Mandatory	Auto-populate

# DOB NOW: *Build* – CD REGISTRATION DERRICKS: REQUIRED DOCUMENTS



		TRANSACTIONS			
		NEW	AMENDMENT FOR CHANGE OWNERSHIP	OTHER: DEVICE AMENDMENT	RENEWALS
DOCUMENTS	Bill of Sale	Mandatory	N/A	Mandatory	Autopopulate
	Mag Report for all components	N/A	Mandatory	Mandatory	Mandatory
	ACRIS Report	Mandatory if Fees Applicable	N/A	Mandatory if Fees Applicable	Mandatory if Fees Applicable

# DOB NOW: *Build* – CD REGISTRATION

## DEDICATED PILE DRIVERS: REQUIRED DOCUMENTS



		TRANSACTIONS			
		NEW	AMENDMENT FOR CHANGE OWNERSHIP	OTHER: DEVICE AMENDMENT	RENEWALS
DOCUMENTS	Bill of Sale	Mandatory	N/A	Mandatory	Autopopulate
	Mag Report for all components	N/A	Mandatory	Mandatory	Mandatory
	ACRIS Report	Mandatory if Fees Applicable	N/A	Mandatory if Fees Applicable	Mandatory if Fees Applicable

# DOB NOW: *Build* – CD REGISTRATION

## DOCUMENTS TAB: HOW TO UPLOAD A DOCUMENT



Select the **Documents** tab, then:

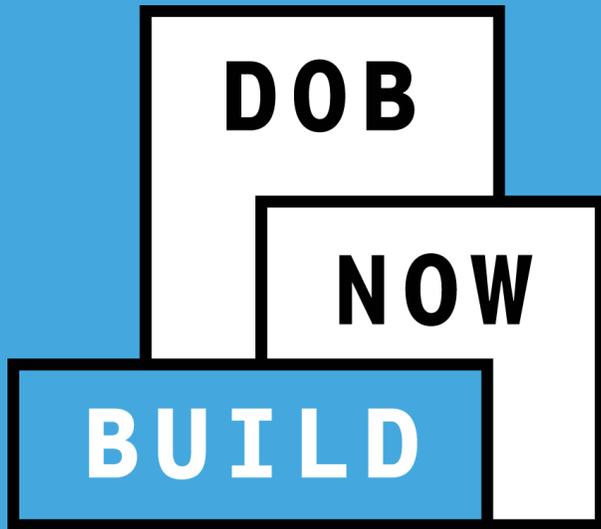
1. Click **+Add Document**

2. Enter the **Document Name**

3. Select the **Document Type**

4. Click **Choose File** to attach file

5. Click **Upload**



## STATEMENTS & SIGNATURES

**Complete Statements & Signatures**

# DOB NOW: *Build* – CD REGISTRATION STATEMENTS & SIGNATURES TAB

DOB  
NOW

2

Save

Preview to File

CD00001610

General Information

Equipment Information

Documents

Statements & Signatures

1



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.

## Statements & Signatures

### Applicant of Record - Owner's Statement\*

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 In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

Name

Date



Select the **Statements & Signatures** tab, then:

1. Click **Applicant of Record – Owner Statement** checkbox

2. Click **Save**

**DOB**

**NOW**

**BUILD**

**PAY FEES**

**via Credit Card or eCheck**

# DOB NOW: *Build* – CD REGISTRATION PAY FEES (IF APPLICABLE)

DOB  
NOW

Save Preview to File

CD00001610

General Information

Equipment Information

Documents

Statements & Signatures

## General Information

### Filing Information

Registration Type\*

New

Prototype Number\*

CP00001605

Model\*

DEMO

Crane Device Number

DT00001610

Crane Type

Mobile

Manufact

DEMO

Device Se

97546561

08/2015

## Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Owner Type: **Individual**
- Actual Boom Length: **2000 Feet**

Are you sure you want to make a payment now for **\$3,000.00**?

Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.

Please confirm that your pop-up blocker is turned off before proceeding to Payment.

2

Yes

No

1

\$3,000.00  
Pay Now

Dashboard

Application Highlights

View Filing

History



In order to make a payment:

1. Click **Pay Now**

2. Click **Yes**

3. Pay via  
**eCheck** or  
**Credit Card**

NYC CityPay

Cart (1)

## Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Payment Amount: \$3,000.00

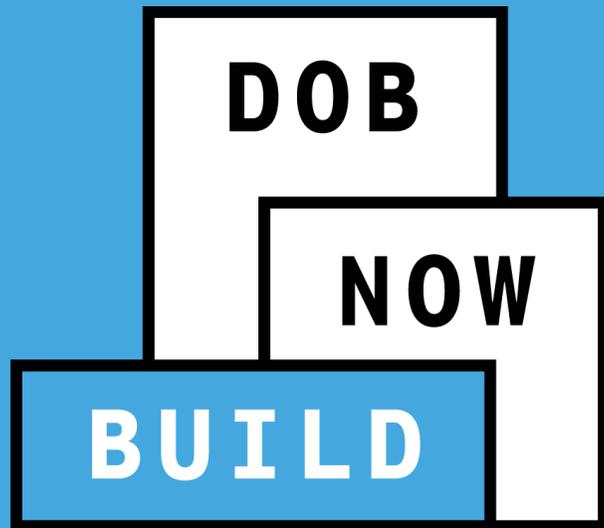
C & D: CD INITIAL  
DOB NOW Build  
Crane Device : CD00001610 : New  
Crane Device

\$3,000.00

eCheck Credit Card

3

To pay by electronic check, you will need your checking account and routing number. There is no additional fee.



## REVIEW & FILE A CD APPLICATION

**Completeness Check**

# DOB NOW: *Build* – CD REGISTRATION PREVIEW TO FILE AND SUBMIT CD APPLICATION

DOB  
NOW

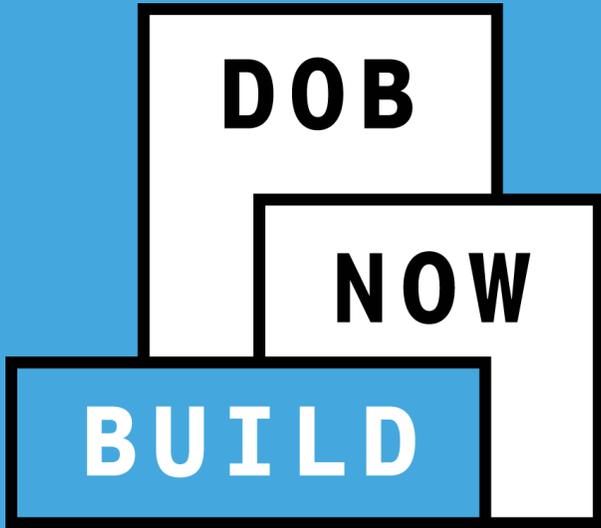
Use the **Preview to File** button to review and file the application.

1. Click **Preview to File**
2. Click **Next**, to review the filing
3. On the final page, check the Final Attestation **checkbox**
4. Click **File** to submit the application to DOB.

The screenshot shows the 'Application Preview' interface for a CD registration. At the top right, there are buttons for 'Save' and 'Preview to File', with a red circle '1' highlighting the 'Preview to File' button. Below this, the application ID 'CP00001605' and the title 'Equipment Information' are visible. The main content area shows a 'Next >' button highlighted with a red circle '2'. Below the navigation is a header with the 'DOB NOW BUILD' logo and the 'NYC Buildings' logo. A legal disclaimer is present, followed by a checkbox highlighted with a red circle '3'. Below the disclaimer are two input fields for 'Name' and 'Date', with the values 'JOE ADAM' and '09/20/2019' respectively. At the bottom right, there are two buttons: 'File' (highlighted with a red circle '4') and 'Return to Filing View'. A blue arrow points from the 'Return to Filing View' button back to the 'Preview to File' button at the top.



Click **Return to Filing View**, to return to the application. If edits are made, re-attest, and click **Preview to File** to review and file to DOB.



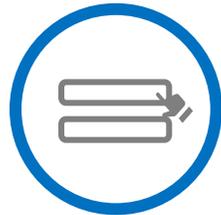
**RECAP**

# DOB NOW: *Build* – CD REGISTRATION APPLICATION WORKFLOW

DOB  
NOW

 USER INPUT

 SYSTEM OUTPUT



**Log In**



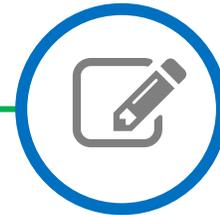
**Select  
Cranes**



**Hover Over  
+Crane Device**



**Select  
+Register Crane  
Device**



**Enter  
General  
Information**



**Enter  
Equipment  
Information**



**Upload  
Documents**



**Complete**

Statements and  
Signatures



**Pay Fees**

If Applicable



**Click**

Preview to File



**Click**

File



**DOB**

Review



**Print**

Certificate

Approved

## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## NEW Crane Device (CD) Initial Application Statuses:

- PreFiling
- Pending QA Assignment
- Pending QA Admin Review
- Accepted
- Pending Inspection Supervisor Review
- Incomplete
- Denied
- Objections
- QA Failed

# CERTIFICATE OF OPERATION

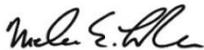
DOB

NOW

BUILD

## Print Cranes & Derricks Certificate of Operation

- Print from Dashboard
- Print from Application

<b>NYC</b> Buildings		
<b>CRANES &amp; DERRICKS</b>		
<b>Certificate of Operation</b>		
CD Number: <b>CD00001329</b>	Issued: <b>10/03/2019</b>	Expires: <b>10/03/2020</b>
Serial Number: <b>987654231</b>		
Owner Information: <b>JOE ADAM JA LLC JERSEY CITY NJ 07302</b>	CD Fee Expires: <b>10/18/2021</b>	
Crane Type: <b>Mobile Crane</b>	Manufactured Date: <b>11/2013</b>	
Manufacturer: <b>DEMO</b>	Model: <b>DEMO</b>	
Emergency Telephone Day or Night: <b>311</b>		
Assistant Commissioner:		
Commissioner of Buildings:		
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.		

# DOB NOW: *Build* – CD REGISTRATION - PRINT CD CERTIFICATE FROM DASHBOARD

DOB  
NOW

1. From the Dashboard, select the **My Crane Devices** tab.

**PRINT FROM DASHBOARD**

DOB NOW  
Submit Filings, Payments, and Requests to th

DOB NOW BUILD

Home + Prototype + Crane Device + Crane Notice + Onsite Waiver

My Prototypes **My Crane Devices** Crane Notices My Phase-Jur

All Tower Crane Self Erecting Tower Crane Mobile Crane

Device Number	Owner	Created Date	Actions
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
CD00001329	JOE ADAM	09/30/2019	Dropdown, Edit, <b>Print</b>

2. Click the **Print** icon.

# DOB NOW: *Build* – CD REGISTRATION

## PRINT CD CERTIFICATE FROM WITHIN CD APPLICATION

DOB  
NOW

- At the bottom-right of the screen, click **Print Certificate**.

### PRINT FROM WITHIN CD APPLICATION

ew      Accepted (QA)      Pending Inspection Supervisor Review      Accepted

---

Crane Type\*

Mobile Crane

Manufacturer\*

DEMO

Model (Month/Year)\*

11/2013

---

Device Serial Number\*

987654231

Device Manufactured Date (Month/Year)\*

11/2013

- Dashboard
- Application Highlights
- View Filing
- History
- \$0.00 Pay Now
- Print Certificate**

# DOB NOW: *Build* – CD REGISTRATION CD CERTIFICATE GUIDELINES

DOB  
NOW

- The **Issued Date** is the Approval date given by DOB Inspections.
- The **Expiry Date** is always one year from the “Issued Date”.
- The **CD Fee Expiry Date** is always one year from the date on which the initial CD Fee was paid.



- **If the CD Fee Expires, the CD also expires.**
- All CNs associated to the expired CD will be impacted. CNs will be put on hold until the fee is paid.

**NYC Buildings**  
**CRANES & DERRICKS**  
**Certificate of Operation**

CD Number: **CD00001329** Issued: **10/03/2019** Expires: **10/03/2020**

Serial Number: **987654231**

Owner Information: **JOE ADAM**  
**JA LLC**  
**JERSEY CITY NJ 07302**

CD Fee Expires: **10/18/2021**

Crane Type: **Mobile Crane**

Manufacturer: **DEMO** Manufactured Date: **11/2013**

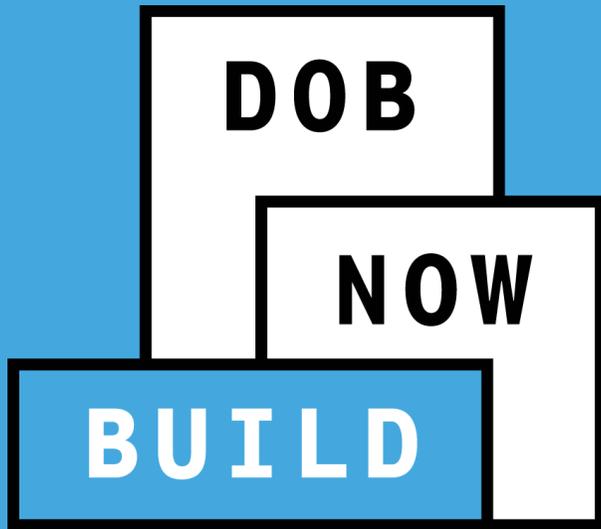
Model: **DEMO**

Emergency Telephone Day or Night: **311**

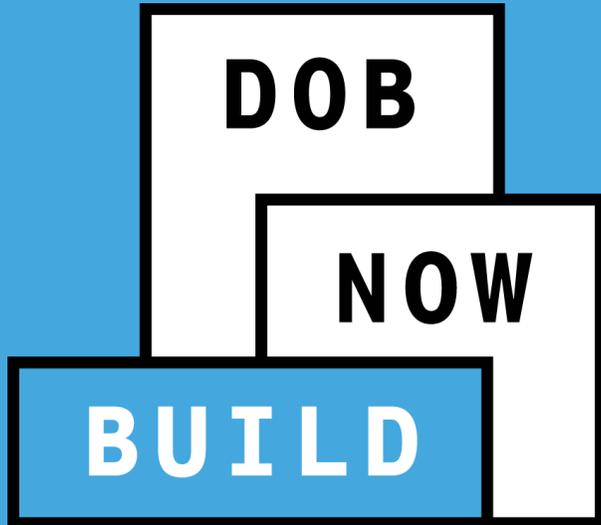
Assistant Commissioner: *Kevin Milan*

Commissioner of Buildings: *Nicholas E. L...*

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.



