DOB NOW: Build CRANES & DERRICKS Industry Session
TRAINER & LEARNER INTRODUCTIONS
AGENDA

- 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
GUIDELINES/LOGISTICS

- 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 – INTRODUCTION

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.
**DOB NOW – MODULES**

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

**SAFETY** includes:
- Compliance Reports
  - Submit Boiler Reports
  - Submit Elevator Reports
  - Submit Facade Reports

**LICENSING** includes:
- Apply for License(s)
- Renew License
- Replace License
- Change Address

**INSPECTIONS** includes:
- Request Inspection(s)
- View Results
DOB NOW ACCESS – PUBLIC PORTAL AND INDUSTRY PORTAL

PUBLIC PORTAL

Address

- **House Number**
  - Enter House Number
- **Street Name**
  - Enter Street Name
- **Borough**
  - Select Borough

- Building Identification Number (BIN)
- Borough, Block, Lot
- Device Search

Open to the Public

INDUSTRY PORTAL

- 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
DOB NOW: *Build* – EXAMPLES OF KEY STAKEHOLDERS

**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

<table>
<thead>
<tr>
<th>STAKEHOLDERS/ROLES</th>
<th>REGISTER IN e-FILING AS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Owner</td>
<td>Non-Licensee (Preparer)</td>
</tr>
<tr>
<td>Device Manufacturer</td>
<td>Anyone who is not licensed is a preparer</td>
</tr>
<tr>
<td>Device Manufacturer Engineer (If Manufacturer is Applicant)</td>
<td></td>
</tr>
<tr>
<td>Equipment User</td>
<td></td>
</tr>
<tr>
<td>National Certified Operator</td>
<td></td>
</tr>
<tr>
<td>Test Witness</td>
<td></td>
</tr>
<tr>
<td>Filing Representative  I &amp; II</td>
<td></td>
</tr>
<tr>
<td>A/D Director</td>
<td>▪ <strong>Master/Tower Crane Rigger OR Preparer</strong> (if no Rigger License)</td>
</tr>
<tr>
<td>Lift Director</td>
<td>▪ <strong>HMO, Master/ OR Preparer</strong> (if no Rigger License or HMO)</td>
</tr>
<tr>
<td>Professional Engineer (If owner is Applicant)</td>
<td>Professional Engineer</td>
</tr>
<tr>
<td>Professional Engineer (Applicant)</td>
<td></td>
</tr>
<tr>
<td>Device Installer/Remover</td>
<td>▪ <strong>Tower Crane Only</strong>: Tower/Climber Crane Rigger OR Master Rigger License</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Mast Climber Only</strong>: Preparer</td>
</tr>
<tr>
<td>HMO</td>
<td>Hoist Machine Operator</td>
</tr>
</tbody>
</table>

**NYC**

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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)
Complete the required fields in the Registration Form in order to create an eFiling account.
Select the 1st 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 2nd 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
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:

Guides:
https://www1.nyc.gov/site/buildings/industry/dob-now-registration-tips.page#owner
Login to DOB NOW using your eFiling Account

Public Portal
DOB NOW: HELPFUL LINKS

- Borough, Block, Lot
- Device Search
- Licensees Search

Buildings

NYC OpenData

FAQ and Resources

Public Portal FAQ and User Manual

Building Information Search
DEMONSTRATION

DOB
NOW
BUILD
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
LEARNING OBJECTIVES

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

<table>
<thead>
<tr>
<th>KEY:  ● Applicable  ✗ Not Applicable</th>
<th>Tower Crane</th>
<th>Self Erecting Tower Crane</th>
<th>Mobile Crane</th>
<th>Mast Climber</th>
<th>Derrick</th>
<th>Dedicated Pile Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROTOTYPE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Prototype</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Prototype Amendment</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Prototype Supplement</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>CRANE DEVICE (CD)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register CD</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>CD Amendment</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>CD Renewal</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>CD3</td>
<td>✗</td>
<td>✗</td>
<td>●</td>
<td>✗</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><em>Interchangeable Components</em></td>
<td>●</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><em>Provide Device Documents</em></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Submit Inspection Date and Reports</td>
<td>✗</td>
<td>●</td>
<td>●</td>
<td>✗</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

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* 2nd step of the Tower Crane CD process after a CD number is assigned to a CN

* 2nd 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*

<table>
<thead>
<tr>
<th>TRANSACTIONS</th>
<th>CRANE DEVICE TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tower Crane</td>
</tr>
<tr>
<td><strong>CRANE NOTICES (CN)</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Crane Notice</td>
<td><img src="https://via.placeholder.com/15" alt="Applicable" /></td>
</tr>
<tr>
<td>CN Amendment</td>
<td><img src="https://via.placeholder.com/15" alt="Applicable" /></td>
</tr>
<tr>
<td>CN Renewals</td>
<td><img src="https://via.placeholder.com/15" alt="Applicable" /></td>
</tr>
<tr>
<td><strong>ON-SITE WAIVER</strong>*</td>
<td></td>
</tr>
<tr>
<td>Onsite Waiver</td>
<td><img src="https://via.placeholder.com/15" alt="Not Applicable" /></td>
</tr>
</tbody>
</table>

* Onsite Waiver expires once the device leaves the site
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 NUMBER

#### Manufacturer’s Amendment:

- **CP** + **A** + **6 DIGITS** = **NEW PROTOTYPE AMENDMENT NUMBER** (CP00000123 – A0000001)

#### Owner’s Amendment:

- **CP** + **OA** + **6 DIGITS** = **NEW PROTOTYPE AMENDMENT NUMBER** (CP00000123 – OA0000001)

