

# **CRANES & DERRICKS**

## INDUSTRY PORTAL **STEP-BY-STEP GUIDE** PROTOTYPE APPLICATIONS CRANE FOR TYPES

The following Step-by-Step Guide will outline the steps applicable to ALL Crane Types within DOB NOW - Build:

- Mast Climber
- Dedicated Pile Driver
- Self-Erecting Crane
- Mobile Crane
- Tower Crane
- Derrick

The examples shown and used in this Step-by-Step Guide are specific to Mobile Cranes.

### **HELPFUL LINKS**

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP

Twitter.com/nyc buildings

FOLLOW US:

Facebook.com/NYCBuildings



## Guidelines

### PROTOTYPE NUMBER

- 1. The Prototype Number will be issued upon the approval of application.
- 2. There will not be a Prototype Number if the application is denied.
- 3. The Prototype Number will not change if it is revised or re-submitted.
- 4. Prototype Fees cannot be waived.
- Manufacturer's Amendments consists of: A + 6 digits + Prototype number e.g., CP0000345-A000001
   Owner's Amendments consists of: OA + 6 digits + Prototype number e.g., CP0000345-OA000001

### **ROLES & RESPONSIBILITIES**

- 1. The Applicant of Record can be either the Manufacturer or the Device Owner; if the Manufacturer is the Applicant of Record, the Device Owner section will not be available.
- 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.

#### For FILING REPRESENTATIVES only

- 1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
- Two Filing Representatives are allowed for each Applicant of Record: Manufacturer Filing Representative or Owner Filing Representative.
- 3. A Filing Representative can add another Filing Representative in an application.
- 4. 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.
- 5. Filing Representatives cannot edit Manufacturer or Engineer information and cannot attest.



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#### SYSTEM GUIDELINES

- 1. Greyed-out fields are Read-Only or are auto-populated by the system.
- 2. Fields with a red asterisk (\*) are required and must be completed.
- 3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

Email* Enter email/username		Select:			
	ive Information		2		
+ Add Repres					
+ Add Represe First Name ADAM	Last Name	Email AJOETEST2@GMAIL.COM	Business Name	Business Telephone	A

#### **ADDITIONAL HELP & INFORMATION**

- 1. Video Tutorials: DOB NOW YouTube Channel
- 2. Presentations & Sessions: nyc.gov/dobnowinfo



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

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## Log into DOB NOW

Complete the following steps to log into DOB NOW:

Step	Action		
Note:	In order to log into DOB NOW, the user must be registered for eFiling.		
	Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.		
	For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links.		
	How to Register for eFiling:		
	https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf		
	How to Turn Off Pop-up Blockers:		
	https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf		
1.	Access the <b>Internet</b> .		
2.	Enter <u>www.nyc.gov/dobnow</u> in the <b>URL</b> field at the top of the browser window.		
	New Tab x + □ □ ∞ ← → C □ www.nyc.gov/dobnow ⓒ □ :		
3.	Press <b>Enter</b> on the keyboard.		



Step	Action	
4.	The DOB Login page displays. Enter <b>Email</b> and <b>Password</b> (as registered in eFiling).	311 Starth all NYC.gov websites
	BUTLD - Contruction Frances - Sudewalk Sheld SAFETY - Facades LTCEN - Contruction Frances - Sudewalk Sheld - Control - Contro	Welder     Journeyman     Gas Work Qualification Only
	Search the Public Portal for Filings and Permits Submitted in Test         Address         Building Identification Number (BIN)         Borough, Block, Lot	Enter your eFiling or DOB NOW: Licensing account information Email /rmail Password /Jacobserver/ Login
	Device Search Licensees Search	To use DOB NOVE Build or Stelly, register for an effing account here. To rest your effing passion click here. Welder, Journeyman and Gas Work Qualification Applicants only- click here to create a new DOB NOVE Loaning profile. To change your DOB NOW profile password, click here. Need more help? Contact us.
5.	Click Login. Enter your eFiling or DOB NOW: Licensing account information Email Email	
	Password         Password         Login         To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.	
	Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here. Need more help? Contact us.	



Step	Action				
6.	The DOB NOW Welcome page displays.				
	Hover the cursor over <b>DOB NOW:</b> Build.				
	DOB         DOB NOW         Welcome, ADAM JOE2           NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help?				
	Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.				
	Façade, Boiler Compliance Filings are available under <b>DOB NOW: Safety</b> .				
	Plumbing. Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical and Elevator Job Filings are available under <b>DOB NOW: Build</b> .				
	Get started by selecting a component below.				
	DOB NOW BUILD SAFETY				
7.	Select <b>Cranes</b> from the drop-down list.				
7.					
	DOB NOW BUILD Cranes DOB NOW SAFETY				
8.	The DOB NOW Dashboard displays.				
	The <b>My Prototypes</b> tab displays by default and displays all Prototype Certificate of Approval				
	Applications associated with an eFiling account.				
	DOB         DOB NOW         Welcome. JOE ADAM AJOETEST@GMALCOM           BUILD         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Need Help? Sign Out				
	♠     + Crane Device     + Crane Notice     + Master Rigger Notification     + AHV Permits				
	My Prototypes My Crane Devices My Crane Notices My Rigger Notifications My AHV Work Permits Search				
	Job Number     Filing Type     Filing Status     Crane Type     Prototype Number       Filter     Filter     Filter     Filter     Filter     Filter				
	CP00001586 New Pre-filing Tower Crane PT00001586				
	Vou are now logged into DOD NOW, Build				
	You are now logged into <b>DOB NOW:</b> <i>Build</i> . Continue to the next section.				