**QUESTIONS?**



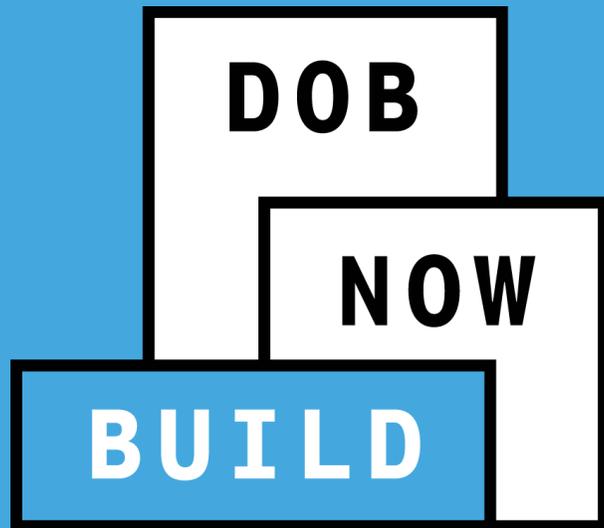
KEY: ● Applicable ✘ Not Applicable

		CRANE DEVICE TYPES						
		Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver	
		PROTOTYPE						
TRANSACTIONS	Initial Prototype	●	●	●	●	●	●	
	Prototype Amendment	●	●	●	●	●	●	
	Prototype Supplement	●	●	●	●	●	●	
	CRANE DEVICE (CD)							
	Register CD	●	●	●	●	●	●	
	CD Amendment	●	●	●	●	●	●	
	CD Renewal	●	●	●	●	●	●	
CD3	✘	✘	●	✘	✘	✘		
Interchangeable Components*	●	✘	✘	✘	✘	✘		
Provide Device Documents*	✘	✘	✘	●	●	✘		
Submit Inspection Date and Reports	✘	●	●	✘	✘	●		

# TOWER CRANES

## CD APPLICATION

- Interchangeable Components Process & Guidelines:
  - Register New
  - Components Amendment
  - Disengage Only



## TOWER CRANES

**Register New  
Interchangeable Component(s)**

# DOB NOW: *Build* – TOWER CRANES – CN REGISTRATION

## STEP - FOUNDATION CRANE FOUNDATION



- In order to register Interchangeable Device Components, a **Foundation Application** must be submitted and approved by DOB.
- A **Professional Engineer** must submit a separate Foundation Application prior to submitting the CN application.
- To view the **Foundation Guidelines & Process**, click [here](#).

- Interchangeable Components are not considered “core” to the device and **can be swapped** between CDs. For example, an Interchangeable component may be used on a specific CD for 5 months and then be swapped out to another CD.
- **Defective components** can’t be added to another crane device. Once the Cranes Unit decides that this component is no longer defective, it could be used on a crane device.
- Once an Interchangeable Component is disengaged from a Crane Device, it will become available in the inventory, to be used on another Crane Device.

# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION INTERCHANGEABLE COMPONENT(S) NUMBERS

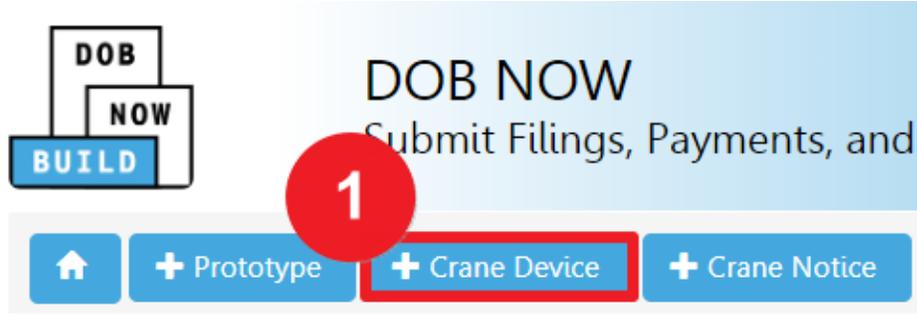


The CD Application Tracking Number is **updated** for each 'Add Interchangeable Components' transaction (i.e. New, Component Amendment or Disengage) associated to a CD.

## Interchangeable Component(s) Application:

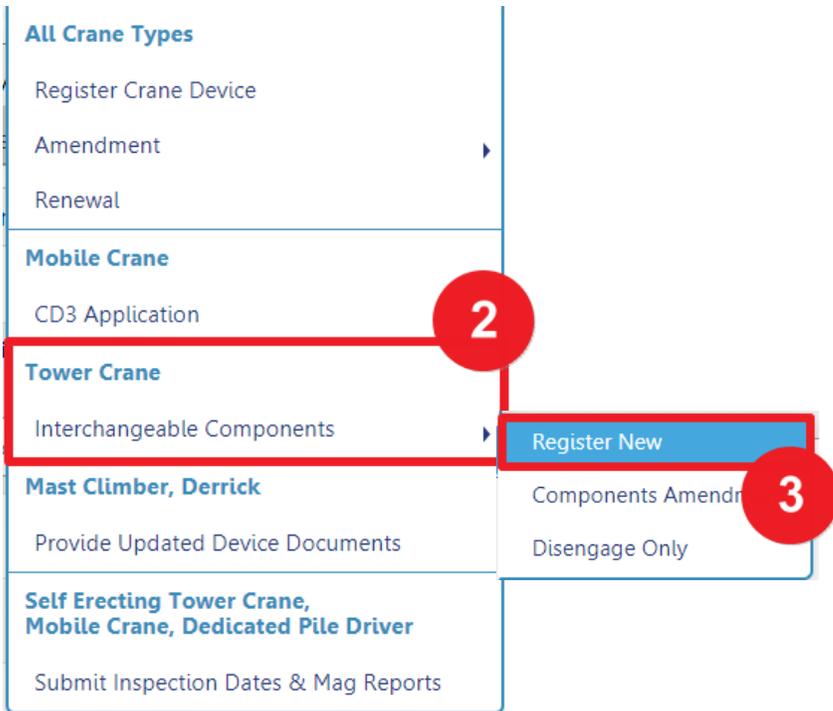


# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION BEGIN TO ADD AN INTERCHANGEABLE COMPONENT(S)



To add Interchangeable Components, in DOB NOW:  
*Build*, from the Dashboard:

1. Hover over **+Crane Device**
2. Hover over **Interchangeable Components**
3. Click **Register New**
4. Enter the **Crane Device Number**
5. Click **Submit** in order to begin adding Interchangeable Components



# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION BEGIN TO ADD AN INTERCHANGEABLE COMPONENT(S)



- The General Information tab displays with the option to add or edit Filing Representative(s) information.
1. To display additional tabs, above the General Information tab, click **Save**.
  
  2. On the Notification window, click **Save** in order to continue to register or add Interchangeable Components.

The screenshot shows the DOB NOW interface. At the top, there is a blue header with the text "DOB NOW" and "Submit Filings, Payments, and Requests to the NY". Below the header, there is a "BUILD" button. The main content area is divided into two tabs: "General Information" and "Filing Information". The "General Information" tab is active, and the "Filing Information" section is visible, showing a "Registration Type\*" dropdown menu with the option "Register Interchangeable Compor" selected. A red circle with the number "1" highlights the "Save" button in the top right corner of the main content area. Below the main content area, there is a "Notification" window with a blue header. The notification text reads: "Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving:". Below the text, there is a list item: "• CD00000526". At the bottom right of the notification window, there are two buttons: "Save" and "Cancel". A red circle with the number "2" highlights the "Save" button.

# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION INTERCHANGEABLE COMPONENT(S) GUIDELINES

DOB  
NOW

The screenshot displays the DOB NOW application interface. At the top, a progress bar shows three stages: 'Pre-filing' (active), 'Pending Inspection Supervisor Review', and 'Accepted'. Below the progress bar are 'Save' and 'Preview to File' buttons. On the left, a sidebar lists navigation options: 'General Information', 'Equipment Information', 'Interchangeable Components' (highlighted), 'Documents', and 'Statements & Signatures'. The main content area is titled 'Interchangeable Components' and contains a table with four rows:

Component Type	Total Components
Boom Information*	0
Climbing Basket Information* (Max 5)	0
Climbing Frame Information* (Max 5)	0
Collar Information* (Max 50)	0

On the right side of the interface, there is a vertical menu with icons for 'Dashboard', 'Application Highlights', 'View Filing', 'History', and '\$0.00 Pay Now'.



After clicking save the **Status Bar**, **Preview to File** button, **Application Number**, **Additional Tabs** and additional features display. Select **Interchangeable Components** tab to display the section.

# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION INTERCHANGEABLE COMPONENT(S) GUIDELINES

## Interchangeable Components

Boom Information\* Total Components: 0  

Serial/Identification Number	Boom Type	Manufactured Dat.:	Last Inspection Da.:	Status	Phase #	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Collar Information\* (Max 50) Total Components: 0 

Jib/Fly-Jib Information\* (Max 10) Total Components: 0 

Mast Section Information\* Total Components: 0 

Tie Information\* (Max 150) Total Components: 0 

Transition/Adapter Mast Sections Information\* (Max 10) Total Components: 0 

- Interchangeable Components can be added for each Information field listed.

- Click the drop-down arrow to **display the information fields**
- Click **+Add Component**

# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION INTERCHANGEABLE COMPONENT(S) GUIDELINES

- After clicking +Add Component, the **Interchangeable Components - Information Title** (e.g., Boom Information) displays.
- Choose to add the component either **manually** by clicking +Add New Component or from the **Inventory of Components**.

## Interchangeable Components - Boom Information

### Add New Component

Component Information\*

Boom Information

Serial/Identification Number\*

Manufactured Date\*

Last Inspection Date\*

What type of Boom Section is this?\*

Select Boom Type:

Boom Section Length\*

Feet

### Inventory of Components

Serial/Identification Number  
NileshPhase2Component1

- Once an Interchangeable Component is **disengaged** from a Crane Device, it will become available in the inventory, to be used on another Crane Device.



# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION INTERCHANGEABLE COMPONENT(S) GUIDELINES

- The Component added is **listed** within the Information Section (e.g., Boom Information).
- The **green-bar** on the left, indicates that all fields are complete within the component details.

## Interchangeable Components

### Boom Information\*

Total Components: 1  

Type: Articulating  
Total/Max: 1 / 30

 Add Component

Serial/Identification Number	Boom Type	Manufactured Date	Last Inspection Date	Status	Phase #	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NileshPhase2Component1	Articulating	09/2013	12/04/2019	Pre-filing	P1-J1	 

# DOB NOW: *Build* – TOWER CRANES – CD REGISTRATION INTERCHANGEABLE COMPONENT(S) APPLICATION STATUSES

DOB  
NOW

## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



Save

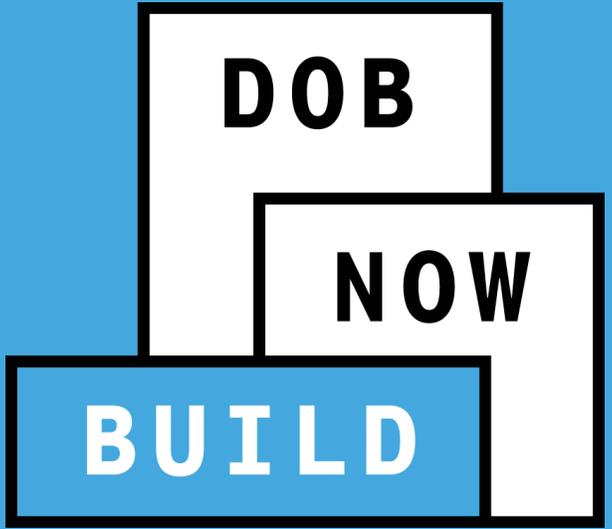
Preview to File

## Crane Device (CD) Interchangeable Components Application Statuses:

- PreFiling
- Pending Inspection Supervisor Review
- Accepted
- Denied
- QA Failed

# CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build*

		CRANE DEVICE TYPES					
KEY: ● Applicable ✘ Not Applicable		Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
TRANSACTIONS	CRANE DEVICE (CD)						
	Register CD	●	●	●	●	●	●
	CD Amendment	●	●	●	●	●	●
	CD Renewal	●	●	●	●	●	●
	CD3	✘	✘	●	✘	✘	✘
	<i>Interchangeable Components*</i>	●	✘	✘	✘	✘	✘
	<i>Provide Device Documents*</i>	✘	✘	✘	●	●	✘
<i>Submit Inspection Date and Reports</i>	✘	●	●	✘	✘	●	



**MAST CLIMBERS & DERRICKS**

## CD APPLICATION

- Provide Updated Device Documents

# DOB NOW: *Build* – MAST CLIMBERS & DERRICKS ONLY – CD REGISTRATION DEVICE DOCUMENTS GUIDELINES

DOB  
NOW

DOB NOW  
Submit Filings, Payments, and

1

Home + Prototype + Crane Device + Crane Notice

- All Crane Types
  - Register Crane Device
  - Amendment
  - Renewal
- Mobile Crane
  - CD3 Application
- Tower Crane
  - Interchangeable Components
- Mast Climber, Derrick
  - Provide Updated Device Documents
- Self Erecting Tower Crane, Mobile Crane, Dedicated Pile Driver
  - Submit Inspection Dates & Mag Reports

2

To begin the CD Registration Process, in DOB NOW: *Build*, from the Dashboard:

1. Hover over **+Crane Device**
2. Select **Provide Updated Device Documents**
3. Enter the **Crane Device Number**
4. Click **Submit** in order to begin the CD Registration process

Crane Device - Provide Updated Device Documents

Crane Device Number\*

Enter Device number e.g. CD00000380

3

4 Submit Cancel

# DOB NOW: *Build* – MAST CLIMBERS & DERRICKS ONLY – CD REGISTRATION DEVICE DOCUMENTS GUIDELINES

DOB  
NOW



Select the **Documents** tab, then:

1. Click **+Add Document**

2. Enter the **Document Name**

3. Select the **Document Type**

4. Click **Choose File** to attach file

5. Click **Upload**

# DOB NOW: *Build* – MAST CLIMBERS & DERRICKS ONLY – CD REGISTRATION DEVICE DOCUMENTS GUIDELINES



- To replace the document uploaded, click the Replace (  ) icon.
- To view the current uploaded document, click the **View** (  ) icon.
- To delete the document, click the **Trash** (  ) icon.