#### Supplement Number:

- **CP** + **S** + **6 DIGITS** = **NEW PROTOTYPE SUPPLEMENT NUMBER** (CP00000123-S000001)
DOB NOW – Build: NEW PROTOTYPE NUMBER

- 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:

  \[
  \text{CP} + \text{8 DIGITS} = \text{NEW PROTOTYPE NUMBER (CP00000123)}
  \]

**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:

<table>
<thead>
<tr>
<th>PHASE ONE: March 30th to June 2020</th>
<th>PHASE TWO: June 2020 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Device Owners can log into DOB NOW: <em>Build</em> and file an Amendment to enter the missing information for their respective CDs – fixed components only.</td>
<td>▪ Device Owners will be required to file an Amendment to populate any required CD fields that are missing data. These CD transactions <strong>will be charged</strong> the Amendment fee.</td>
</tr>
<tr>
<td>▪ Fees will be waived during the 60-day window</td>
<td></td>
</tr>
<tr>
<td>▪ All Prototype and CD transactions will occur in DOB NOW: <em>Build</em> and <strong>all CN transactions will continue to be submitted through BIS.</strong></td>
<td>▪ <strong>CD-related transactions CANNOT be performed until all required CD fields are populated</strong></td>
</tr>
<tr>
<td></td>
<td>▪ Amendments and Renewals for existing CN’s will continue to be filed in BIS</td>
</tr>
<tr>
<td></td>
<td>▪ All new CN transactions will be filed in DOB NOW: <em>Build</em></td>
</tr>
</tbody>
</table>
# LAUNCH APPROACH TO DOB NOW: *Build*

## PHASE ONE & PHASE TWO TRANSACTIONS

### PHASE ONE (March 30 – June 2020)

<table>
<thead>
<tr>
<th>PROTOTYPE</th>
<th>CRANE DEVICE</th>
<th>CRANE NOTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="DOB NOW BUILD" /></td>
<td><img src="image2" alt="DOB NOW BUILD" /></td>
<td><img src="image3" alt="DOB NOW BUILD" /></td>
</tr>
</tbody>
</table>

#### SYSTEM OF RECORD

#### APPLICATIONS/TRANSACTIONS

<table>
<thead>
<tr>
<th>All Transactions</th>
<th>Existing CDs</th>
<th>All Transactions</th>
<th>All Transactions</th>
<th>All Transactions</th>
<th>Existing CNs</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Initial/New</em></td>
<td><em>File Amendment to update existing CD fixed component information only</em></td>
<td><em>Continue to file Renewals or New CN Applications in BIS</em></td>
<td><em>Register</em></td>
<td><em>Renewals and Amendments for CNs started prior to Phase 2 continue in BIS</em></td>
<td></td>
</tr>
<tr>
<td><em>Amendments</em></td>
<td><em>Fees Waived</em></td>
<td><em>Fees applicable</em></td>
<td><em>Renew</em></td>
<td><em>Fees applicable</em></td>
<td></td>
</tr>
<tr>
<td><em>Supplements</em></td>
<td><em>Renewals</em></td>
<td><em>Fees applicable</em></td>
<td><em>Amend</em></td>
<td><em>Fees applicable</em></td>
<td></td>
</tr>
<tr>
<td><em>Fees applicable</em></td>
<td><em>Fees Applicable</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PHASE TWO (June 2020 Onwards)

<table>
<thead>
<tr>
<th>PROTOTYPE</th>
<th>CRANE DEVICE</th>
<th>CRANE NOTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image4" alt="DOB NOW BUILD" /></td>
<td><img src="image5" alt="DOB NOW BUILD" /></td>
<td><img src="image6" alt="DOB NOW BUILD" /></td>
</tr>
</tbody>
</table>

#### Existing CNs: BIS

- **New CNs:**
  - Register and Submit new CNs and their Renewals and Amendments
  - Tower Crane Foundation
  - Fees applicable

- **Existing CNs:**
  - Renews and Amendments for CNs started prior to Phase 2 continue in BIS
  - Fees applicable
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.

<table>
<thead>
<tr>
<th>CRANE DEVICE</th>
<th>COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOBILE CRANE</td>
<td></td>
</tr>
<tr>
<td>TOWER CRANE</td>
<td></td>
</tr>
<tr>
<td>SELF-ERECTING TOWER CRANE</td>
<td></td>
</tr>
<tr>
<td>DEDICATED PILE DRIVERS</td>
<td></td>
</tr>
<tr>
<td>MAST CLIMBER</td>
<td></td>
</tr>
<tr>
<td>DERRICK</td>
<td></td>
</tr>
</tbody>
</table>
The following steps outlines the Prototype, CD and CN transactions in DOB NOW: Build.

1. REGISTER PROTOTYPE & OBTAIN PROTOTYPE #
   (Device Owner OR Manufacturer)

2. Submit Prototype Supplement

3. IDENTIFY A/D DIRECTOR
   (Equipment User)

4. ASSIGN LIFT DIRECTOR
   (Equipment User)

5. ASSIGN HMO(s)
   (Equipment User)

6. CAPTURE INITIAL CN INSPECTION RESULTS
   (Prof. Engineer)

7. PROVIDE CRANE PHASE DETAILS
   (Prof. Engineer)

   7a. Identify Phase
       Prof. Engineer

   7b. Capture Inspection Results
       (Equipment User)

8. ADD EQUIPMENT USERS
   (Optional - Fee Incl.)
DOB NOW: *Build* – MOBILE CRANES ON-SITE WAIVER OVERVIEW

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

1. **REGISTER PROTOTYPE & OBTAIN PROTOTYPE #**
   - (Device Owner OR Manufacturer)
   - 1. Submit On-Site Waiver Application (Prof. Engineer)