## **Initial Prototype Certificate of Approval: Initiate a New Prototype Application**

Complete the following steps to initiate a New Prototype Application:

Step	Action			
1.	Hover the cursor over + Prototype and select New Prototype from the drop-down list.			
	DOB     DOB NOW       NOW     Submit Filings, Payments, and Requests to the			
	<ul> <li></li></ul>	• Crane Notice     + Onsite Waiver       ce     Phase-Jump/Disassembly		
2.	The New Prototype – Select C	r <b>ane Type</b> pop-up window displays.		
	Select the <b>Crane Type (e.g., M</b> uup window.	obile Crane) from the New Prototype - Select Crane Type pop-		
	New Prototype - Select Crane Type			
	O Dedicated Pile Driver	Mast Climber		
	O Derrick      Mobile Crane	Self Erecting Tower Crane     Tower Crane		
	Mobile Crane	O Tower Crane		
		Submit Cancel		
3.	Click <b>Submit</b> .			
	New Prototype - Select Crane Type			
	O Dedicated Pile Driver	Mast Climber		
	O Derrick	O Self Erecting Tower Crane		
	Mobile Crane	O Tower Crane		
		Submit Cancel		
		ted the <b>Crane Type</b> for your new prototype. Complete General Information tab section.		



## **Complete General Information Tab**

Complete the following steps to complete the General Information tab to associate all Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Action				
The General Information section displays.				
DOB NOW Submit Filings,	Payments, and Requests to the	NYC Department of Buildings		Welcome, JOE ADAM AJOETEST@GMAILCOM Need Help? Sign Out
R Save				*
Consultation	General Information			Dashboard
General Information	A STATE OF A			
			1	
	New	Mobile Crane		
	Applicant Information			
	Email*	Applicant Type*	Last Name	
	Enter email/username	Select:		
	First Name	Business Name	Business Address	
	City	State	Zin Code	
	city			
The Filing Info	ormation fields: Filing	Type and Crane Type are	e greyed-out and co	annot be
edited.				
To choose and	other <b>Filing Type</b> or <b>Cr</b>	<b>ane Type</b> , return to the L	Dashboard and repe	eat Steps 1 to
				•
General Informa	ation			
Filing Information				
Filing Type*	Crane T	'ype*		
New	• Mobi	le Crane 🔻		
	The General In DOB NOW Submit Filings, H Save General Information The Filing Info edited. To choose and 4 in this section General Information Filing Type*	The General Information section disponents         DOB NOW         Submit Filings, Payments, and Requests to the         H Save         General Information         Filing Information         First Name         City         The Filing Information fields: Filing edited.         To choose another Filing Type or Creating the section.         General Information         Filing Information         Filing Type*         Comparison         Filing Information         Filing Type*         Comparison         Filing Information	The General Information section displays.         DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         H Sore         General Information         Filing Information         Filing Information         Filing Information         Filing Type*         Mobile Crane         Applicant Information         First Name         City         State         City         City <t< th=""><th>The General Information section displays.          DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filing System         General Information         Filing Type*         Now         Applicant Information         Filing Type*         Select:         Business Name         Business Name         Business Address         City         State         Zip Code</th></t<>	The General Information section displays.          DOB NOW         Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: Submit Filing System         General Information         Filing Type*         Now         Applicant Information         Filing Type*         Select:         Business Name         Business Name         Business Address         City         State         Zip Code



Step	Action			
2.	<ul> <li>Enter the Applicant Information:</li> <li>Type the Email and then select the Email Address from the blue-drop down</li> <li>Select the Applicant Type (e.g., Manufacturer) from the Applicant Type drop-down list</li> </ul>			
	General Information			
	Filing Type*	Crane Type* Mobile Crane	•	
	Applicant Information Email* AJOETEST@GMAIL.COM AJOETEST@GMAIL.COM	Applicant Type* Select: Select: Manufacturer Owner	<b>*</b>	
Note:	is not displayed. If the Applicant of Record is the	e Manufacturer, then Owner Inf e Owner, then the Manufacture e Applicant of Record to comple	r Information section is	
	Manufacturer Information			
	Email	Last Name	First Name	
	Enter email/username			
	Business Name	Business Address	City	
	State	Zip Code	Business Telephone	
	Mobile Telephone	Country Select:		