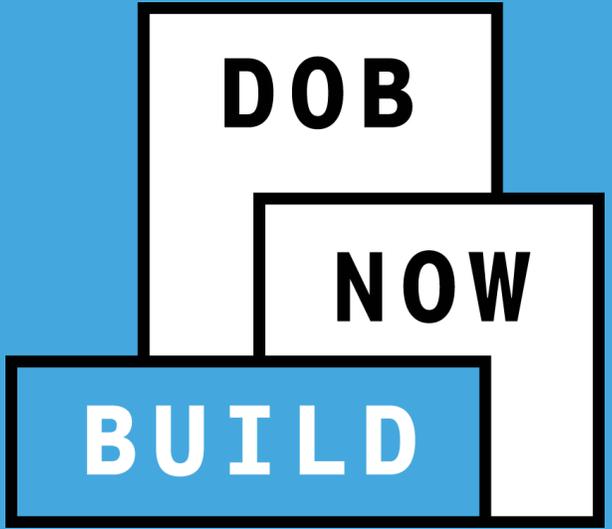
## Required Documents

+ Add Document

Document Name	Document Type	Document Status	Uploaded On	Actions
ACRIS	ACRIS Report	Pending	11/15/2019	  

# CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build*

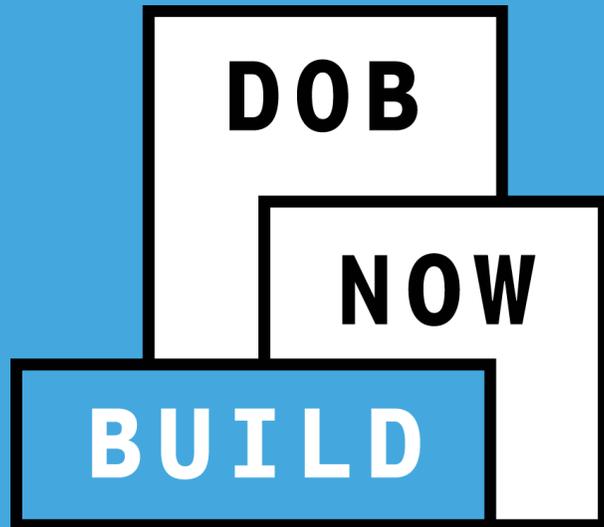
		CRANE DEVICE TYPES					
KEY: ● Applicable ✘ Not Applicable		Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
TRANSACTIONS	CRANE DEVICE						
	Register CD	●	●	●	●	●	●
	CD Amendment	●	●	●	●	●	●
	CD Renewal	●	●	●	●	●	●
	CD3	✘	✘	●	✘	✘	✘
	Interchangeable Components*	●	✘	✘	✘	✘	✘
	Provide Device Documents*	✘	✘	✘	●	●	✘
<b>Submit Inspection Date and Reports</b>	✘	●	●	✘	✘	●	



**SELF-ERECTING TOWER  
MOBILE CRANE  
DEDICATED PILE DRIVER**

## CD APPLICATION

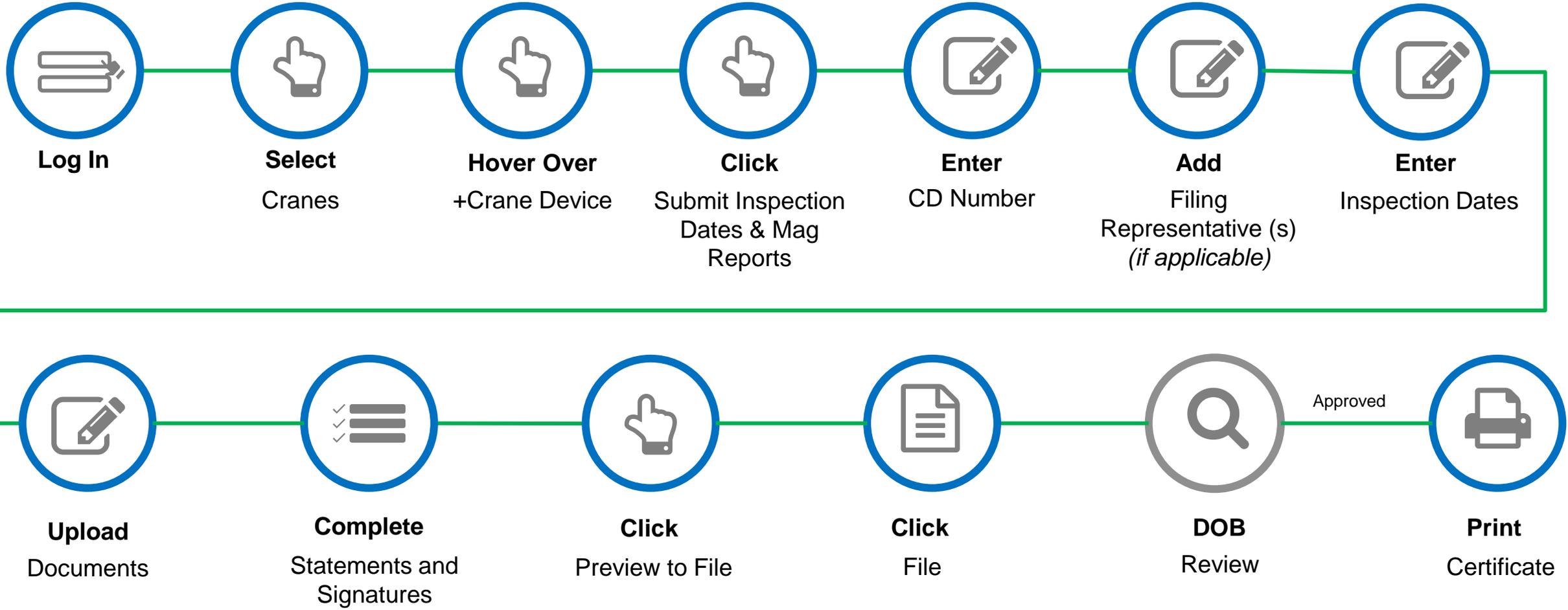
- Submit Inspection Dates & Mag Reports



## CRANE DEVICE APPLICATION

**Submit Inspection Dates & Reports**

# DOB NOW: *Build* – SELF-ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS



# DOB NOW: *Build* – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS GUIDELINES

In order for the Mobile Crane CD NUMBER Amendment/Equipment Change to remain active beyond 12 months:

- The “last inspection date” **must be revised** for each component as part of a renewal and the date of each component should be **within the last 60 days** of the submission of the renewal request.
- The **Mag Report** must be updated and uploaded as part of each renewal.
- The renewal submission can be made starting with 60 days prior to the CD expiration date. As long as the renewal request is submitted at least 30 days prior to the CD expiration date, then even if DOB does not perform the inspection by the expiration date the CD **will not expire** as a result of this.
- The inspection “passes” the **annual inspection**.
- The CD fee **must be paid**.



- Requesting an **Amendment Equipment Change** or **Renewal** will require a Re-Inspection.
- A Mobile Crane Inspection is valid for one year from the CD Inspection approval date.
- A DOB inspection must be passed prior to the CD becoming active for installation.

# DOB NOW: *Build* – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS

To submit Inspection Dates & Reports Process, in DOB NOW: *Build*:

1. Hover over **+Crane Device**
2. Click **Submit Inspection Dates & Mag Reports**
3. Enter the **CD Device Number**
4. Select **Submit**

The screenshot shows the DOB NOW: Build interface. At the top, there is a navigation bar with a home icon, a '+ Prototype' button, a '+ Crane Device' button (highlighted with a red box and a red circle with the number 1), and a '+ Crane Notice' button. Below the navigation bar is a dropdown menu with the following sections:

- All Crane Types**
  - Register Crane Device
  - Amendment
  - Renewal
- Mobile Crane**
  - CD3 Application
- Tower Crane**
  - Interchangeable Components
- Mast Climber, Derrick**
  - Provide Updated Device Documents
- Self Erecting Tower Crane, Mobile Crane, Dedicated Pile Driver**
  - Submit Inspection Dates & Mag Reports (highlighted with a red box and a red circle with the number 2)

Below the dropdown menu is a form titled 'Crane Device - Provide Inspection Dates/Documents'. The form has a text input field for 'Crane Device Number\*' with a red box around it and a red circle with the number 3. The placeholder text is 'Enter Device number e.g. CD00000380'. At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box and a red circle with the number 4) and 'Cancel'.

# DOB NOW: *Build* – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS GUIDELINES

DOB  
NOW

CD00001612

General Information

Equipment Information

Documents

Statements & Signatures

Fixed Components

+ Add Component

Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Action
Gantry (A-frames) Information	23424	08/2008		Accepted	 
Hydraulic/solid main boom	23 b324v	08/2007		Accepted	 
Jib Mast Information	234v1231	08/2019		Accepted	 
Jib/Luffing Jib Information	2323fc	08/2008		Accepted	 
Lattice Boom Information	2d3fc23	08/2012		Accepted	 

1 - 5 of 9 items

Dashboard

Application Highlights

View Filing

History

\$0.00  
Pay Now



The **Last Inspection Date** must be revised for each component as part of a renewal and the date of each component should be within the last 60 days of the submission of the renewal request.

# DOB NOW: *Build* – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS (CONT'D)

DOB  
NOW

## Fixed Components

+ Add Component

Component Type	Serial/ID
Gantry (A-frames) Information	234
Hydraulic/solid main boom	23 b
Jib Mast Information	234
Jib/Luffing Jib Information	232
Lattice Boom Information	2d3

## Fixed Component

### Component Information\*

Gantry (A-frames) Information

### Serial/Identification Number\*

23424

### Manufactured Date\*

08/2008

### Last Inspection Date\*

11/07/2019

3

Save

Cancel

2

November 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	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	01
02	03	04	05	06	07	08

1



To add the **Last Inspection Date**:

1. Click the **edit** icon

2. Select the **Last Inspection date**

3. Click **Save**

# DOB NOW: *Build* – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS (CONT'D)

Save Preview to File

CD00001610

General Information

Equipment Information

Documents

Statements & Signatures

Required Documents

+ Add Document

Document Name

Document Name\*

Mag Report

Document Type\*

Select:

Select:

ACRIS Report

Bill of Sale

Mag Report for all components

Document

Choose File Mag Report.pdf

Upload Cancel

Dashboard

Application Highlights

View Filing

History

Select the Documents tab, then:

1. Click **+Add Document**

2. Enter the **Document Name**

3. Select the **Document Type**

4. Click **Choose File** to attach file

5. Click **Upload**

# DOB NOW: *Build* – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS (CONT'D)

DOB  
NOW

DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings

The screenshot displays the DOB NOW interface with a progress bar at the top showing three stages: Pre-filing (checked), Pending Inspection Supervisor Review (checked), and Accepted (checked). Below the progress bar, there are two buttons: 'Save' and 'Preview to File'. A green circle with the number '1' highlights the 'Preview to File' button. The main form area contains two input fields: 'Name' with the value 'JOE ADAM (Electronically Signed)' and 'Date' with the value '09/20/2019'. Below these fields are two buttons: 'File' and 'Return to Filing View'. A green circle with the number '2' highlights the 'File' button. To the right of the form, there is a 'Pay Now' button with a '\$0.00' amount and a 'Print Certificate' button. A green circle with the number '3' highlights the 'Print Certificate' button.