2. **Submit Prototype Supplement**

3. **ASSIGN CD NUMBER TO THE ON-SITE WAIVER**
   - (Prof. Engineer)
   - Approved for Installation
   - Amendments to Step 2 are no longer allowed once either Notification of Arrival of Device or Step 6 occurs

4. **SUBMIT OFF-SITE WAIVER APPLICATION**
   - (Prof. Engineer)

5. **ASSIGN HMO(s)**
   - (Equipment User)
   - HMO & Equipment User Must provide Attestation

6. **NOTIFY DOB: ARRIVAL OF DEVICE TO THE SITE**
   - (Equipment User)

7. **NOTIFY DOB: DEPARTURE OF DEVICE FROM THE SITE**
   - (Equipment User)
DOB NOW: Build - TOWER CRANES: PROCESS OVERVIEW

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

1. **REGISTER PROTOTYPE & OBTAIN PROTOTYPE #**
   - (Device Owner OR Manufacturer)
   - Mandatory
   - CD Approved for Installation
   - HMO & Equipment User Must provide Attestation

2. **Submit Prototype Supplement**
   - 1. REGISTER FOUNDATION APPLICATION
     - (Prof. Engineer)
     - 0. SUBMIT FOUNDATION APPLICATION
     - Must provide Attestation

3. **CD PROCESS**
   - 2. REGISTER CD
     - (Device Owner)
     - CD Approved for Installation
     - Mandatory
     - CD Registered NOT Approved for Installation

4. **PROTOTYPE PROCESS**
   - 1. REGISTER PROTOTYPE & OBTAIN PROTOTYPE #
     - (Device Owner OR Manufacturer)
     - Mandatory
     - CD Approved for Installation
     - HMO & Equipment User Must provide Attestation

5. **CONSTRUCTION AUTHORITY**
   - 1. NOTIFY DOB: FOUNDATION NUMBER
     - (Prof. Engineer)
     - Mandatory

6. **COMPLETED CD PROCESS**
   - 1. NOTIFY DOB: ASSEMBLY OF DEVICE
     - (Prof. Engineer)
     - Mandatory
     - Valid for 1 Year

7. **CAPTURE INITIAL CN INSPECTION RESULTS**
   - (Equipment User)
   - Mandatory

8. **PROVIDE CRANE JUMP DETAILS**
   - 8a. CD7 Notification Submitted
     - (Prof. Engineer)
     - Mandatory
     - Associated Phase is Identified
     - CD7 Approved

9. **ADD EQUIPMENT USER(S)**
   - (Optional - Fee Incl.)
   - Optional

10. **DEVICE DISASSEMBLY**
    - 10a. Notify DOB: Disassembly
      - (Equipment User)
      - Optional
      - Mandatory
      - Optional

11. **DEVICE DISASSEMBLY**
    - 10b. Identify Device Remover & CD7 Sect. 3
      - (Equipment user)
      - Optional

12. **DEVICE DISASSEMBLY**
    - 10c. Capture Inspection Results
      - (Prof. Engineer)
      - Optional

13. **DEVICE DISASSEMBLY**
    - 10d. Disengage Interch. Parts
      - (Device Owner)
      - Optional

14. **REMOVAL OF DEVICE**
    - 11. REMOVAL OF DEVICE
      - (Equipment User)
      - Optional

**NOTES:**
- Steps 10a-10d can be repeated multiple times. All Phase-Jump combinations must complete Step 10 before going to Step 11.
- Steps 8a-8d can be repeated multiple times for a Phase.
- Steps 10a-10d can be repeated multiple times. All Phase-Jump combinations must complete Step 10 before going to Step 11.
- Equipment user and Device Installer (Master Rigger or Tower Crane Rigger) must provide attestation and can only specify 1 associated business.
- Lift Director & Equipment User Must provide Attestation.

**.codehaus.org**
DOB NOW: Build – MAST CLIMBERS ONLY: PROCESS OVERVIEW
The following steps outline the Prototype, CD and CN Transactions in DOB NOW: Build.

1. SUBMIT PROTOTYPE APPLICATION (Prof. Engineer)

2. ASSIGN CD NUMBER TO THE CN (Prof. Engineer)

3. PERFORM STEP 2 OF CD PROCESS (Device Owner - Provide Device Document)

4. IDENTIFY DEVICE INSTALLER (Device Owner)

5. CAPTURE INITIAL CN INSPECTION RESULTS (Prof. Engineer)

6. PROVIDE MAST CLIMBER JUMP DETAILS (Device Owner)
   - 6a. Identify Device installer
   - 6b. Capture Inspection Results

7. DEVICE DISASSEMBLY (Device Owner)
   - 7a. Assoc. Phase Selected
   - 7b. Identify Device Remover & CD7 Sect. 3
   - 7c. Capture Inspect. Results

8. REMOVAL OF DEVICE (Device Owner)

Steps 6a-6b can be repeated multiple times for a Phase.

Steps 7a-7c can be repeated multiple times. All Phase-Jump combinations must complete Step 7 before going to Step 8.
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.