Step	Action		
3.	Enter the Engineer Information:		
	Type the Email and then select the Email Address f	rom the bluedrop-down	
	Select the On Behalf Of (e.g., Manufacturer)	·	
	Select the License Type (e.g., Professional Enginee)	r) from the License Type drop-	
	down list Please Note: The License Type for the Engineer is "Professional Engineer"		
	Select the Business Name from the drop-down list		
	Engineer Information		
	Email* Last Name J AJOETEST2@GMAILCOM JOE2	ADAM	
		License Number	
	Owner Professional Engineer T	515151	
	Business Name* Business Address	City	
	AJ2 • 280 Murray St	NYC	
		Business Telephone	
	NY 10000	(201) 222-3333	
	Mobile Telephone Country United States		
	United States		
4.	If applicable, enter the <b>Manufacturer Information</b> :  Type the <b>Email</b> and then select the Email Address f Select the <b>Country</b> (e.g., <b>United States</b> ) from the d Manufacturer Information		
	Email Last Name	First Name	
	APPLEROME16@GMAILCOM ROME	APPLE	
	APPLEROME16@GMAIL.COM Business Address	City	
	ROME LLC	NYC	
	State Zip Code	Business Telephone	
	10001	(458) 466-4485	
	Mobile Telephone Country*		
	United States		
_			
5.	If applicable, click <b>+ Add Representative</b> .		
	Filing Representative Information		
	+ Add Representative		
	First Name Last Name Email		



Step	Action					
6.	The Filing Representative Details pop-up window displays.					
	Type the <b>Email</b> and then select the Email Address from the bluedrop-down.					
	Filing Representative Details					
	Email*	Last Name	First Nar	ne		
	APPLEROME16@GMAIL.COM					
	APPLEROME16@GMAIL.COM	Business Address	City			
	State	Zip Code	Country			
			Select		•	
	Business Telephone	Mobile Telephone				
		Save Save Cancel				
7.	Click Save.					
7.						
	Business Telephone (458) 466-4485					
	(436) 400-4463					
	Save Cancel					
	Save Cancel					
Note:	The Filing Representative adde	d displays within the	Filing Resprent	ative informat	ion table.	
	Click the edit ( 🕜 ) icon to upd	Click the edit ( 🕼 ) icon to update the information.				
		-				
	Click the trashcan ( ${}^{\widehat{ extsf{m}}}$ ) icon to delete the Filing Representative.					
	Filing Representative Information					
	+ Add Representative					
	First Name Last Name	Email Bu	siness Name Bu	siness Telephone	Action	
	APPLE ROME A	APPLEROME16@GMAIL.COM ROM	E LLC (45	68) 466-4485	C 💼	



Step	Action			
8.	At the top-left of the screen, click <b>Save</b> .			
	H Save			
	General Information			
	General Information Filing Information Filing Type*			
	New			
9.	A Notification pop-up window displays with the message:			
	The following information cannot be changed after saving:			
	• Filing Information			
	• Applicant Type Click Save, to continue.			
	Notification			
	The following information cannot be changed after saving: • Filing Information			
	• Applicant Type			
	Save			
10.	A <b>Notification</b> pop-up window displays with the message:			
	Job filing saved successfully.			
	Click <b>OK</b> to continue.			
	Notification ×			
	Job filing has been saved.			
	ОК			



Step	Action				
Note:	The page refreshes and displays the additional items:				
	1. Status Bar				
	2. Review and File				
	3. Protoype Filing Number				
	4. Additional Tabs: Equipment	Information, Document a	nd Statements & Signatures		
	<ol> <li>Application Information: Ap and Fee</li> </ol>	pplication Highlights, View	Filing, Trace & Payment History		
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department	of Buildings	Welcome, JOE ADAM AJOFFSTGGMALCOM Need Holp? Sign Out		
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Pending CPE/ACPE Review Approved				
	M Save Review and File 2				
	CP00001827 3 General Information		Highlights		
	Fully mormation	2	Crane Typet View Filing		
	Equipment Information Filing Type*	Prototype Number*  PT00001827	Crane Type* View Filing Mobile Crane •		
	Documents	· P100001627	2		
	Statements & Signatures Applicant Information		History		
	4 Email*	Applicant Type*	Last Name		
	AJOETEST@GMAIL.COM	Manufacturer •	ADAM \$4,000.00 Pay Now		
	First Name	Business Name	Business Address		
	JOE	JA LLC	JALLC		
	You have completed the	e Complete General Infor	mation tab.		
	Continu	a ta tha naut castian			
	Continue to the next section.				



## **Complete Equipment Information Tab**

Complete the following steps to complete the Equipment Information tab to associate all Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action			
1.	Click Equipment Information to display the Equipment Information section.			
	CP00001605	Equipment Information		
	General Information	Equipment Type*	Manufacturer*	
	Equipment Information	Mobile Crane		
	Documents	Model*		
	Statements & Signatures	255 characters remaining Maximum Rated Capacity*	Capacity Units* Select:	
Note:	To choose another <b>Equ</b>	nation field: Equipment Type is greye nipment Type, return to the Dashboo icate of Approval: Initiate a New Pro ation	ard and repeat Steps 1 to 4 in the	
	Equipment Type* Mobile Crane	Manufacturer*		