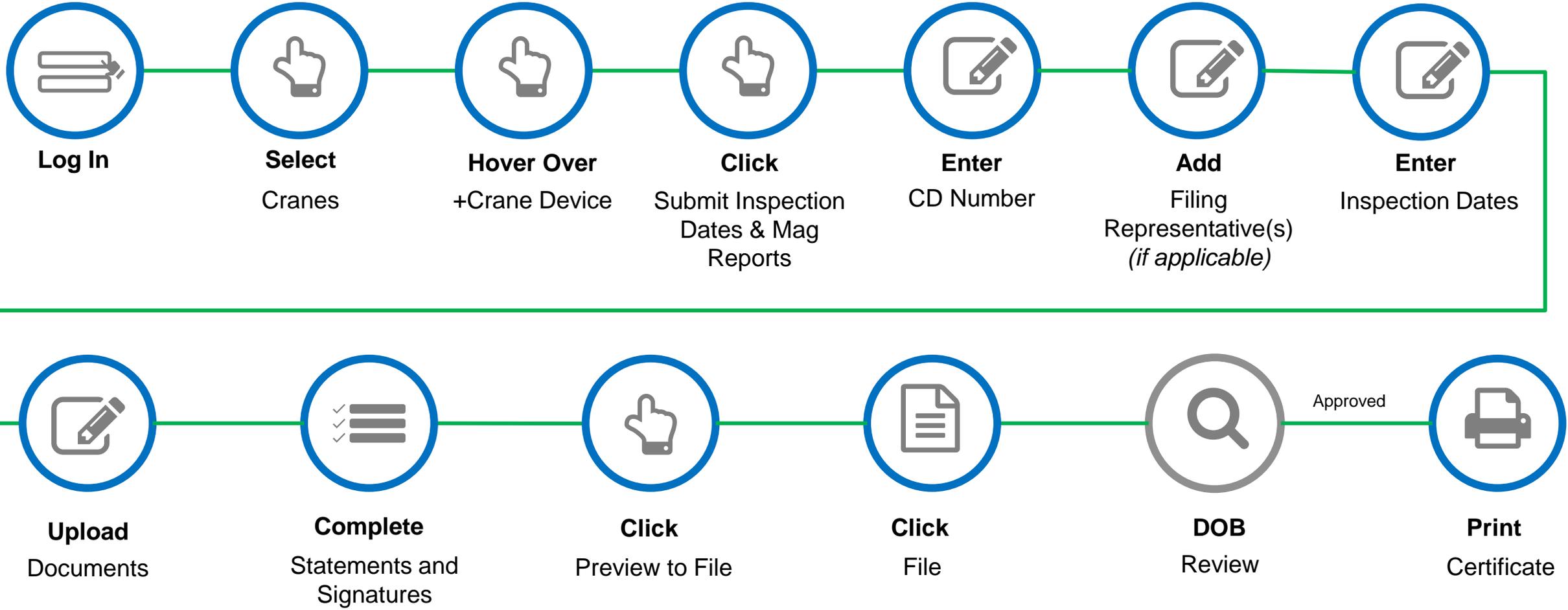
To **Submit** Inspections & Mag Reports and **Print the Certificate** after the application is approved:

1. Click **Preview to File**

2. Click **File**

3. Click **Print Certificate**

# DOB NOW: *Build* – SELF-ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS WORKFLOW



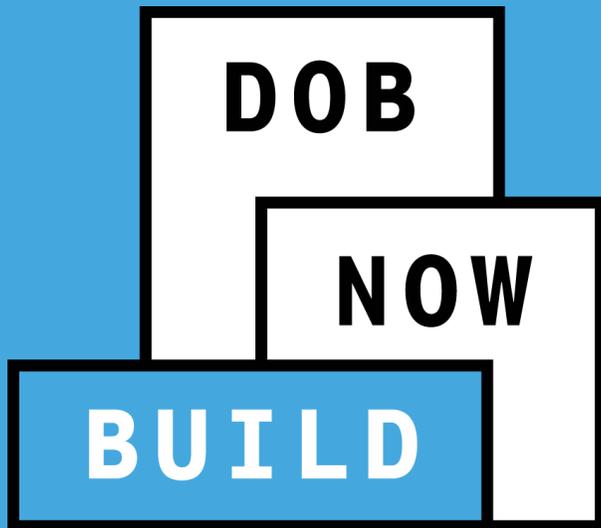
## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## Crane Device (CD) Inspection Dates & Reports Process Statuses:

- PreFiling
- Pending Inspection Supervisor Review
- Accepted
- Incomplete
- Denied
- QA Failed

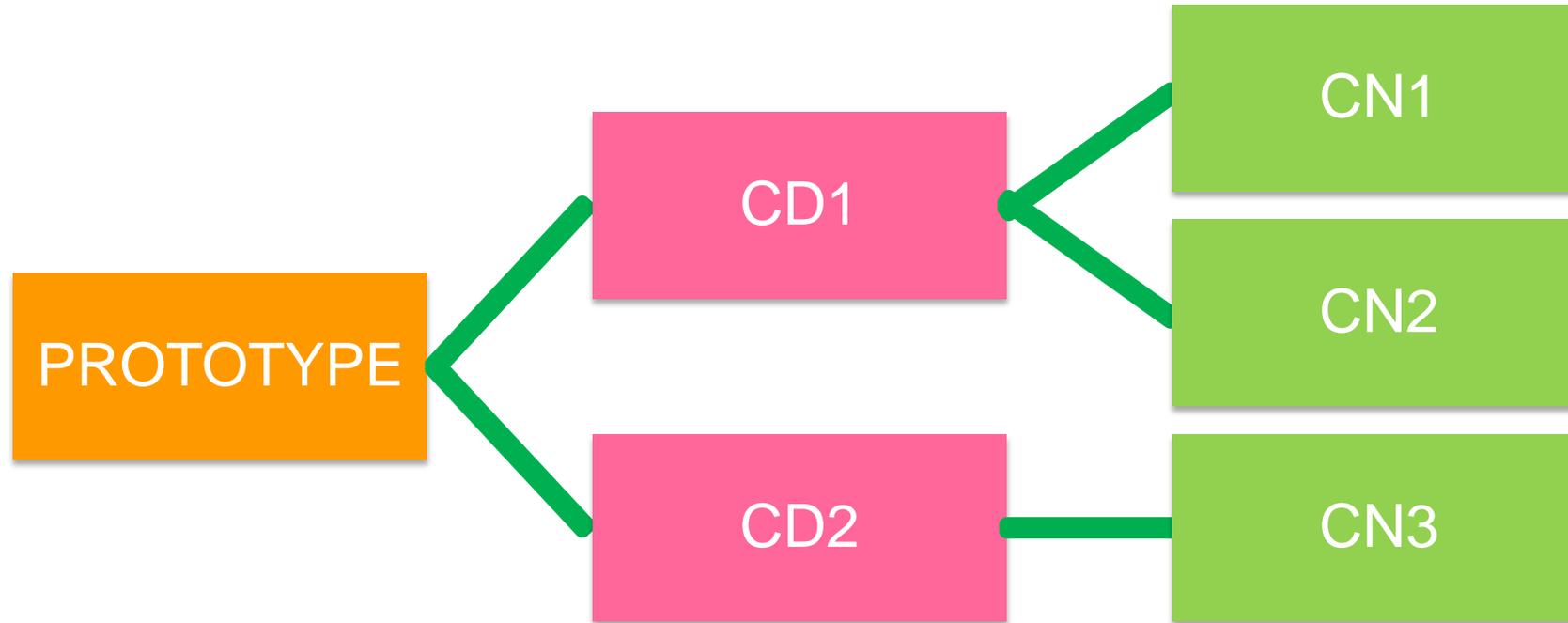


## AMENDMENTS

- **Device Amendments**
- **Change Ownership**

*An Owner can file a CD Amendment to:*

- **Change Ownership**
- **Add/Update crane components**
- **Update Prototype connected to the CD**



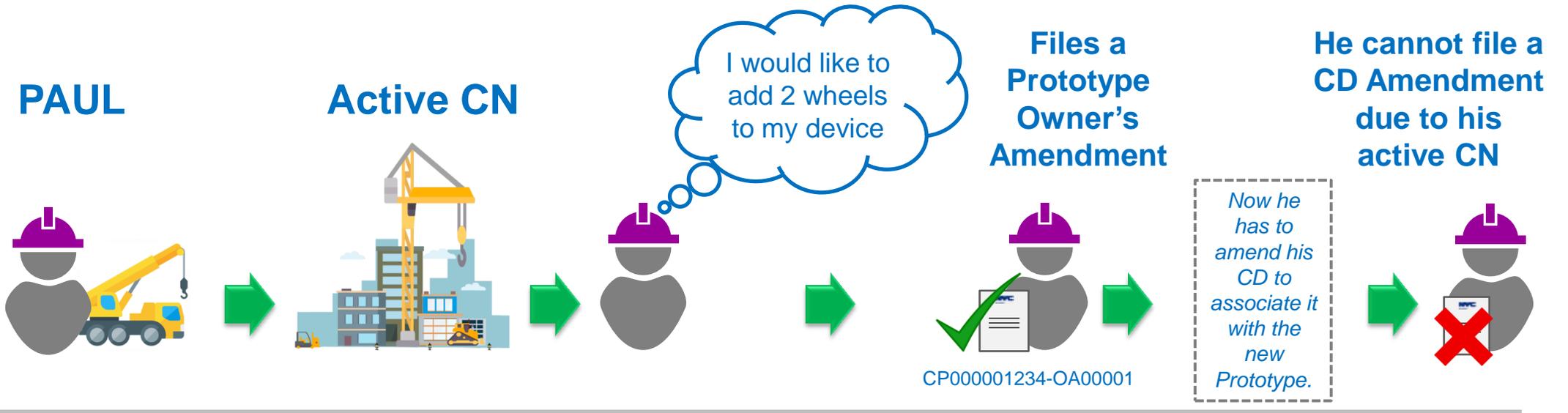
- **One or more registered CDs** can be assigned to a Prototype.
- Each CD can have **one or more Crane Notices**.

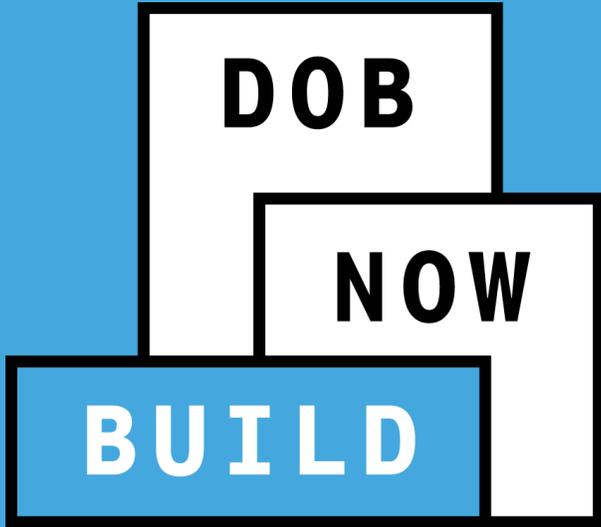


# DOB NOW: *Build* – MOBILE CRANES – SCENARIO

DOB  
NOW

PROTOTYPE 1: CP000001234





## DEVICE AMENDMENTS

The screenshot illustrates the application process for a Crane Device Amendment. It is divided into two main sections:

- Top Section (Navigation):** Contains a navigation bar with buttons for Home, Prototype, **+ Crane Device** (Step 1), and Crane Notice. Below this is a menu for "All Crane Types" with sub-sections: "Register Crane Device" (containing Amendment (Step 2), Renewal, Change Ownership, and Device Amendment (Step 3)), "Mobile Crane" (containing CD3 Application), and "Tower Crane".
- Bottom Section (Form):** Titled "Crane Device - Amendment", it features a text input field for "Crane Device Number\*" (Step 4) with a placeholder "Enter Device number e.g. CD00000380". At the bottom right are "Submit" (Step 5) and "Cancel" buttons.

To begin the CD Amendment Process, in DOB NOW: *Build*:

1. Hover over **+Crane Device**
2. Hover over **Amendment**
3. Select **Device Amendment**
4. Enter the **CD Device Number**
5. Click **Submit** in order to begin the Crane Device Amendment

The following fields/actions are available to edit/update during a CD Amendment:

## GENERAL INFORMATION TAB:

- Add Filing Representative(s)
- Device Serial Number
- Device Manufactured Date (Month/Year)

### Filing Information

Registration Type*	Amendment	Amendment Type*	Device Amendment
Manufacturer*	DEMO	Model (Month/Year)*	11/2013
Device Serial Number*	987654231	Device Manufactured Date (Month/Year)*	11/2013

### Equipment Information

Actual Rated Capacity*	Capacity Units*	Kips
Actual Jib	Other Attachments	Feet
Actual Configuration*	Transmission Type*	Mechanical
Carrier Type*	Overall Carrier Length*	Feet
Width with Outriggers Extended*	Overall Carrier Tailswing*	Feet

## EQUIPMENT INFORMATION TAB:

- Actual Rated Capacity
- Actual Boom
- Actual Jib
- Other Attachments
- Actual Configuration
- Overall Carrier Tailswing
- Boom Type Information
- Cable Drum Information
- Fixed Components

## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## Crane Device (CD) Device Amendment Application Statuses:

- PreFiling
- Pending Inspection Supervisor Review
- Accepted
- Incomplete
- Denied
- QA Failed

# DOB NOW: *Build* – CD: DEVICE AMENDMENT APPLICATION WORKFLOW



 USER INPUT

 SYSTEM OUTPUT



**Log In**



**Select  
Cranes**



**Hover Over  
+Crane Device**



**Hover Over  
+Amendment**



**Select  
Device  
Amendment**

Provide CD  
Number



**Enter  
General  
Information**



**Enter  
Equipment  
Information**



**Upload  
Documents**



**Complete  
Statements and  
Signatures**



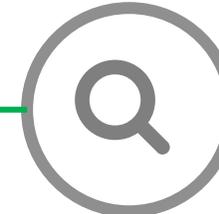
**Pay Fees  
If Applicable**



**Click  
Preview to File**



**Click  
File**

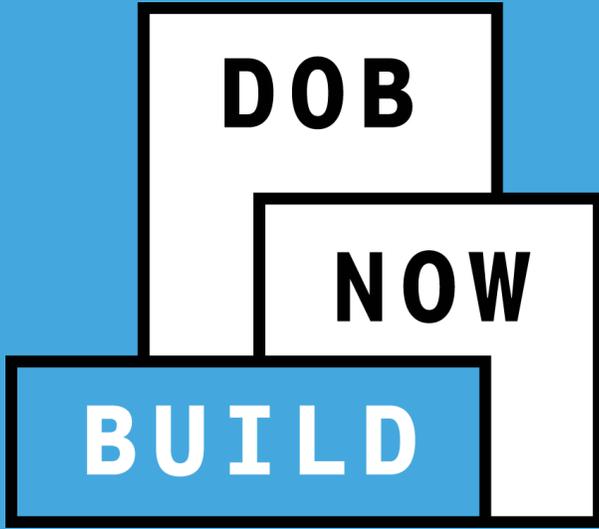


**DOB  
Review**

Approved



**Print  
Certificate**



CHANGE OWNERSHIP



A Device Owner (old or new) can file an Owner's Amendment to change the Device Ownership.