1. REGISTER PROTOTYPE & OBTAIN PROTOTYPE # (Device Owner OR Manufacturer)
   - 1. Register CD (Device Owner)
     - 1. SUBMIT CRANE NOTICE APPLICATION (Prof. Engineer)
     - 2. ASSIGN CD NUMBER TO THE CN (Prof. Engineer)
     - 3. IDENTIFY A/D DIRECTOR (Equipment User)
     - 4. ASSIGN LIFT DIRECTOR (Equipment User)
     - 5. ASSIGN HMO(s) (Equipment User)

2. Submit Prototype Supplement
   - 6. CAPTURE CN INSPECTION RESULTS (Prof. Engineer)
     - Valid for 1 Year
     - Approved for Use: Initial Phase 1 Complete

3. IDENTIFY A/D DIRECTOR
   - 7. PROVIDE CRANE PHASE DETAILS
     - 7a. Identify Phase
     - 7b. Capture Inspection Results
     - Notify DOB: Assembly or Disassembly (Equipment User)

4. ASSIGN LIFT DIRECTOR
   - Lift Director & Equipment User Must provide Attestation

5. ASSIGN HMO(s)
   - HMO & Equipment User Must provide Attestation

6. CAPTURE CN INSPECTION RESULTS
   - Approved for Installation

7. PROVIDE CRANE PHASE DETAILS
   - 7a. Identify Phase
   - 7b. Capture Inspection Results

8. ADD EQUIPMENT USERS (Optional - Fee Incl.)
   - Notify DOB: Departure of Device from the Site (Equipment User)

NOTIFY DOB: Assembly of Device (Date & Time)

CD Approved for Installation??

CD Registered
NOT Approved for Installation

NOTIFY DOB: Final Disassembly (Equipment User)

Notify DOB: Departure of Device from the Site (Equipment User)

CD Process

CN Process

Optional Step
Notification
Prototype
Crane Device (CD)
Crane Notice (CN)
DOB NOW: Build – DEDICATED PILE DRIVER: PROCESS OVERVIEW

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

1. REGISTER PROTOTYPE & OBTAIN PROTOTYPE #
   (Device Owner OR Manufacturer)

2. Submit Prototype Supplement

3. IDENTIFY A/D DIRECTOR
   (Equipment User)

4. ASSIGN OPERATOR
   (Equipment User)

5. CAPTURE INITIAL CN INSPECTION RESULTS
   (Equipment User)

6. PROVIDE CRANE PHASE DETAILS
   Question: Assembly/Disassembly required? (Y/N)

   6a. Identify Phase
       (Prof. Engineer)

   6b. Capture Inspection Results
       (Prof. Engineer)

7. NOTIFY DOB: DEPARTURE OF DEVICE FROM THE SITE
   (Equipment User)

8. ADD EQUIPMENT USERS
   (Optional - Fee Incl.)

Amendments to Step 2 are no longer allowed once either Notification of Arrival of Device or Step 6 occurs.

Equipment user and A/D Director must provide attestation and can only specify 1 associated business.

Lift Director & Equipment User Must provide Attestation

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.

1. REGISTER CD (Device Owner)
   CD Registered NOT Approved for Installation

2. SUBMIT ON-SITE WAIVER APPLICATION (Professional Engineer)

3. ASSIGN CD NUMBER TO THE ONSITE WAIVER (Professional Engineer)

   Amendments to Step 2 are no longer allowed once either Notification of Arrival of Device occurs

4. SUBMIT REQUEST FOR INSPECTION

   HMO or Nationally Certified User and Equipment User must provide Attestation

   NOTIFY DOB: ARRIVAL OF DEVICE TO THE SITE (Equipment User)
   Approved for Use

   NOTIFY DOB: DEPARTURE OF DEVICE FROM THE SITE (Equipment User)

   PROTOTYPE PROCESS

   1. REGISTER PROTOTYPE & OBTAIN PROTOTYPE # (Device Owner OR Manufacturer)

   2. Submit Prototype Supplement

   CD PROCESS

   1. REGISTER CD (Device Owner)

   2. SUBMIT REQUEST FOR INSPECTION

   CN PROCESS

   1. SUBMIT ON-SITE WAIVER APPLICATION (Professional Engineer)

   2. ASSIGN CD NUMBER TO THE ONSITE WAIVER (Professional Engineer)

   3. ASSGN OPERATOR (Equipment User)

   NOTIFY DOB: ARRIVAL OF DEVICE TO THE SITE (Equipment User)

   NOTIFY DOB: DEPARTURE OF DEVICE FROM THE SITE (Equipment User)

   PROTOTYPE CRANE DEVICE (CD) CRANE NOTICE (CN)
### 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
The CD1: Crane / Derrick / Pile Driver Prototype Application Form is submitted to the Department of Buildings to begin the application process.
CRANES & DERRICKS:
PROTOTYPE APPLICATION

Future Process – DOB NOW: Build
DOB NOW: Build – INITIAL PROTOTYPE APPLICATION PROCESS

- **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.
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
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
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:**

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 an Initial Prototype Application:
  - Initiate a Prototype Application
  - Manage a Prototype Application
  - Pay Prototype Application Fees

HIGHLIGHTS:

The Filing Representative CANNOT:

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

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

1. **Log In**
2. **Select**
   - Cranes
3. **Select**
   - + New Prototype
4. **Enter**
   - General Information
5. **Enter**
   - Equipment Information
6. **Upload**
   - Documents

7. **Complete**
   - Statements and Signatures
8. **Pay**
   - Fees
9. **Click**
   - Preview to File
10. **Click**
    - File
11. **DOB**
    - Review
12. **Approved**
13. **Approval Letter**
    - Issued in Documents tab
Create an Inspection/Test Report (ELV3)

EXAMPLE DATA

DEMONSTRATION
DOB NOW

ALL CRANE DEVICES

CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: Build

<table>
<thead>
<tr>
<th>CRANE DEVICE TYPES</th>
<th>KEY: ● Applicable  × Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Crane</td>
<td></td>
</tr>
<tr>
<td>Self Erecting Tower Crane</td>
<td></td>
</tr>
<tr>
<td>Mobile Crane</td>
<td></td>
</tr>
<tr>
<td>Mast Climber</td>
<td></td>
</tr>
<tr>
<td>Derrick</td>
<td></td>
</tr>
<tr>
<td>Dedicated Pile Driver</td>
<td></td>
</tr>
</tbody>
</table>

Prototype Amendment

PROTOTYPE AMENDMENT APPLICATION

- Current Process – Pre-DOB NOW
- Future Process – DOB NOW: Build
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)
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.