Step	Action	ı					
2.	Enter	the <b>Equipment</b>	Informatio	on:			
		Manufacturer				Total	
		Model (Month/	'Year)			Counter	weight Configuration
		Model				Transmi	ssion Type (e.g., Mechanical)
		Maximum Rate	d Capacity	,		Power (e	e.g., <b>Gas</b> )
		Capacity Units	(e.g. <i>,</i> Tons)			Carrier T	<b>Type</b> (e.g., <b>All Terrain</b> )
		Maximum Booi	m			Overall (	Carrier Length
		Maximum Jib				Overall (	Carrier Width
		Maximum Othe	er Attachm	ents		Width w	rith Outriggers Extended
		<b>Overall Carrier</b>	Tailswing				
	Equip	ment Information					
				Manufacturer*			Model (Month/Year)*
		ent Type*					
	Model*						
	255 ch	aracters remaining					
		um Rated Capacity*		Capacity Units*			Maximum Boom*
				Select:		•	Feet
	Maxim	ım Jib		Maximum Other Attachments			Total
			Feet			Feet	Feet
	Counte	rweight Configuration* Min.(lbs)	Max.(lbs)	Transmission Type* Select:		*	Power* Select:
				Carrier Type*			Overall Carrier Length*
				Select:		•	Feet
	Overall	Carrier Width*		Width with Outriggers Extend	ed*		Overall Carrier Tailswing*
			Feet			Feet	Feet
3.			Boom Typ	oe Information	check	box(s) (e.	g., Articulating).
		Type Information*					
	•	Articulating	Lattice	L	uffing		Telescoping Other



Step	Action				
4.	Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.				
	Cable Drum Information*				
	Total number of Cable Drums:  Cable Size Measuring Units Action				
	Select Unit:				
	No Cable Drums added				
5.	To add the Cable Drum: <ul> <li>Type the Cable Size</li> <li>Select the Measuring Unit from the Select Unit (e.g., Inches) drop-down list.</li> </ul>				
	Cable Drum Information*   Add Cable Drum  Total number of Cable Drums:				
	Cable Size     Measuring Units     Action       Image: Select Unit:     Image: Select Unit:     Image: Select Unit:       Image: No Cable Drums added     Image: Select Unit:     Image: Select Unit:				
6.	Under the Action column, click Save.				
	Total number of Cable Drums: 0				
	Action				
	Save Cancel				
7.	A <b>Notification</b> pop-up windows displays with a message:				
	Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.				
	Click <b>OK</b> to close the notification.				
	Notification				
	Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.				



Step	Action
Note:	The Total number of Cable Drums updates.         The Cable Drum added displays within the Cable Drum table.         Click the edit ( ) icon to update the Cable Drum information.         Click the trashcan ( ) icon to delete the Cable Drum.         Cable Drum Information*         * Add Cable Drum         Cable Size         Measuring Units         S000         Inches
8.	Select the applicable <b>Prototype Test Information</b> checkbox(s).
	Prototype Test Information*         The prototype test was conducted in accordance with (choose all that apply)         SAE J1063-1993       SAE J987-2003         EN 13000-2004       EN 13000: 2010         EN 13000: 2014       Not Applicable
Note:	If SAE J1063-1993 or SAE J987-2003 is selected, the <b>Prototype Test Witness Information</b> is required.
	Prototype Test Witness Information         Email*       Last Name       First Name         Enter email/username       License Number       Business Name*         Select:       •       Select: •         Business Address       City       State         Zip Code       Business Telephone       Mobile Telephone
9.	Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.          Standard Type*         The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*         Select:



Step	Action	
10.	At the top-left of the scre	en, click <b>Save</b> .
	Save Review and File	
	CP00001830	Equipment Information
	General Information	Equipment Type*
	Equipment Information	Mobile Crane
	Documents	Model*
	Statements & Signatures	
11.	A <b>Notification</b> pop-up win Job filing has beed saved. Click <b>OK</b> to continue.	ndow displays with the message:
	Notification	×
	Job filing has been saved.	
		OK
	You have com	pleted the <b>Complete Equipment Information</b> tab.
		Continue to the next section.



## **Upload Documents**

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action		
1.	Click <b>Document</b> to display the <b>Documents</b> section.		
	Save Review and File		
	CP00001830 Documents		
	General Information     + Add Document       Equipment Information     Document Name		
	Documents		
	Statements & Signatures		
2.	Click + Add Document.		
	Documents		
	+ Add Document Document Name		
3.	The <b>Upload Document</b> pop-up window displays.		
	<ul> <li>Type the Document Name.</li> <li>Select the Document Type (e.g., Manual) from the Doucment Type drop-down</li> </ul>		
	list.		
	Upload Document		
	Document Name*		
	Document Type* Select:		
	Document Choose File No file chosen		
	Upload Cancel		