- The previous Owner must **assign the new owner to the CD**, in order for the new owner to access the CD information.
- The **Bill of Sale must be uploaded** to prove ownership.
- The existing or prospective Owner can **file** the Amendment.
- This transaction will then be **reviewed by DOB and must be accepted** in order for the change of ownership to take effect.

The screenshot illustrates the process of changing crane device ownership in the DOB NOW: Build system. It is divided into two main sections: a navigation menu and a form.

**Navigation Menu:**

- Home icon
- + Prototype
- + Crane Device** (Step 1)
- + Crane Notice

**Crane Device Sub-menu:**

- All Crane Types
  - Register Crane Device
  - Amendment** (Step 2)
  - Renewal
- Mobile Crane
  - CD3 Application

**Change Ownership Sub-menu:**

- Change Ownership** (Step 3)
- Device Amendment

**Crane Device - Change Ownership Form:**

- Crane Device Number\* (Step 4)
  - Enter Device number e.g. CD00000380
- Submit (Step 5)
- Cancel

To begin the CD Amendment Process for changing Ownership in DOB NOW: *Build*:

1. Hover over **+Crane Device**
2. Hover over **Amendment**
3. Select **Change Ownership**
4. Enter the **CD Device Number**
5. Click **Submit** in order to begin the Crane Device Amendment

# DOB NOW : *Build* – CD: CHANGE OWNERSHIP APPLICATION PROCESS

## ENTER NEW OWNER INFORMATION

DOB  
NOW

Save

CD00001329-A000001

General Information

Equipment Information

Documents

Statements & Signatures

### Applicant of Record - Owner Information

Email\*

Enter email/username...

1

Last Name

First Name

Business Name\*

Select:

2

Business Address

City

State

Zip Code

Business Telephone

Mobile Telephone

Country

Select:

Owner Type\*

Select Owner Type:

3

### Existing Owner Information

Email

AJOETEST@GMAIL.COM

Last Name

ADAM

First Name

JOE

In the General Information tab, enter the new Owner's Information in the **Applicant of Record – Owner Information** section:

1. Enter the **Email**

2. Select the **Business Name**

3. Select the **Owner Type**

# DOB NOW: *Build* – CD: CHANGE OWNERSHIP APPLICATION PROCESS

## UPLOAD BILL OF SALE

DOB  
NOW

Save Preview to File

CD00001610

General Information

Equipment Information

Documents

Statements & Signatures

Required Documents

+ Add Document

Document Name

Document Name\*

Bill of Sale

Document Type\*

Select:

Select:

ACRIS Report

Bill of Sale

Mag Report for all components

Document

Choose File Bill of Sale.pdf

Upload Cancel

Dashboard

Application Highlights

View Filing

History

Select the Documents tab, then:

1. Click **+Add Document**

2. Enter the **Document Name**

3. Select the **Document Type**

4. Click **Choose File** to attach file

5. Click **Upload**

# DOB NOW: *Build* – CD: CHANGE OWNERSHIP APPLICATION PROCESS PREVIEW TO FILE AND SUBMIT CD AMENDMENT APPLICATION

DOB  
NOW

Use the **Preview to File** button to review and file the application.

1. Click **Preview to File**
2. Click **Next**, to review the filing
3. On the final page, check the Final Attestation **checkbox**
4. Click **File** to submit the application to DOB.

The screenshot shows the 'Application Preview' interface for a CD amendment application. At the top right, there are buttons for 'Save' and 'Preview to File', with a red circle and the number '1' highlighting the 'Preview to File' button. Below this, the application ID 'CD00001329-A000001' and the title 'Equipment Information' are visible. The main content area shows a 'Next >' button highlighted with a red circle and the number '2'. Below the navigation bar, there is a 'DOB NOW BUILD' logo and the 'NYC Buildings' logo. A section for electronic signing is present, with a red circle and the number '3' highlighting a checkbox. Below the checkbox, there are input fields for 'Name' (containing 'JOE ADAM') and 'Date' (containing '09/20/2019'). At the bottom right, there are buttons for 'File' and 'Return to Filing View', with a red circle and the number '4' highlighting the 'File' button. A blue arrow points from the 'Return to Filing View' button back to the 'Preview to File' button at the top.



Click **Return to Filing View**, to return to the application. If edits are made, re-attest, and click Preview to File to review and file to DOB.

## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



Save

Preview to File

## Crane Device (CD) Change Ownership Application Statuses:

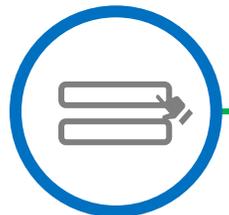
- PreFiling
- Pending QA Assignment
- Pending QA Admin Review
- Accepted
- Denied
- QA Failed

# DOB NOW: *Build* – CD: CHANGE OWNERSHIP APPLICATION WORKFLOW

DOB  
NOW

 USER INPUT

 SYSTEM OUTPUT



**Log In**



**Select  
Cranes**



**Hover Over  
+Crane Device**



**Hover Over  
+Amendment**



**Select  
Change  
Ownership**

Provide  
CD Number



**Enter  
General  
Information**



**Enter  
Equipment  
Information**



**Upload  
Documents**



**Complete  
Statements and  
Signatures**



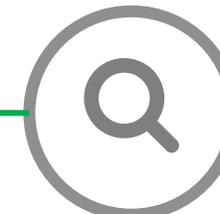
**Pay Fees  
If Applicable**



**Click  
Preview to File**



**Click  
File**

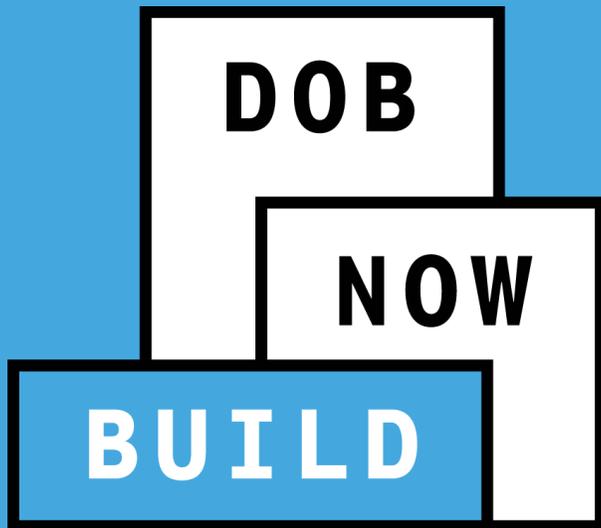


**DOB  
Review**

Approved



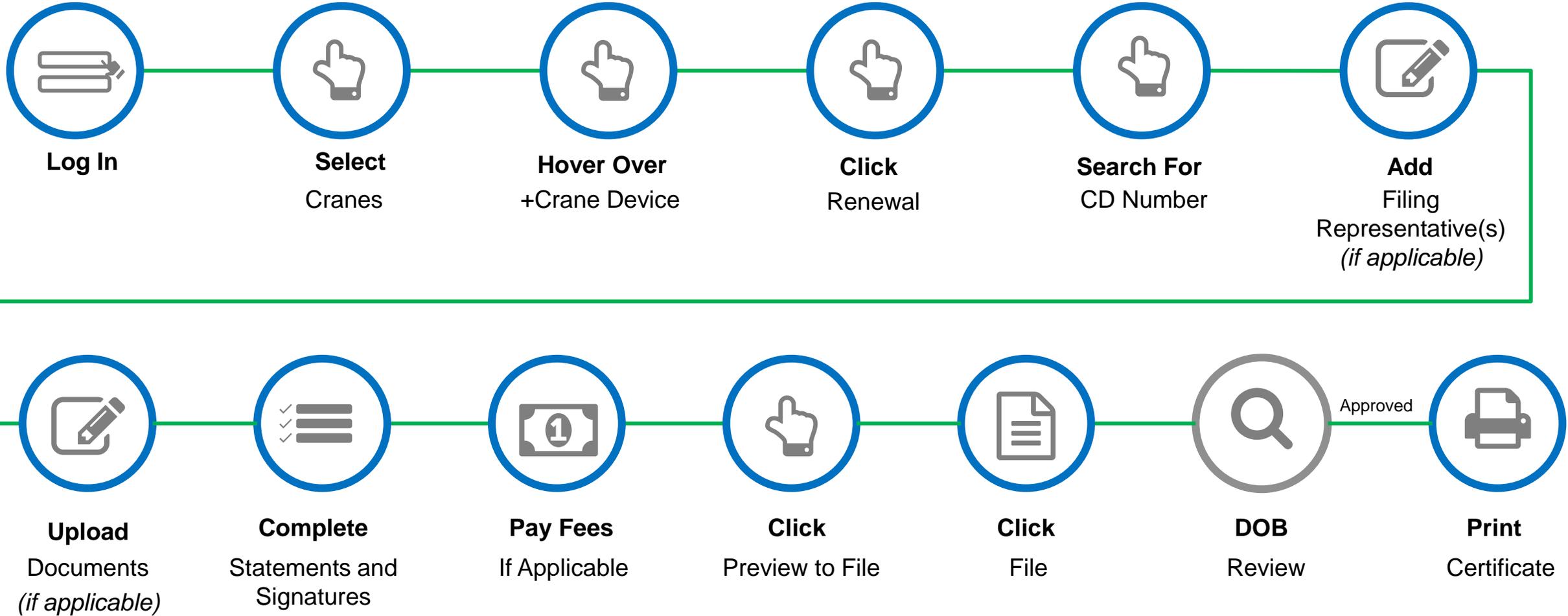
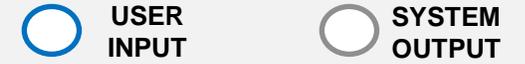
**Print  
Certificate**



**CD APPLICATION**

**Renewals**

# DOB NOW: *Build* – CD: RENEWAL APPLICATION WORKFLOW





- The renewal submission can be made **starting 60 days prior** to the CD expiration date.
- To complete a CD Renewal, complete the following steps on the initial CD registration:

1. The **CD registration fee** has been paid. ✓

2. The “**Last Inspection Date**” was revised for each component ✓

3. The **Mag Report** has been updated and uploaded ✓

4. The inspection “**passes**” the annual inspection ✓

**NOTE:** Filing Representative(s) can be added, if applicable.

The screenshot illustrates the renewal application process in the DOB NOW system. It is divided into two main sections. The top section shows a navigation menu with buttons for '+ Prototype', '+ Crane Device', and '+ Crane Notice'. The '+ Crane Device' button is highlighted with a red box and a red circle containing the number '1'. A dropdown menu is open below it, listing options: 'All Crane Types', 'Register Crane Device', 'Amendment', 'Renewal', 'Mobile Crane', and 'Tower Crane'. The 'Renewal' option is highlighted with a red box and a red circle containing the number '2'. The bottom section is titled 'Crane Device - Renewal' and contains a form. A text input field is labeled 'Crane Device Number\*' and has a red box and a red circle with the number '3' around it. Below the input field, there is a placeholder text: 'Enter Device number e.g. CD00000380'. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box and a red circle with the number '4'.

To begin the CD Renewal Process, in DOB NOW:

*Build:*

1. Hover over **+Crane Device**
2. Select **Renewal**
3. Enter the **CD Device Number**
4. Click **Submit** in order to begin the Crane Device Renewal

# DOB NOW : *Build* – CD: RENEWAL APPLICATION PROCESS - ADD FILING REPRESENTATIVES (IF APPLICABLE) & SAVE

DOB  
NOW

DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, JOE ADAM  
AJOETEST@GMAIL.COM  
Need Help?  
Sign Out

Pre-filing Pending Inspection Supervisor Review Accepted

Save Preview to File

1

CD00001329-R000001

2 General Information

Equipment Information

Documents

Statements & Signatures

3

+ Add Representative

First Name	Last Name	Email	Business Name	Business Telephone
------------	-----------	-------	---------------	--------------------

4

Dashboard

Application Highlights

View Filing

History

Trace History

Payment History

\$400.00 Pay Now

After clicking **Save**, the following additional features display:

1. **Preview to File** button

2. **CD Renewal Filing Number**

3. **Equipment Information, Documents** and **Statements & Signatures**

4. **Application Highlights, View Filing, History** (Trace & Payment) and **Pay Now** (Fees)

# DOB NOW: *Build* – CD: RENEWAL APPLICATION PROCESS STATEMENTS & SIGNATURES TAB

DOB  
NOW

2

Save

Preview to File

CD00001329-R000001

General Information

Equipment Information

Documents

Statements & Signatures

1



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

Date

## Statements & Signatures

### Applicant of Record - Owner's Statement\*

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 In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.



Select the **Statements & Signatures** tab, then:

1. Click **Applicant of Record – Owner Statement checkbox**

2. Click **Save**

# DOB NOW: *Build* – CD REGISTRATION PAY FEES (IF APPLICABLE)

DOB  
NOW

Save Preview to File

CD00001329-R000001

General Information

Equipment Information

Documents

Statements & Signatures

## General Information

### Filing Information

Registration Type\*

New

Prototype Number\*

CP00001605

Model\*

DEMO

Crane Device Number

DT00001610

Crane Type

Mobile

Manufacturer

DEMO

Device Serial

97546561

08/2015

## Payment Confirmation

Please note that the following data cannot be changed after the payment has been made on this filing:

- Owner Type: **Individual**
- Actual Boom Length: **4500 Feet**

Are you sure you want to make a payment now for **\$400.00**?

Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.