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.
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.
### 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
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.
PROTOTYPE AMENDMENT APPLICATION – ROLES & RESPONSIBILITIES

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
DOB NOW: Build – INITIAL PROTOTYPE APPLICATION - ROLES & RESPONSIBILITIES

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
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

Log In

Select
Cranes

Select
Amendment

Search
Prototype Number

Complete
Amendments

Upload
Documents

Complete
Statements and Signatures

Pay Fees
If Applicable

Click
Preview to File

Click
File

DOB
Review

Approval Letter
Issued in Documents tab
EXAMPLE DATA

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

<table>
<thead>
<tr>
<th>CRANE DEVICE TYPES</th>
<th>Key: ● Applicable</th>
<th>X Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Crane</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>Self Errecting Tower Crane</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>Mobile Crane</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>Mast Climber</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>Derrick</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>Dedicated Pile Driver</td>
<td></td>
<td>●</td>
</tr>
</tbody>
</table>

#### Prototype Supplement

- Prototype Supplement: ● ● ● ● ● ● ● ●

### Prototype Supplement Application

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

PROTOTYPE SUPPLEMENT
APPLICATION RECAP
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.

Greedy-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

Log In
Select Cranes
Select Supplement
Search Prototype Number
Complete Minor Changes
Upload Documents

Complete Statements and Signatures
Click Preview to File
Click File
DOB Review
Approval Letter Issued in Documents tab
DOB
NOW
BUILD

DEMONSTRATION
QUESTIONS?
# CD TRANSACTIONS: ALL CRANE TYPES

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

<table>
<thead>
<tr>
<th>CRANE DEVICES</th>
<th>TRANSACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Crane Types</td>
<td>• Register Crane Device</td>
</tr>
<tr>
<td></td>
<td>• Amendment</td>
</tr>
<tr>
<td></td>
<td>• Renewal</td>
</tr>
<tr>
<td>Mobile Crane</td>
<td>• CD3</td>
</tr>
<tr>
<td>Tower Cranes</td>
<td>• Interchangeable Components</td>
</tr>
<tr>
<td>Mast Climber Derrick</td>
<td>• Provide Updated Device Documents</td>
</tr>
<tr>
<td>Self-Erecting Tower Crane Mobile</td>
<td>• Submit Inspection Dates &amp; Mag Reports</td>
</tr>
<tr>
<td>Crane Mobile Crane</td>
<td></td>
</tr>
<tr>
<td>Dedicated Pile Driver</td>
<td></td>
</tr>
</tbody>
</table>
CRANE DEVICE TYPES & TRANSACTIONS IN DOB NOW: Build

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</thead>
<tbody>
<tr>
<td>Tower Crane</td>
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<td>Self Erecting</td>
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<tr>
<td>Mast Climber</td>
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<td>Derrick</td>
<td><img src="image5" alt="Not Applicable" /></td>
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<tr>
<td>Dedicated Pile Driver</td>
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<table>
<thead>
<tr>
<th>CRANE DEVICE APPLICATION</th>
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</thead>
<tbody>
<tr>
<td>▪ CD Application Process &amp; Guidelines:</td>
</tr>
<tr>
<td>▪ Initial/New</td>
</tr>
<tr>
<td>▪ Amendment</td>
</tr>
<tr>
<td>▪ Renewal</td>
</tr>
</tbody>
</table>
CRANES & DERRICKS: CD (CRANE DEVICE PROCESS)

Current Process (BIS, Paper Forms etc.)
The CD2: Crane / Derrick / Mobile Work Platform Approval and Operation Application / Certificate is submitted to the Department of Buildings to begin the application process.

DEPT. OF BUILDINGS

APPLICANTS
Required to travel to DOB for all business

DOB STAFF
Provides feedback at the end of the review
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.
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)

**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)
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
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

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

The Manufacturer and the Owner cannot be the same person.

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

1. **Log In**
2. **Select Cranes**
3. **Hover Over +Crane Device**
4. **Select +Register Crane Device**
5. **Enter General Information**
6. **Enter Equipment Information**
7. **Upload Documents**
8. **Complete Statements and Signatures**
9. **Pay Fees If Applicable**
10. **Click Preview to File**
11. **Click File**
12. **DOB Review**
13. **Approved**

**Print Certificate**
DOB NOW: Build – MOBILE CRANES: PROCESS OVERVIEW

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

A. SUBMIT PROTOTYPE APPLICATION – OBTAIN PROTOTYPE #
B. REGISTER THE DEVICE
C. SUBMIT CRANE NOTICE APPLICATION
D. ASSIGN CD NUMBER TO CN

E. IDENTIFY A/D DIRECTOR
F. ASSIGN LIFT DIRECTOR
G. ASSIGN HMO(s)
H. NOTIFY DOB: ARRIVAL OF DEVICE
I. NOTIFY DOB: ASSEMBLY OF DEVICE
J. PROVIDE CRANE PHASE DETAILS
K. NOTIFY DOB: FINAL DISASSEMBLY
L. NOTIFY DOB: DEPARTURE OF DEVICE

CAPTURE CN INSPECTION
If Applicable

PROTOTYPE
CRANE DEVICE (CD)
CRANE NOTICE (CN)
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
To begin the CD Registration process, complete the General Information tab:

1. **Prototype Search** (by Number or Crane Type)
2. **Filing Information** (Device Serial Number and Device Manufactured Date)
3. **Applicant of Record: Owner Information** (Email, Business Name and Business Type)
4. **Filing Representative Information** (Email)

Above the General Information tab, click **Save** to display additional tabs, and continue the CD Registration process.
After clicking **Save**, the following additional features display:

1. **Preview to File** button
2. **Crane Device Filing Number**
3. **Equipment Information, Documents and Statements & Signatures**
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
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.
# DOB NOW: Build – CD Registration

## Cable Drum Information: How to Add a Cable Drum

### Cable Drum Information

<table>
<thead>
<tr>
<th>Action</th>
<th>Cable Size</th>
<th>Measuring Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Cable Drum</td>
<td></td>
<td>Inches</td>
</tr>
</tbody>
</table>

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

2. Enter the **Cable Size**

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

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

**Total number of Cable Drums:** 0
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**.
DOB NOW: Build – CD REGISTRATION
HOW TO ADD FIXED COMPONENT(S)

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
The **Fixed Component** added displays within the Fixed Component table.

The **Total** number of each Fixed Component updates below the table.
DOCUMENTS TAB

Upload Documents
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 (Trash) icon.

Required Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Type</th>
<th>Document Status</th>
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<th>Actions</th>
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<tbody>
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<td>ACRIS Report</td>
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<td>🗑️</td>
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<tr>
<td>DOCUMENTS</td>
<td>NEW</td>
<td>AMENDMENT FOR CHANGE OWNERSHIP</td>
<td>OTHER: DEVICE AMENDMENT</td>
<td>RENEWALS</td>
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<td>-----------</td>
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<td>-------------------------</td>
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<tr>
<td>ACRIS Report</td>
<td>Mandatory</td>
<td>Mandatory</td>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
## DOB NOW: Build – CD Registration Tower Cranes: Required Documents

### Transactions

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>NEW</th>
<th>REGISTER INTERCHANGEABLE DEVICE COMPONENTS</th>
<th>AMENDMENT FOR CHANGE OWNERSHIP</th>
<th>OTHER: DEVICE AMENDMENT</th>
<th>RENEWALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Year History Report</td>
<td>N/A</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Auto-populate</td>
</tr>
<tr>
<td>Bill of Sale</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Auto-populate</td>
</tr>
<tr>
<td>Mag Report for all components</td>
<td>N/A</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Auto-populate</td>
</tr>
<tr>
<td>ACRIS Report</td>
<td>Mandatory if Fees Applicable</td>
<td>N/A</td>
<td>Mandatory if Fees Applicable</td>
<td>Mandatory if Fees Applicable</td>
<td>Mandatory if Fees Applicable</td>
</tr>
<tr>
<td>Third Party Inspection Report</td>
<td>N/A</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Auto-populate</td>
</tr>
</tbody>
</table>
# DOB NOW: Build – CD Registration

**Self-Erecting Tower Cranes: Required Documents**

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>TRANSACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEW INTERCHANGEABLE DEVICE COMPONENTS AMENDMENT FOR CHANGE OWNERSHIP OTHER: DEVICE AMENDMENT RENEWALS</td>
</tr>
<tr>
<td>5-Year History Report</td>
<td>N/A Mandatory N/A Auto-populate + Mandatory Optional</td>
</tr>
<tr>
<td>Bill of Sale</td>
<td>Mandatory N/A Mandatory N/A Auto-populate Optional</td>
</tr>
<tr>
<td>Mag Report for all components</td>
<td>N/A Mandatory N/A Auto-populate + Mandatory Mandatory</td>
</tr>
<tr>
<td>ACRIS Report</td>
<td>Mandatory if Fees Applicable N/A Mandatory if Fees Applicable Mandatory if Fees Applicable</td>
</tr>
<tr>
<td>Third Party Inspection Report</td>
<td>N/A Mandatory N/A Auto-populate + Mandatory Optional</td>
</tr>
</tbody>
</table>
# DOB NOW: Build – CD Registration

**MAST CLIMBERS: REQUIRED DOCUMENTS**

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>TRANSACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW</strong></td>
<td><strong>PROVIDE DEVICE COMPONENTS</strong></td>
</tr>
<tr>
<td>Bill of Sale</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ACRIS Report</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Inspection Checklist</td>
<td>N/A</td>
</tr>
<tr>
<td>List of Critical Components</td>
<td>N/A</td>
</tr>
<tr>
<td>Photos</td>
<td>N/A</td>
</tr>
<tr>
<td>Disclosure of History</td>
<td>N/A</td>
</tr>
<tr>
<td>Letter Identifying Service Support</td>
<td>N/A</td>
</tr>
<tr>
<td>Letter Identifying Technical Support Contact</td>
<td>N/A</td>
</tr>
<tr>
<td>DOCUMENTS</td>
<td>TRANSACTIONS</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>Bill of Sale</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Mag Report for all components</td>
<td>N/A</td>
</tr>
<tr>
<td>ACRIS Report</td>
<td>Mandatory if Fees Applicable</td>
</tr>
</tbody>
</table>
## DOB NOW: Build – CD Registration

### Dedicated Pile Drivers: Required Documents

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>NEW</th>
<th>AMENDMENT FOR CHANGE OWNERSHIP</th>
<th>OTHER: DEVICE AMENDMENT</th>
<th>RENEWALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill of Sale</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Autopopulate</td>
</tr>
<tr>
<td>Mag Report for all components</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ACRIS Report</td>
<td>Mandatory if Fees Applicable</td>
<td>N/A</td>
<td>Mandatory if Fees Applicable</td>
<td>Mandatory if Fees Applicable</td>
</tr>
</tbody>
</table>
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**
Complete Statements & Signatures
Select the **Statements & Signatures** tab, then:

1. Click **Applicant of Record – Owner Statement checkbox**
2. Click **Save**
PAY FEES

via Credit Card or eCheck
In order to make a payment:

1. Click **Pay Now**
2. Click **Yes**
3. Pay via **eCheck** or **Credit Card**
REVIEW & FILE A CD APPLICATION

Completeness Check
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.