Step	Action
4.	Click <b>Choose File</b> to upload the <b>Document Type</b> selected.
	Manual
	Document Choose File No file chosen
5.	The Document pop-up window displays.
	Select the Document and click <b>Open</b> .
	📀 Open 🖾 🚱 🗇 📲 « 13 Administration → Training Team Tools → Forms PDF Documents to upload in filings 🔹 🗣 Search Forms PDF Documents 🕫
	Organize  Vew folder Vew folder Vew folder Ver
	Date modified Type Size
	Downloads         The Fence.docx         10/3/2017 4:35 PM         Adobe Acrobat D         155 KB           Image: Secent Places         The Food Zone Restrictive Declaration         8/30/2017 1:31 PM         Adobe Acrobat D         43 KB
	Change Manager         To         10/29/2018 11:13         Adobe Acrobat D         291 KB           Notice to Proceed to Contractor         9/18/2017 9:29 AM         Adobe Acrobat D         257 KB
	🔁 Libraries 🗾 🔁 OP49 Supporting Document 11/8/2018 2:00 PM Adobe Acrobat D 79 KB
	Documents              ∑             Physical Exam          10/29/2018 11:11 Adobe Acrobat D          475 KB                √             Music               ∑             Plan or Sketch               8/30/2017 10:56 AM             Adobe Acrobat D               339 KB
	Event contact and a section of a secti
	Videos 🔁 Scaffold 10/3/2017 4:34 PM Adobe Acrobat D 190 KB
	Computer         Shed         10/3/2017 4:32 PM         Adobe Acrobat D         127 KB           P         Computer         Special Inspector bad upload         7/11/2017 12:35 PM         Adobe Acrobat D         165 KB
	🔁 🔁 SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB
	Tail Design Applicant         8/30/2017 1:40 PM         Adobe Acrobat D         636 KB           Tail Progress Inspector         8/30/2017 2:13 PM         Adobe Acrobat D         789 KB
	Tel Progress inspector     8/30/2017 12:12 PM     Adobe Actobation     708 KB
	- 🔽 Visual 10/29/2018 11:16 Adobe Acrobat D 74 KB
	File name: Manual
	Open  Cancel
6.	The Document displays next to Choose File.
	Click <b>Upload</b> .
	Document Type*
	Manual 🔻
	Document
	Choose File Manual.pdf
	Upload Cancel



Step	Action				
7.	A Notification pop-up window displays with the message:				
	Document has been uplo	aded.			
	Click <b>OK</b> to continue.				
	Notification		×		
	Document has been uploa	ded.			
		ОК			
Note:	The Document uploaded				
	Click the edit ( 🕜 ) icon to	-	-		
	Click the trashcan ( $^{ar{ extsf{m}}}$ ) ic	on to delete the Do	cument.		
	Click the upload ( 📤 ) icol	n to replace the Doo	cument previously	uploaded.	
	Documents				
	+ Add Document				
	Document Name	Document Type	Document Status	Uploaded On	Actions
	Mobile Crane Manual	Manual	Pending	09/19/2019	<b>10</b>
8.	At the top-left of the scre	en, click Save.			
	💾 Save 🌓 Review and File				
	CP00001830	Documents			
	General Information	+ Add Document			
	Equipment Information	Document	t Name		
	Documents				
	Statements & Signatures				



Step	Action
9.	A <b>Notification</b> pop-up window displays with the message:
	Job filing has beed saved.
	Click <b>OK</b> to continue.
	Notification ×
	Job filing has been saved.
	ОК
	You have completed the <b>Upload Documents tab.</b>
	Continue to the next section.



## **Complete Statements & Signatures**

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

Step	Action				
1.	Click Statements & Signatures to display the Statements & Signatures section.				
	🗎 Save 📄 Review and File				
	CP00001830	Statements & Signatures			
	General Information Equipment Information	Applicant's Statement*			
	Documents	As a condition of being granted a license/registratic Administrative Code and Department rules, regulation I have reviewed the information provided in this appl			
	Statements & Signatures	made to the Department is a misdemeanor and that it a gratuity for properly performing the job or in excha			
Note:	The statement applicable to	the stakeholder that's logged in highlights in blue.			
	Statements & Signatures				
	Applicant's Statement*				
		jistration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City			
	I have reviewed the information provided in thi made to the Department is a misdemeanor and	ulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. is application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement I that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit monetary or otherwise, either as			
	qualification. In the event of an accident that involves my a	exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code and that failure to do so may result in immediate suspension, revocation or other disciplinary action.			
	I understand and agree that by personally click	ing on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand ie validity and effect as a signature affixed by hand.			
	Name	Date			
APPLICA	ANT OF RECORD				
2.	Click the Applicant's Statem	ent checkbox to electronically attest.			
	The Name and Date fields au	uto-populate by the system.			
		ng on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand e validity and effect as a signature affixed by hand.			
	Name JOE ADAM	Date 09/19/2019			
	(Electronically Signed)				



Step	Action			
3.	At the top-left of the screen, click <b>Save</b> .			
	🖹 Save 📔 Review and File			
	CP00001830	Statements & Signatures		
	General Information	Applicant's Statement*		
	Equipment Information	As a condition of being granted a license/registration		
	Documents	Administrative Code and Department rules, regulation		
	Statements & Signatures	I have reviewed the information provided in this appl made to the Department is a misdemeanor and that i a gratuity for properly performing the job or in excha		
4.	A Notification pop-up winder Job filing has beed saved. Click OK to continue. Notification Job filing has been saved.	ow displays with the message:		
		СК		
ENGINE	ER			
5.	On the Statements & Signat	ures tab scroll down to the Engineer's Statement.		
	Eng	ineer's Statement'		
	Statements & Signatures	As a condition of being granted a license/registration and/or qualification fr Administrative Code and Department rules, regulations, and directives governin		
		I have reviewed the information provided in this application and, to the best o		
		made to the Department is a misdemeanor and that it is also unlawful to give t a gratuity for properly performing the job or in exchange for special considerat qualification.		