Please confirm that your pop-up blocker is turned off before proceeding to Payment.

2

Yes

No

1

\$400.00  
Pay Now

Dashboard

Application Highlights

View Filing

History



In order to make a payment:

1. Click **Pay Now**

2. Click **Yes**

3. Pay via  
**eCheck** or  
**Credit Card**

NYC CityPay

Cart (1)

## Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Payment Amount: \$3,000.00

C & D: CD INITIAL  
DOB NOW Build  
Crane Device : CD00001610 : New  
Crane Device

\$3,000.00

eCheck Credit Card

3

To pay by electronic check, you will need your checking account and routing number. There is no additional fee.

## DOB NOW

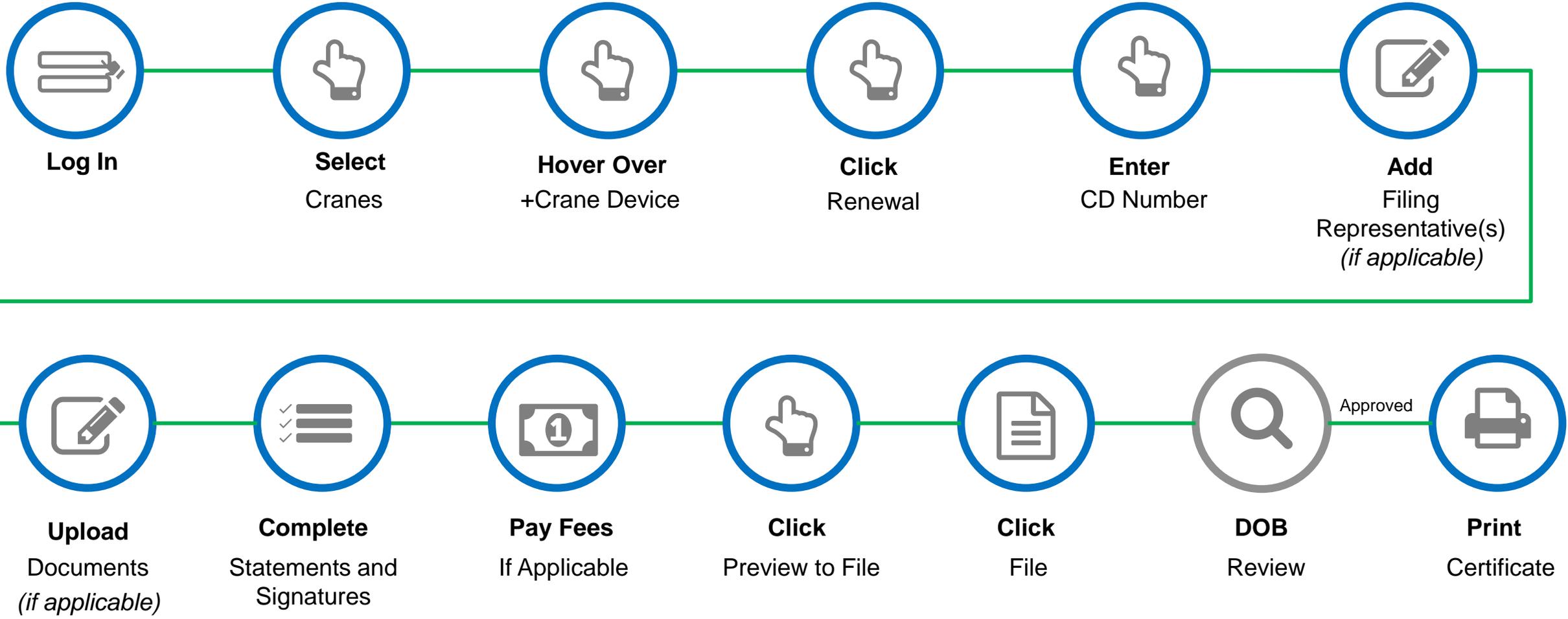
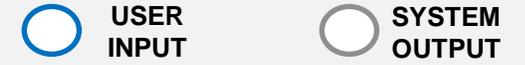
Submit Filings, Payments, and Requests to the NYC Department of Buildings



## Crane Device (CD) Device Renewal Application Statuses:

- PreFiling
- Pending Inspection Supervisor Review
- Accepted
- Incomplete
- Denied
- Objections
- QA Failed

# DOB NOW: *Build* – CD: RENEWAL APPLICATION WORKFLOW



# CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: *Build*

		CRANE DEVICE TYPES					
		Tower Crane	Self Erecting Tower Crane	Mobile Crane	Mast Climber	Derrick	Dedicated Pile Driver
TRANSACTIONS	CRANE DEVICE (CD)						
	Register CD	●	●	●	●	●	●
	CD Amendment	●	●	●	●	●	●
	CD Renewal	●	●	●	●	●	●
	CD3	✘	✘	●	✘	✘	✘
	Interchangeable Components*	●	✘	✘	✘	✘	✘
	Provide Device Documents*	✘	✘	✘	●	●	✘
Submit Inspection Date and Reports	✘	●	●	✘	✘	●	

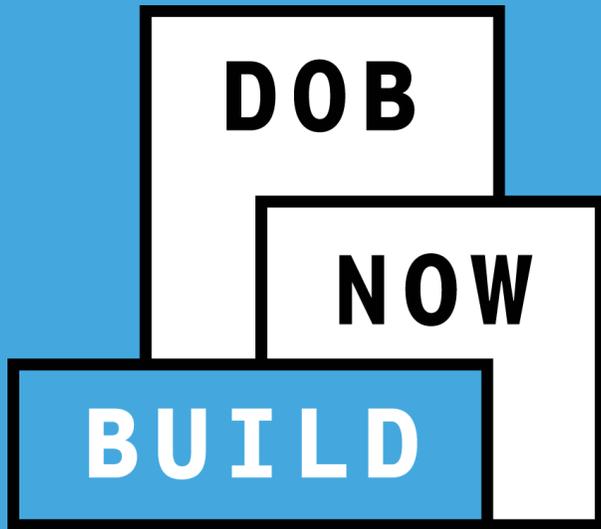
**DOB**  
**NOW**  
**BUILD**

**MOBILE CRANES**

**CD3 APPLICATION**

- CD3 Application Process & Guidelines





**CD APPLICATION**

**CD3 Application**

- A PE/Owner can file the CD3 Application for Mobile Crane.
- There will not be any limitations on the CD3 applications.
- It is up to the reviewer of application to see if the application is qualified for CD3.

# DOB NOW: *Build* – MOBILE CRANES – CD3 APPLICATION WORKFLOW



**Log In**



**Select  
Cranes**



**Hover Over  
+Crane Device**



**Click  
CD3 Application**



**Enter  
General  
Information**



**Enter  
Equipment  
Information**



**Upload  
Documents**



**Complete  
Statements and  
Signatures**



**Pay Fees  
If Applicable**



**Click  
Preview to File**



**Click  
File**

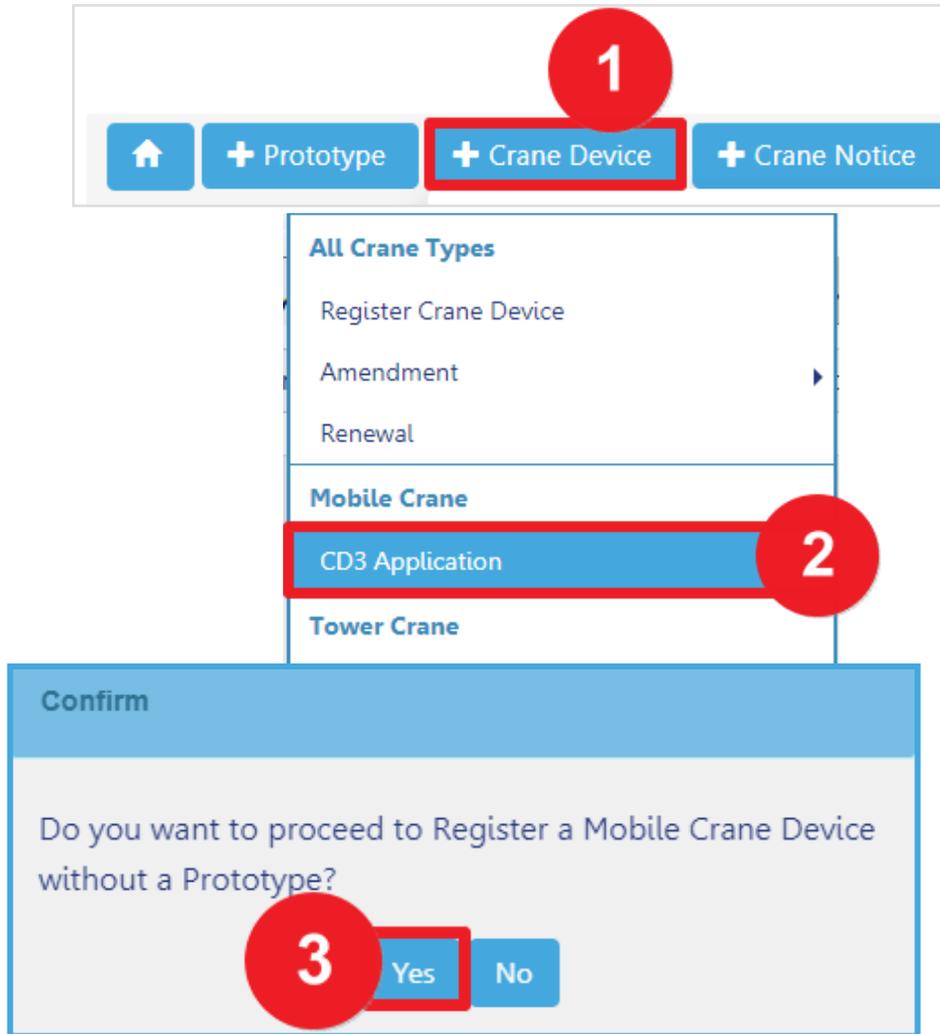


**DOB  
Review**

Approved



**Print  
Certificate**



To begin the CD3 Application Process, in DOB NOW: *Build*:

1. Hover over **+Crane Device**
2. Below Mobile Crane, select **CD3 Application**
3. Click **Yes**, on the Confirm pop-up notification window in order to begin the CD3 Application

# DOB NOW : *Build* – MOBILE CRANES – CD3 APPLICATION PROCESS

DOB  
NOW

Save Preview to File

CD00001627

General Information

Equipment Information

Documents

Statements & Signatures

## General Information

### Filing Information

Registration Type\*

New

Crane Type\*

Mobile Crane

Manufacturer\*

DELTA

Model\*

BOLTON-G300

244 characters remaining

Crane Device Number

DT00001627

Device Serial Number\*

9292255676

Device Manufactured Date (Month/Year)\*

11/2013

### Applicant of Record - Owner Information

Email\*

Last Name

First Name

Dashboard

Application Highlights

View Filing

History

\$250.00  
Pay Now

- Paper forms are eliminated. The application will be processed electronically through DOB NOW: *Build*
- All supporting documents will be uploaded into DOB NOW: *Build*.
- Only fields that can be edited/updated will display in each section of the Application



▪ The CD3 Number remains the same if an associated Amendment or Supplement is filed

- A **Temporary CD Number** is assigned to the Device until the application is approved (i.e. DT00000123)
- Once the CD3 Application is approved the **Crane Device Number** updates to the following:



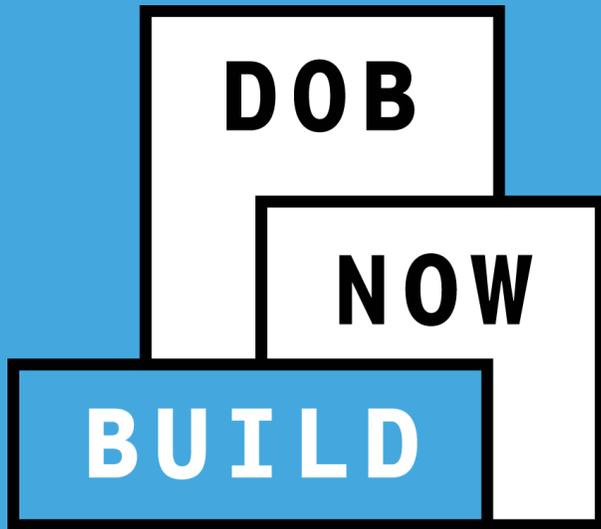
## DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings



## CD3 Application Statuses:

- PreFiling
- Pending QA Assignment
- Pending QA Admin Review
- Accepted
- Pending Inspection Supervisor Review
- Incomplete
- Denied
- Objections
- QA Failed



**RESPOND TO INCOMPLETE, OBJECTIONS  
OR QA FAILURE**

**SCHEDULE AN APPOINTMENT WITH PLAN  
EXAMINER**

# DOB NOW: *Build* – RESPONDING TO INCOMPLETE STATUS

- 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.
- 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.