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: Build – CD REGISTRATION APPLICATION WORKFLOW

1. Log In
2. Select Cranes
3. Hover Over +Crane Device
4. Select +Register Crane Device
5. Enter General Information
6. Enter Equipment Information
7. Upload Documents
8. Complete Statements and Signatures
9. Pay Fees If Applicable
10. Click Preview to File
11. Click File
12. DOB Review
13. Print Certificate

Approved
# 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

Print Cranes & Derricks Certificate of Operation

- Print from Dashboard
- Print from Application
1. From the Dashboard, select the **My Crane Devices** tab.

2. Click the **Print** icon.
At the bottom-right of the screen, click **Print Certificate**.
- 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.
QUESTIONS?
Interchangeable Components Process & Guidelines:
- Register New
- Components Amendment
- Disengage Only
TOWER CRANES

Register New Interchangeable Component(s)
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.
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:**

\[
\text{CD NUMBER} + \text{THE LETTER: X} + \text{6 DIGITS} = \text{NEW CD AMENDMENT NUMBER (CD00006789-X000001)}
\]
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
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.
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.
Interchangeable Components

1. Click the drop-down arrow to display the information fields.

2. Click +Add Component

- Interchangeable Components can be added for each Information field listed.
After clicking +Add Component, the **Interchangeable Components - Information** displays.

Choose to add the component either manually by clicking +Add New Component or from the **Inventory of Components**.

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

<table>
<thead>
<tr>
<th>Serial/Identification Number</th>
<th>Boom Type</th>
<th>Manufactured Date</th>
<th>Last Inspection Date</th>
<th>Status</th>
<th>Phase #</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NileshPhase2Component1</td>
<td>Articulating</td>
<td>09/2013</td>
<td>12/04/2019</td>
<td>Pre-filing</td>
<td>P1-J1</td>
<td></td>
</tr>
</tbody>
</table>
Crane Device (CD) Interchangeable Components Application Statuses:

- PreFiling
- Pending Inspection Supervisor Review
- Accepted
- Denied
- QA Failed
<table>
<thead>
<tr>
<th>CRANE DEVICE TYPES</th>
<th>TRANSACTIONS</th>
<th>CD APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Crane</td>
<td>Register CD</td>
<td>Provide Updated Device Documents</td>
</tr>
<tr>
<td></td>
<td>CD Amendment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD Renewal</td>
<td></td>
</tr>
<tr>
<td>Self Erecting</td>
<td>CD3</td>
<td></td>
</tr>
<tr>
<td>Tower Crane</td>
<td>Interchangeable Components</td>
<td></td>
</tr>
<tr>
<td>Mobile Crane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mast Climber</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Derrick</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CD APPLICATION**
- Provide Updated Device Documents
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
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 (Trash) icon.

Required Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Type</th>
<th>Document Status</th>
<th>Uploaded On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRIS</td>
<td>ACRIS Report</td>
<td>Pending</td>
<td>11/15/2019</td>
<td>![Actions Icon]</td>
</tr>
<tr>
<td>CD APPLICATION</td>
<td>SELF-ERECTING TOWER MOBILE CRANE DEDICATED PILE DRIVER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Submit Inspection Dates & Mag Reports

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

**CRANE DEVICE TYPES**

<table>
<thead>
<tr>
<th>KEY:</th>
<th>Applicable</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Crane</td>
<td>⚫</td>
<td>⚫</td>
</tr>
<tr>
<td>Self Erecting Tower Crane</td>
<td>⚫</td>
<td>⚫</td>
</tr>
<tr>
<td>Mobile Crane</td>
<td>⚫</td>
<td>⚫</td>
</tr>
<tr>
<td>Mast Climber</td>
<td>⚫</td>
<td>⚫</td>
</tr>
<tr>
<td>Derrick</td>
<td>⚫</td>
<td>⚫</td>
</tr>
<tr>
<td>Dedicated Pile Driver</td>
<td>⚫</td>
<td>⚫</td>
</tr>
</tbody>
</table>

**CRANE DEVICE**

| Register CD | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ |
| CD Amendment | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ |
| CD Renewal | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ |
| CD3 | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ | ⚫ |

*Interchangeable Components*

*Provide Device Documents*

**Submit Inspection Dates and Reports**

Submit Inspection Dates & Mag Reports
Submit Inspection Dates & Reports
**DOB NOW: Build – SELF- ERECTING TOWER, MOBILE CRANE & DEDICATED PILE DRIVER: INSPECTION DATES & REPORTS PROCESS**

1. **Log In**
2. **Select Cranes**
3. **Hover Over +Crane Device**
4. **Click** Submit Inspection Dates & Mag Reports
5. **Enter CD Number**
6. **Add Filing Representative (s) (if applicable)**
7. **Enter Inspection Dates**
8. **Upload Documents**
9. **Complete Statements and Signatures**
10. **Click Preview to File**
11. **Click File**
12. **DOB Review**
13. **Print Certificate**

**Approved**
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 **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.
To add the Last Inspection Date:

1. Click the edit icon
2. Select the Last Inspection date
3. Click Save
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
Submit Filings, Payments, and Requests to the NYC Department of Buildings

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*

1. **Log In**
2. **Select Cranes**
3. **Hover Over +Crane Device**
4. **Click** Submit Inspection Dates & Mag Reports
5. **Enter CD Number**
6. **Add** Filing Representative(s) *(if applicable)*
7. **Enter** Inspection Dates
8. **Upload Documents**
9. **Complete Statements and Signatures**
10. **Click Preview to File**
11. **Click File**
12. **DOB Review**
13. **Print Certificate**

Approved

DOB NOW

USER INPUT
SYSTEM OUTPUT

NYC 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.
I would like to add 2 wheels to my device.