Step	Action
6.	Click the Engineer's Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system. 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 ADAM JOE2 (Electronically Signed)
7.	At the top-left of the screen, click <b>Save</b> .
	General Information       Applicant's Statement*         Equipment Information       As a condition of being granted a license/registration         Documents       I have reviewed the information provided in this applimade to the Department is a misdemeanor and that is a cratuity for properly performing the iob or in exchange
8.	A Notification pop-up window displays with the message: Job filing has beed saved. Click OK to continue. Notification × Job filing has been saved.
	You have completed the <b>Statement &amp; Signatures</b> section. Continue to the next section.



### **Pay Fees**

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action		
Note:	The job filing's fees must be paid	before continuing to Review and File.	
1.	At the bottom-right of the screen, click <b>Pay Now</b> .		
		Trace History	
	Maximum Boom* 5000 Feet	Payment History	
	Total 15000 Feet	\$4,000.00 Pay Now	
	Power* Gas		



tep	Action			
•	The <b>Payment Confirmation</b> pop-up window displays with the message:			
	Please note that the following data cannot be changed after the payment has been made of this filing:			
	Prototype Test Information: Not Applicable			
	Are you sure you want to make a payment now for \$4,000.00?			
	Payment is not the last step. Click the Review and File/Submit button at the top of the screek to submit the application.			
	Please confirm that your pop-up blocker is turned off before proceeding to Payment.			
	Click <b>Yes</b> , to proceed.			
	Payment Confirmation			
	Please note that the following data cannot be changed after the payment has been made on this filing:			
	Prototype Test Information: Not Applicable			
	Are you sure you want to make a payment now for \$4,000.00?			
	Payment is not the last step. Click the Review and 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.			



Step	Action
3.	The page is redirected to <b>NYC City Pay</b> . Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.
	NVC Resources   311   Office of the Mayor
	Enter Payment Details       1. Select Items       2. Enter Payment       3. Review and Pay         Payment Amount:       \$4,000.00       Credit Card
	C & D: PROTOTYPE DOB NOW Build Prototype : CP00001605 : New Crane Prototype \$4,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee.
	Billing Information First Name * Last Name *
4.	The Notification pop-up window displays on the DOB NOW page with the message:
	Payment has been processed. A receipt will be sent by email. Select History for more information.
	Click <b>OK</b> to proceed.
	Notification
	Payment has been processed. A receipt will be sent by email. Select History for more information.
	ОК
	You have completed the <b>Pay Fees</b> section.
	Continue to the next section.



## **Complete Review and File**

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

Step	Action
APPLIC	ANT OF RECORD
1.	At the top-left of the screen, click <b>Review and File</b> .
	CP00001830     Statements & Signatures       General Information     Applicant's Statement*
2.	The Application Preview displays. Click Next to read and progress through the Application Preview to the final page.
	Application Highlights         Job Number       CP00001605         Filing Type       New         Crane Type       Mobile Crane         Prototype Number       PT00001605         Current Filing Status       Pre-filing
Note:	If errors are discovered when Review and File is selected, click <b>Return to Filing View</b> , correct the errors, re-attest, and Review and File again.



Step	Action
3.	On the final page, click the checkbox to attest reviewing the application.
4.	The Name and the Date fields auto-populate after the checkbox is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) File C Return to Filing View
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment). Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment Save Preview to File
	You have completed the <b>Complete &amp; Submit a</b> Prototype Certificate Application Step-by-Step Guide.



## **Prototype Certificate of Approval Amendment: Initiate an Owner's Amendment**

Complete the following steps to initiate an Owner's Amendment:

Step	Action
APPLIC	ANT OF RECORD: OWNER
1.	Hover the cursor over + Prototype and select Amendment from the drop-down list.
	DOB       DOB NOW         NOW       Submit Filings, Payments, and Requests to the NYC Department of Buildings
	Supplement
2.	The <b>Prototype Amendment</b> pop-up window displays.
	Enter the <b>Prototype number</b> in the <b>Prototype Number</b> field.
	Prototype Amendment
	Prototype Number* <i>Enter Prototype number e.g. CP00000380</i>
	Submit Cancel
Note:	The Prototype Number entered must be approved.
3.	Click Submit.
	Prototype Amendment
	Prototype Number* CP00001605
	Submit Cancel



Step	Action
	You initiated an <b>Owner's Amendment.</b> Continue to the next section to complete the <b>General Information</b> section.