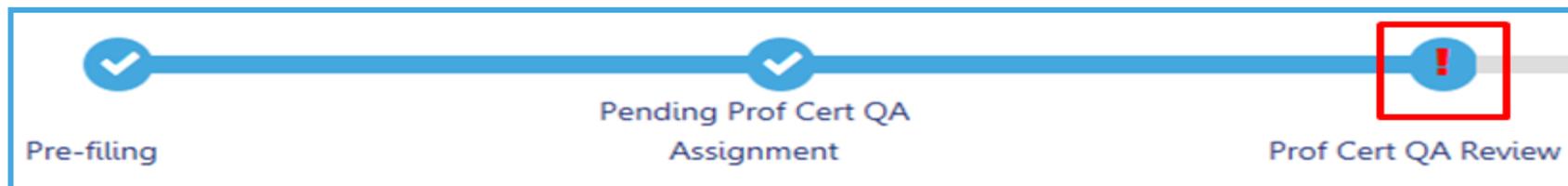
The screenshot displays the DOB NOW application interface. At the top, a workflow progress bar shows seven stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, Plan Examiner Review, CPE/ACPE Review, Approved, and Permit Issued/Permit Entire. The 'Pending PE Assignment' stage is highlighted with a red box containing an exclamation mark icon, indicating an incomplete status. Below the progress bar, a 'Trace History' window is open, showing a list of events. The first event is 'Pending CPE/ACPE Assignment' dated 04/30/2019, with a 'Comments' dropdown menu. The second event is 'Pending Plan Examiner Assignment' dated 04/30/2019, with a 'Comments' dropdown menu containing the text: 'Provide Hydraulic Calculation(s). Demonstrate that the system has the minimum duration of the water supply.' A red box highlights the 'Comments' dropdown for this event. In the top right corner of the application, a 'History' dropdown menu is also visible, with 'Trace History' selected and highlighted by a red box. The NYC Buildings logo is in the bottom left corner, and the number 190 is in the bottom right corner.

- **Objections** or **QA Failure** can be raised for any of the following reasons:
  - Plans are not in accordance with the DOB Code
  - Incorrect Document Submission
  - Revision required to data entered
- After correcting the issued, update the Objection status or QA Failure Status to Resolved and the Applicant must complete statements and signature.

## OBJECTIONS:



## QA FAILURE:



# DOB NOW: *Build* – APPOINTMENT GUIDELINES

- Appointment can only be scheduled once an objection is issued and the Plan Examiner indicates that an appointment is allowed.
- Appointments can be scheduled from the Portal based on the Plan Examiner's availability.
- The Applicant of Record or the Associated Delegate may attend the meeting.
- All appointments will be conducted using GoToMeeting.
- DOB will email the GoToMeeting link for the scheduled meeting prior to the meeting start time.

Progress bar: E/ACPE Assignment (✓), Pending PE Assignment (✓), Plan Examiner Review (!)

Buttons: Save, Resubmit

Project ID: M00031400-I1

Section: Objections

Objection: 1968 BC 27-339 Fire segregation of occup

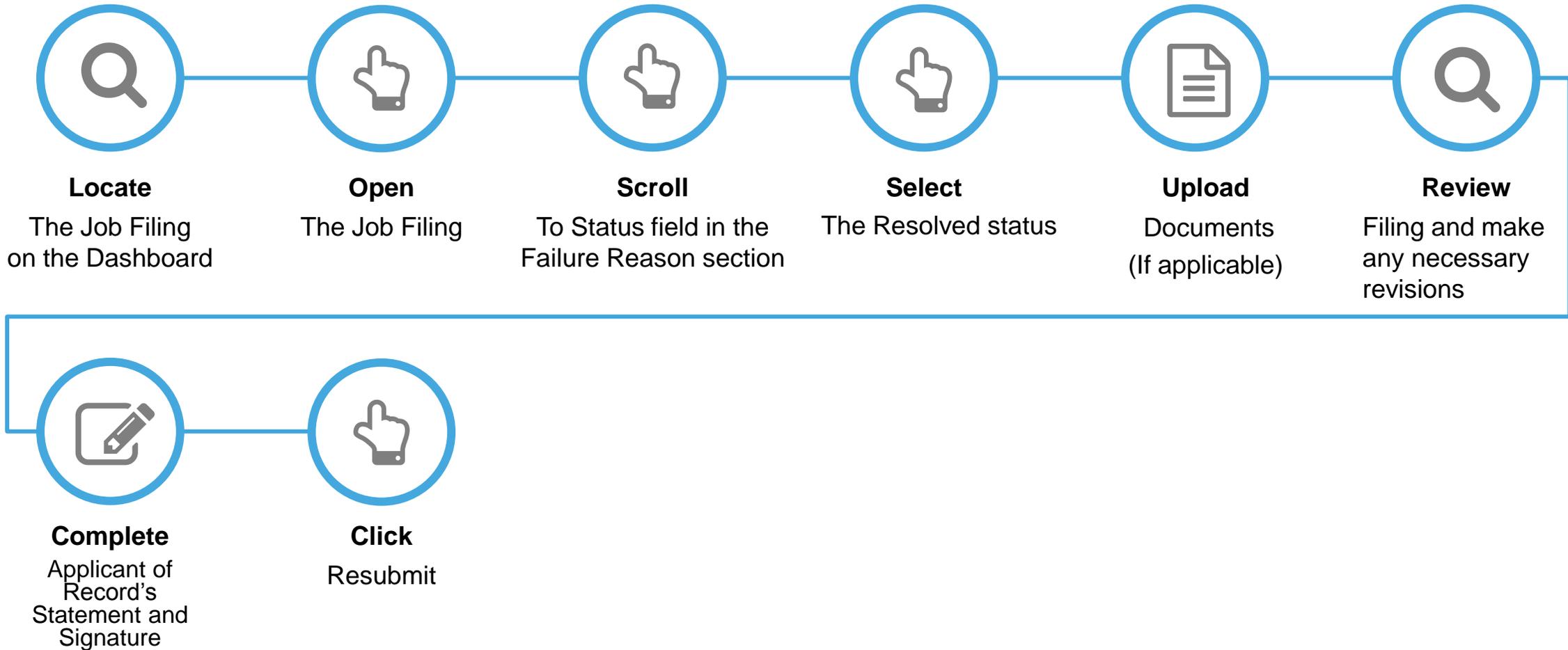
Menu: Objections/Appointments (1)

Button: + Appointment (2)

Field: Subject

**NOTE:** The Applicant can upload the revised plan(s) and save them Job Filing prior to meeting. The applicant doesn't have to submit the filing. The plan examiner has access to SAVED plans.

# RESPONDING TO QA FAILURE PROCESS FLOW



# OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW



## Locate

The Job Filing  
on the Dashboard



## Open

The Job Filing



## Select

The  
Objection/Appointments  
tab



## Click

The Edit button



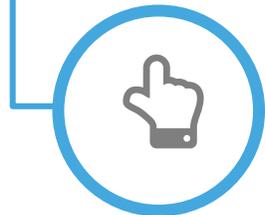
## Update

Objection Status and  
add Comments



## Click

The Update  
button



## Click

+Appointment  
(If Applicable)



## Select

Attendees, Date and  
Time and click Schedule  
(If Applicable)



## Upload

Documents  
(If applicable)



## Review

Filing and make any  
necessary revisions



## Complete

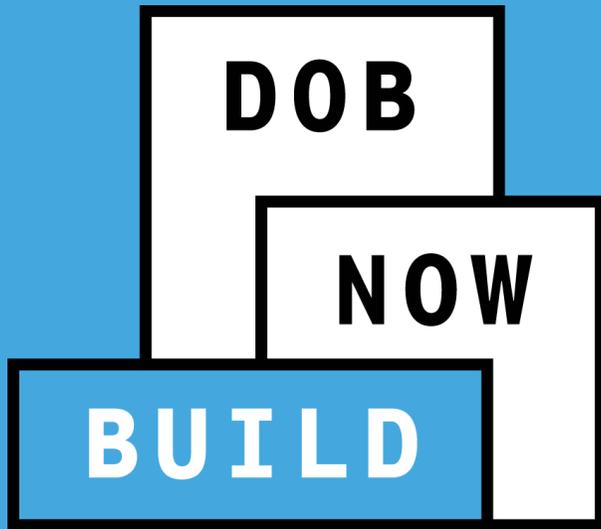
Applicant Statement  
and Signature



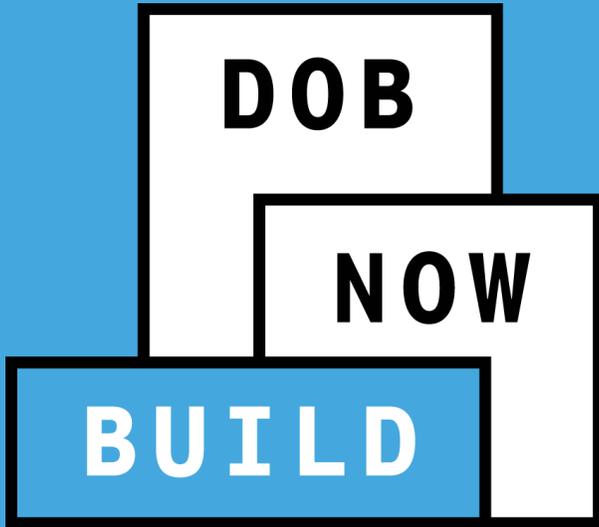
## Click

Resubmit

Viewing Incomplete Reason  
Responding To QA Failure  
Responding To Objection  
Scheduling An Appointment



**QUESTIONS?**



**REQUEST AFTER HOURS VARIANCE**

- An AHV:
  - AHV's can be filed for the initial crane installation, for performing a jump or for assembly/disassembly.
  - AHV's can be initiated once CD is assigned/ tagged to CN or On-site waivers.
  - For Mobile cranes and Dedicated Pile Drivers, AHV's can only be filed if there is an associated CN, onsite waiver, or master rigger notification (the master rigger notification is only applicable for Mobile cranes). All other device types must have an active CN in order for an AHV to be filed.
  - Depending on the nature of the AHV request, a DOB inspector may be required. Industry professionals know when an inspector is required; therefore, system logic does not have to make this determination.
  - When an applicant is filling out the request for an AHV, they will have to specify if an inspector is required (Y/N). If an inspector is required, they will then have to specify the number of days for which the inspector is needed. For each day that an inspector is needed, the fee is \$750 (this is on top of the standard AHV fee).
  - In order to submit an AHV, the status of the CD must be any variation of the statuses that contain one of the following: "Approved for Installation", "Approved for Installation - Pending Assembly Notification", "Approved for Use", "Approved for Use - Renewal underway", "Approved for jackdown/removal", "Approved for jackdown/removal - Pending Notification".
  - An AHV cannot be filed if there is a Cease Use on the CD.

# DOB NOW: *Build* – AFTER HOURS VARIANCE GUIDELINES (CONT)

- Once AHV is approved, on the AHV form, click Pay Now to pay AHV Daily Fee.
- After AHV Daily Fee is paid, status updates to AHV Permit Issued. AHV Permit can be printed from the My AHV Work Permits Dashboard.

### After Hours Variance Permit Form

**M7401803**

Trace History
Details

**Initial Filing Status Information**

Variance Type \*                      Initial

**Type of Permit**

Type of Permit\*

My AHV Work Permits
My LOC Requests
My Sign Off Requests
Emergency Work Notifications
Certificate of Operation
Boiler Removal Notific

Filing#	AHV Permit#	Work Permit#	AHV Permit Status	Created Date	Filing Action
			AHV Permit Issued ✕		
	M5817543	M00031297-I1-BE	AHV Permit Issued	02/25/2019	Select Action: <span style="border: 2px solid red;">▼</span>
	M3597640	M00031297-I1-BE	AHV Permit Issued	02/22/2019	Select Action: <span style="border: 2px solid red; padding: 2px;">Print AHV Permit</span> Renew AHV Permit
	M9752240	M00031297-I1-BE	AHV Permit Issued	02/22/2019	
	M7401803	M00030720-I1-BE	AHV Permit Issued	01/28/2019	

City

State

Zip Code

#### Application Highlights

Location                      1 NEW YORK PLAZA  
MANHATTAN

Job Number                      M00030720-I1

Work Permit Number              M00030720-I1-BE

AHV Permit Status              Approved

Reason of Approval              Business Hours Operations Interruption

Reason of Denial

Initial Fee/Renewal Fee              \$200.00

Daily Fee                      \$480.00

**Fees**

Calculate Fees

AHV Filing Fee                      \$200.00

AHV Daily Fee                      \$480.00

Amount Paid                      \$200.00

Amount Due                      \$480.00

Pay Now

# DOB NOW : *Build* – AFTER HOURS VARIANCE (AHV) PERMIT PROCESS

To create an AHV Permit, in DOB NOW: *Build*:

1. Click over **+AHV Permits**
2. Enter the **New Crane Notice/Onsite Waiver/Master Rigger Notification Number**
3. Click **Submit** to begin to create an AHV Permit

requests to the NYC Department of Buildings

+ Onsite Waiver + Master Rigger Notification **+ AHV Permits**

My Phase-Jump/Disassembly My Onsite Waiver My Rigger

New After Hours Variance Permit

Crane Notice/Onsite Waiver/Master Rigger Notification Number\*

*Enter Job Filing Number*

**Submit** Cancel



- The CN Phase/Jump Number remains the same if an associated Amendment or Supplement is filed

- A **Tracking CN Phase/Jump Number** is assigned to the Device until the application is approved  
i.e. CN00000123 - J000001
- The CN Phase/Jump Application Tracking Number is **updated** for each 'Phase/Jump' and can be found within the CN Application.

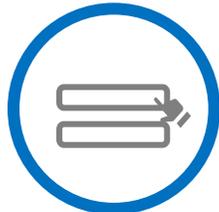
## Phases and Jumps Application Number:



# DOB NOW: *Build* – AHV APPLICATION WORKFLOW

 USER INPUT

 SYSTEM OUTPUT



**Log In**



**Select**  
Cranes



**Hover Over**  
+ Crane Notice



**Select**  
Provide  
Phase/Jump Details



**Enter**  
Crane  
Notice Number



**Enter**  
Phase/Jump  
Details



**Complete**  
Statements and  
Signatures



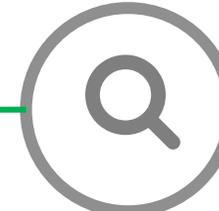
**Pay Fees**  
If Applicable



**Click**  
Preview to File



**Click**  
File



**DOB**  
Review

Approved



**Print**  
Certificate

# DOB NOW : *Build* – AFTER HOURS VARIANCE (AHV) PERMIT PROCESS

DOB  
NOW

3

Save

Submit

## After Hours Variance Permit Form

General Information

10000 (201) 222-3333

### Point of Contact Information During AHV Work

Email\*

Enter email/username...