Files a Prototype Owner’s Amendment.

He cannot file a CD Amendment due to his active CN.

Now he has to amend his CD to associate it with the new Prototype.

I like the updates in CP000001234-OA00001.

Files a CD Amendment to update the initial CD details.

CD successfully registered.
DEVICE AMENDMENTS
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)

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

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

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.
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

1. Log In
2. Select Cranes
3. Hover Over +Crane Device
4. Hover Over +Amendment
5. Select Change Ownership
6. Enter General Information
7. Enter Equipment Information
8. Provide CD Number
9. Upload Documents
10. Complete Statements and Signatures
11. Pay Fees If Applicable
12. Click Preview to File
13. Click File
14. DOB Review
15. Approved
16. Print Certificate
CD APPLICATION
Renewals
DOB NOW: Build – CD: RENEWAL APPLICATION WORKFLOW

1. Log In
2. Select Cranes
3. Hover Over +Crane Device
4. Click Renewal
5. Search For CD Number
6. Add Filing Representative(s) (if applicable)
7. Upload Documents (if applicable)
8. Complete Statements and Signatures
9. Pay Fees If Applicable
10. Click Preview to File
11. Click File
12. DOB Review
13. Print Certificate

DOB NOW USER INPUT SYSTEM OUTPUT

DOB NOW

NYC Buildings

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

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

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

2. Click **Save**
In order to make a payment:

1. Click **Pay Now**
2. Click **Yes**
3. Pay via **eCheck** or **Credit Card**
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

1. Log In
2. Select Cranes
3. Hover Over +Crane Device
4. Click Renewal
5. Enter CD Number
6. Add Filing Representative(s) (if applicable)
7. Upload Documents (if applicable)
8. Complete Statements and Signatures
9. Pay Fees If Applicable
10. Click Preview to File
11. Click File
12. DOB Review
13. Approved
14. Print Certificate
### MOBILE CRANES

- 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

1. Log In
2. Select Cranes
3. Hover Over +Crane Device
4. Click CD3 Application
5. Enter General Information
6. Enter Equipment Information
7. Upload Documents
8. Complete Statements and Signatures
9. Pay Fees If Applicable
10. Click Preview to File
11. Click File
12. DOB Review
13. Approved
14. Print Certificate
To begin the CD3 Application Process, in DOB NOW: 

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
- 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
DOB NOW – Build: NEW CD NUMBER

- 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:

  CD + 8 DIGITS = NEW CD NUMBER
  (CD00000123)
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
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.
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:**
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.

**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

1. Locate The Job Filing on the Dashboard
2. Open The Job Filing
3. Scroll To Status field in the Failure Reason section
4. Select The Resolved status
5. Upload Documents (If applicable)
6. Review Filing and make any necessary revisions
7. Complete Applicant of Record’s Statement and Signature
8. Click Resubmit
OBJECTIONS & SCHEDULING APPOINTMENT PROCESS FLOW

1. **Locate** the Job Filing on the Dashboard
2. **Open** the Job Filing
3. **Select** the Objection/Appointments tab
4. **Click** the Edit button
5. **Update** Objection Status and add Comments
6. **Select** Attendees, Date and Time and click Schedule (If Applicable)
7. **Upload** Documents (If applicable)
8. **Review** Filing and make any necessary revisions
9. **Complete** Applicant Statement and Signature
10. **Click** Resubmit

**Click** +Appointment (If Applicable)
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.
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.
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
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:**

\[ \text{CN NUMBER} + \text{THE LETTER: J} + \text{6 DIGITS} = \text{NEW CD AMENDMENT NUMBER} \]

(\text{CD00006789-J000001})
DOB NOW: *Build* – AHV APPLICATION WORKFLOW

1. **Log In**
2. **Select**
   - Cranes
   - + Crane Notice
3. **Hover Over**
   - Provide Phase/Jump Details
4. **Select**
   - Crane Notice Number
5. **Enter**
   - Phase/Jump Details
6. **Complete**
   - Statements and Signatures
7. **Pay Fees**
   - If Applicable
8. **Click**
   - Preview to File
9. **Click**
   - File
10. **DOB Review**
11. **Approved**
12. **Print**
    - Certificate
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
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

1. **Click** +AHV Permit from Dashboard
2. **Enter** Work Permit Number
3. **Enter** All Required Fields, Select Dates/Times and Description of Work
4. **Complete** Statements & Signatures
5. **Pay** AHV Filing Fee
6. **Submit** AHV Request
7. **Review** And Approve AHV
8. **Pay** AHV Daily Fee
9. **Print** AHV Permit
1. From the Dashboard, select the **My Crane Notices** tab.

2. Click the **Print** icon.
- At the bottom-right of the screen, click **Print Certificate**.
- 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.
QUESTIONS?
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
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

Here you will:

• Submit DOB NOW inquires
STEP-BY-STEP GUIDE VIDEO DEMO

Navigate the Public Portal
LEARNING OBJECTIVES

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
QUESTIONS?
THANK YOU!

NO PAPER. NO LINES.