## **Complete General Information**

Complete the following steps to complete the General Information tab to associate the Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action		
1.	The General Information page displays.		
	The <b>Filing Information</b> , <b>Applicant Information</b> and <b>Engineer Information</b> fields are greyed- out and Read-Only.		
	H Save		
		General Information	
	General Information	Filing Information	
		Filing Type*	Prototype Number*
		Amendment •	CP00001605
		Applicant Information	
		Email*	Applicant Type*
		AJOETEST@GMAIL.COM	Owner •
Note:	If the Professional Engineer on the initial filing was on behalf of the Owner, the Engineer cannot be changed. If the Professional Engineer was on behalf of the Manufacturer, then as part of the amendment, the Engineer can be change.		
2.	Scroll down to the <b>Manufacturer Information</b> section. Select the applicable <b>Manufacturer Status</b> (e.g., <b>Manufacturer no longer in business</b> ) from the Manufacturer Status drop-down list.		
	H Save		
			United States 🔹
	General Information	Manufacturer Information	
		Manufacturer Information	Email
		Select:	Enter email/username
		Select:	
		Manufacturer no longer in business Manufacturer did not reject amendment request	Business Name
		City	State
		City	State
		Business Telephone	Mobile Telephone



Step	Action	
3.	If applicable, click + Add Repre Filing Representative Information + Add Representative First Name	mail
4.	The Filing Representative Deta Type the Email and then select Filing Representative Details Email* APPLEROME16@GMAIL.COM APPLEROME16@GMAIL.COM State	Diue drop-down.
5.	Click Save. Business Telephone (458) 466-4485 Save Cancel	



Step	Action		
Note:	The Filing Representative added displays within the Filing Resprentative information table.		
	Click the edit ( $\square$ ) icon to update the information.		
	Click the trashcan ( $^{ar{ extsf{m}}}$ ) icon to delete the Filing Representative.		
	Filing Representative Information  Add Representative		
	First Name         Last Name         Email         Business Name         Business Telephone         Action		
	APPLE ROME APPLEROME16@GMAIL.COM ROME LLC (458) 466-4485		
6.	At the top-left of the screen, click <b>Save</b> .		
	H Save		
	General Information		
	General Information     Filing Information       Filing Type*     Filing Type*		
	Amendment		
7.	A <b>Notification</b> pop-up window displays with the message:		
	Are you sure you want to continue with amendment on following prototype number. Please verify before saving:		
	• XY00001234 (e.g., <b>CP00001605</b> )		
	Click <b>Save</b> to continue.		
	Notification		
	Are you sure you want to continue with amendment on following prototype number. Please verify before saving:  • CP00001605		
	Save		



Step	Action			
8.	A Notification pop-up window displays with the message:			
	Job filing has been saved.			
	Click <b>OK</b> to continue.			
	Notification			
	Job filing has been saved.			
	ОК			
Note:	The page refreshes and displays the additional items:			
	1. Status Bar			
	2. Review and File			
	3. Protoype Amendment Filing Number			
	4. Additional Tabs: Equipment Information, Document and Statements & Signatures			
	5. Application Information: Application Highlights, View Filing, Trace & Payment H			
	and Fee	istory		
		me, JOE ADAM est@gmail.com Need Help?		
	Submit Filings, Payments, and Requests to the NYC Department of Buildings	Sign Out		
	Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment PE Review in Process Pending CPE/ACPE Review Approved	Dashboard		
	CP00001605- 3 General Information	Application Highlights		
	DA000001 Filing Information 5 General Information Filing Type* Prototype Number* Crane Type*	View Filing		
	Equipment Information Amendment  CP00001605 Mobile Crane	3		
	Documents         Applicant Information           Statements & Signatures         Email*	Trace History		
	4 AIOETEST@GMAIL.COM Owner ADAM First Name Business Name Business Address	Payment History		
	JOE     JA LLC     JA LLC       City     State     Zip Code	\$2,000.00 Pay Now		
	JERSEY CITY NJ 07302	Pay Now		
	You have completed the <b>Complete General Information</b> tab.			
	Continue to the next section.			



## **Complete Equipment Information Tab**

Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action					
1.	Click Equipment I The Equipment Ir			ent Information	section.	_
Note:		Equipment Inform	Equipment Type,	Manufacturer, Manufacturer, Ma	Model (Month/Year)* 11/2013 Todel (Month/Year) and	,
	Equipment Info Equipment Type* Mobile Crane Model* DEMO 251 characters remaini		Manufacturer* DEMO		odel (Month/Vear)* 11/2013	