Last Name\*

First Name\*

Mobile Telephone\*

### Applicant's Insurance Information

Liability Insurance\*

Worker's Compensation Insurance\*

Disability Insurance\*

Expiration Date

Expiration Date

Expiration Date

- Paper forms are **eliminated**.

The application will be processed **electronically** through DOB NOW: *Build*

- Only fields that can be **edited/updated** displays in each section of the Application



Complete the following:

1. Point of Contact Information During AHV Work
2. Applicant's Insurance Information
3. Save

Save Submit

## After Hours Variance Permit Form

M5898026

1

General Information

Variance Details

Documents

Statements & Signatures

2

### Variance Details

#### Variance Information

Reason for Variance\*

Select:

Is a residence within 200 feet of the site?\*  Yes  No

Does any of the work involve full or partial demolition?\*  Yes  No

Is an inspection by a Cranes & Derrick inspector required as part of this AHV?\*  Yes  No

Request Approval Reason\*

Select:

Is all work being done within an enclosed building?\*  Yes  No

Does any of the work involve crane use?\*  Yes  No

Request new dates to initial variance below. Note: Maximum of 14 days (Including 4 weekend days) may be requested. Enter Valid Time format (HH:MM AM/PM)\*

Estimated Daily Fee

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	<input type="text"/>						
To:	<input type="text"/>						
	<input type="checkbox"/> 12/22/19	<input type="checkbox"/> 12/23/19	<input type="checkbox"/> 12/24/19	<input type="checkbox"/> 12/25/19	<input type="checkbox"/> 12/26/19	<input type="checkbox"/> 12/27/19	<input type="checkbox"/> 12/28/19
	<input type="checkbox"/> 12/29/19	<input type="checkbox"/> 12/30/19	<input type="checkbox"/> 12/31/19	<input type="checkbox"/> 01/01/20	<input type="checkbox"/> 01/02/20	<input type="checkbox"/> 01/03/20	<input type="checkbox"/> 01/04/20
	<input type="checkbox"/> 01/05/20	<input type="checkbox"/> 01/06/20	<input type="checkbox"/> 01/07/20	<input type="checkbox"/> 01/08/20	<input type="checkbox"/> 01/09/20	<input type="checkbox"/> 01/10/20	<input type="checkbox"/> 12/21/19

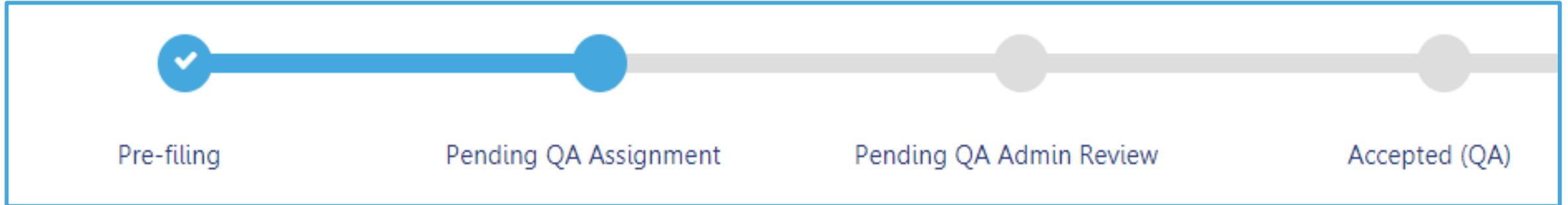
Description of work\*

3

After clicking **Save**:

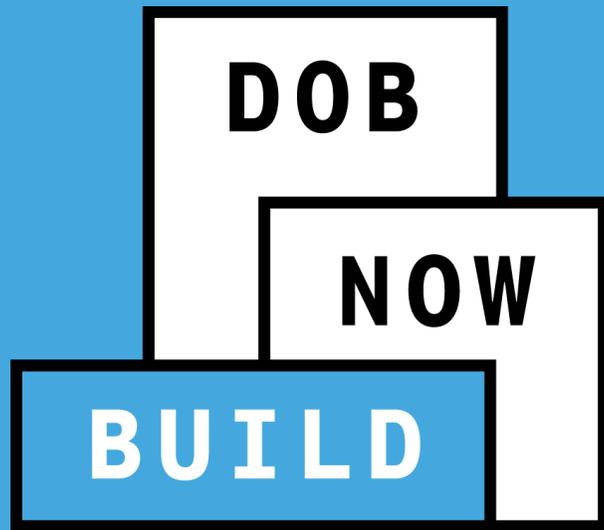
1. The AHV permit Number displays
2. Additional Tabs display
3. Select the **Variance Details tab** and complete:
  - Variance Information
  - Enter Dates and Times
  - Description of Work

**NOTE:** Use the **Estimated Daily Fee** to view quotes.



## AHV Permit Request Statuses:

- PreFiling
- Pending QA Review
- QA Review in Process
- Incomplete
- QA Failed
- Approved



**QUESTIONS?**

# DOB NOW: *Build* - AFTER HOURS VARIANCE (AHV) PERMIT FILING PROCESS FLOW



**Click**  
+AHV Permit from  
Dashboard



**Enter**  
Work Permit Number



**Enter**  
All Required Fields  
Select Dates/Times and  
Description of Work



**Complete**  
Statements &  
Signatures



**Pay**  
AHV Filing Fee



**Submit**  
AHV Request



**Review**  
And Approve AHV



**Pay**  
AHV Daily Fee



**Print**  
AHV Permit

# DOB NOW: *Build* – AHV PERMITS - PRINT AHV PERMIT FROM DASHBOARD

DOB  
NOW

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

**PRINT FROM DASHBOARD**

DOB NOW  
Submit Filings, Payments, and Requests to the NYC Department of Buildings

+ Crane Device + Crane Notice + Onsite Waiver + Master Rigger

My Crane Devices **My Crane Notices** My Phase-Jump/Disassembly

Crane Self Erecting Tower Crane Mobile Crane Mast Climber

Address	Crane Type	Actions
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
280 BROADWAY	Mobile Crane	Select Action: ▾
280 BROADWAY	Derrick	Select Action: <b>Print Certificate</b>

2. Click the **Print** icon.



# DOB NOW: *Build* – CN CERTIFICATE - ONSITE CERTIFICATE GUIDELINES

DOB  
NOW

- The “**Issued**” is the date of most recent submission of inspection results, e.g. CD8, MC5.
- “Expires” and “CD Fee Expires” dates are **one year in the future** from the “Issued” date and the date on which the CD Fee was paid, respectively.

**NYC** Buildings  
**CRANES & DERRICKS**  
**On-Site Certificate (CN)**

QR Code

**CN Number:** CN Number

**Address:** House Number  
Street Name  
Borough

**Equipment Type:** Equipment Type (from Prototype, based on the prototype number)

**Applicant:** Business Name (of Applicant)  
Business Address (of Applicant, City, State, Zip (of Applicant)

**Emergency Telephone Day or Night:** 311

**Assistant Commissioner:** *Veeva! Milan*

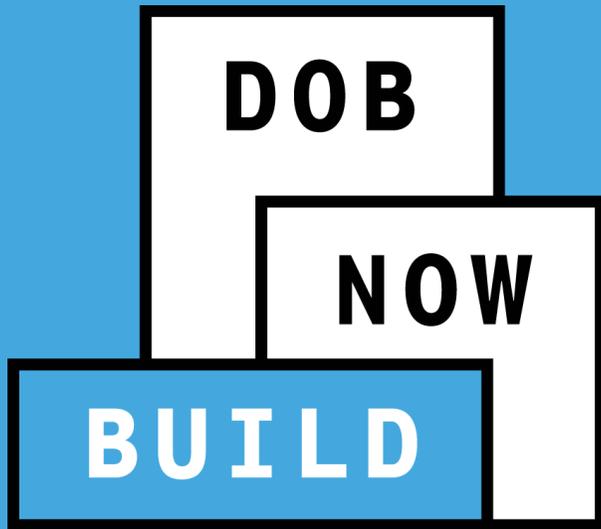
**Commissioner of Buildings:** *Paul Chandler*

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.

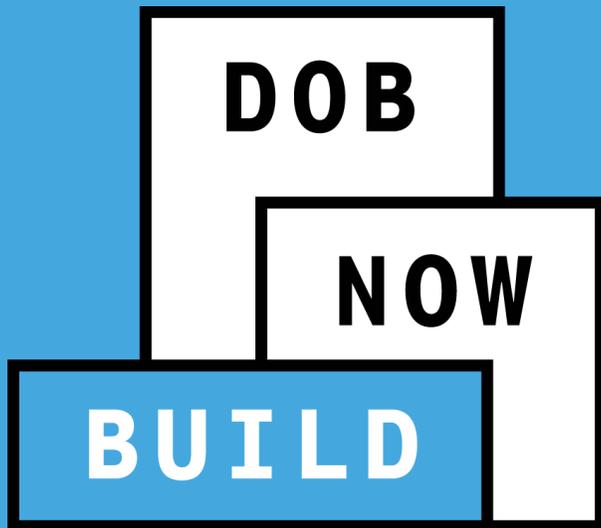
**Issued:** This is the date of the most recent submission of the inspection results (e.g. CD8, MC5).<sup>\*1</sup>

**Expires:** This date is always one (1) year in the future from the “Issued” date.

**CN Fee Expires:** This date is always one (1) year in the future from when the CN fee is paid.



# QUESTIONS?



**NO PAPER. NO LINES.**

## **PUBLIC PORTAL & HELPFUL RESOURCES**

Process & Overview

- The Public Portal is accessible through the Buildings website on nyc.gov and no User ID or Password is required.
- Anyone can view:
  - Status of Job filing
  - Property Profile Details
  - View/Print Work Permits
  - Search Licensees

← Back
Home

## Property Profile

2600 HYLAN BOULEVARD
STATEN ISLAND 10306
BIN# 5168776

**Alternate Addresses:**

HYLAN BOULEVARD	2600 - 2600
HYLAN BOULEVARD	2670 - 2670
EBBITTS STREET	NO NUMBER

### Building Characteristics

<b>Health Area</b> 920	<b>Tax Block</b> 3969	<b>Census Tract</b> 12804	<b>Tax Lot</b> 1
<b>Community Board</b> 502	<b>Condo</b> NO	<b>Buildings on Lot</b> 5	<b>Vacant</b> NO
<b>Cross Street(s)</b> ROSE AVENUE, ROSS AVENUE	<b>DOB Special Place Name</b>	<b>DOB Building Remarks</b>	<b>Landmark Status</b>
<b>Special Status</b> N/A	<b>Local Law</b> NO	<b>Loft Law</b> NO	<b>SRO Restricted</b> NO
<b>TA Restricted</b> NO	<b>UB Restricted</b> NO	<b>Environmental Restrictions</b> N/A	<b>Grandfathered Sign</b> NO
<b>Legal Adult Use</b> NO	<b>City Owned</b> NO	<b>Additional BINs for Building</b> 5152062, 5055375	<b>Special District</b>

## [www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW *Build*

## [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

Here you will:

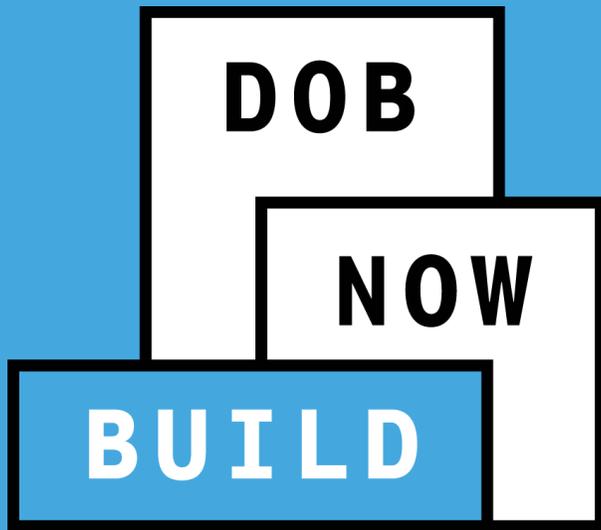
- Submit DOB NOW inquires

# STEP-BY-STEP GUIDE VIDEO DEMO

Navigate the Public Portal

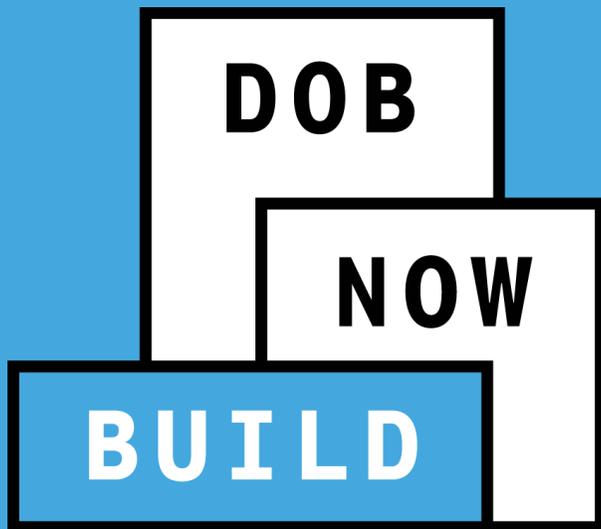
## You should now be able to:

1. Describe DOB NOW: *Build* Cranes & Derricks Transactions:
  - a) Prototype
  - b) Crane Device (CD)
  - c) Crane Notice (CN)
2. Print CD Certificate of Operation
3. Print On-Site Certificate
4. Identify Roles & Responsibilities
5. Respond to Objections and/or Schedule a plan exam Appointment
6. Access Helpful Resources and Navigate the Public Portal



**NO PAPER. NO LINES.**

# QUESTIONS?



**THANK YOU!**

**NO PAPER. NO LINES.**