Step	Action			
2.	If applicable, edit or complete the Equipment Information fields:			
	Maximum Rated Capacity	Transmission Type (e.g., Mechanical)		
	<b>Capacity Units</b> (e.g., <b>Tons</b> )	Dever (e.g., Gas)		
	Maximum Boom	Carrier Type (e.g., All Terrain)		
	🗖 Maximum Jib	Overall Carrier Length		
	Maximum Other Attachments	<ul> <li>Overall Carrier Width</li> </ul>		
		_		
	Counterweight Configuration	Overall Carrier Tailswing		
	Maximum Rated Capacity* Capacity Units*	Maximum Boom*		
	10000 Kips	• 5000 Feet		
	Maximum Jib Maximum Other Attachme	ents Total Feet 15000 Feet		
	Counterweight Configuration* Transmission Type*	Power*		
	Sound Min.(lbs)         Min.(lbs)         Max.(lbs)         Mechanical	v Gas v		
	Carrier Type*	Overall Carrier Length*		
	All Terrain	• 10000 Feet		
	Overall Carrier Width* Width with Outriggers Ext			
	10000 Feet 10000	Feet 10000 Feet		
3.	Select the applicable Boom Type Information	checkbox(s) (e.g., Articulating)		
5.				
	Boom Type Information*	Luffing Telescoping Other		
4.	Click + Add Cable Drum to display the Cable S	ize, Measuring Units and Action fields.		
	Cable Drum Information*			
	+ Add Cable Drum	Total number of Cable Drums:		
	Cable Size Meas	uring Units Action		
	Select Unit:	• Save 🗶 Cancel		
	No Cable	Drums added		



Step	Action		
5.	To add the Cable Drum: <ul> <li>Type the Cable Size</li> <li>Select the Measuring Unit from the Select Unit (e.g., Inches) drop-down list.</li> </ul>		
	Cable Drum Information*         + Add Cable Drum         Cable Size       Measuring Units         Cable Size       Measuring Units         Select Unit:       •         No Cable Drums added		
6.	Under the Action column, click Save.          Total number of Cable Drums:         Action         E Save       X Cancel		
7.	A Notification pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click <b>OK</b> to close the notification. Notification Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.		



Step	Action
Note:	The Total number of Cable Drums updates.         The Cable Drum added displays within the Cable Drum table.         Click the edit ( ) icon to update the Cable Drum information.         Click the trashcan ( ) icon to delete the Cable Drum.         Cable Drum Information*         • Add Cable Drum         Cable Size         Measuring Units         S000         Inches
8.	Select the applicable Prototype Test Information checkbox(s).  Prototype Test Information* The prototype test was conducted in accordance with (choose all that apply) SAE J1063-1993 SAE J987-2003
	EN 13000-2004       EN 13000: 2010         EN 13000: 2014       Image: Not Applicable
Note:	If SAE J1063-1993 or SAE J987-2003 is selected, the Prototype Test Witness Information is required.
9.	Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.          Standard Type*         The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*         Select:



Step	Action	
10.	At the top-left of the screen, click <b>Save</b> .	
	CP00001605Equipment InformationGeneral InformationEquipment Type*Equipment InformationMobile CraneDocumentsModel*Statements & SignaturesDEMO	
11.	A Notification pop-up window displays with the message: Job filing has beed saved. Click OK to continue.	
	You have completed the <b>Complete Equipment Information tab.</b> Continue to the next section.	



## **Upload Documents**

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	Click <b>Document</b> to display the <b>Documents</b> section.
	CP00001605 Documents   General Information + Add Document   Equipment Information Document Name   Documents Statements & Signatures
2.	Click + Add Document. Documents Document Document Document Name
3.	The Upload Document pop-up window displays.  Type the Document Name. Select the Document Type (e.g., Manual) from the Doucment Type drop-down list.  Upload Document Document Name* Select: Document Type* Select: Choose File No file chosen Choose File No file chosen Cuptoad Cancel



Step	Action						
4.	Click <b>Choose</b>	File to upload the D	ocument Ty	pe selecte	ed.	-	
	Document Type	5,			•		
	Manual				•		
	Document Choose File	No file chosen					
5.	The Documer	nt pop-up window d	isplays.				
	Select the Do	cument and click <b>O</b>	pen.				
	Open	istration → Training Team Tools → Forms Pl	DE Documents to unload in	filinge	- A Search	Forms PDF Documents 👂	
	Organize Vew folde	-	Dr Documents to upload in	mings	• • Search		
	Desktop ^	Name	Date modified	Туре	Size		
	Downloads	🔁 Fence.docx	10/3/2017 4:35 PM	Adobe Acrobat D	155 KB		
	E Recent Places	Flood Zone Restrictive Declaration	8/30/2017 1:31 PM	Adobe Acrobat D	43 KB		l
	🍌 Change Managei		10/29/2018 11:13		291 KB		l
	🥽 Libraries	Notice to Proceed to Contractor Provide the second statement	9/18/2017 9:29 AM 11/8/2018 2:00 PM		257 KB 79 KB		l
	Documents	Physical Exam	10/29/2018 11:11	Adobe Acrobat D	475 KB		l
	J Music	Plan or Sketch	8/30/2017 10:56 AM		339 KB		l
	Pictures	PlansSketch	9/15/2017 12:25 PM		339 KB		l
	Videos	Scaffold	10/3/2017 4:34 PM	Adobe Acrobat D	190 KB		l
	🖳 Computer	🔁 Shed 🔁 Special Inspector bad upload	10/3/2017 4:32 PM 7/11/2017 12:35 PM	Adobe Acrobat D	127 KB 165 KB		l
		SSN	10/29/2018 11:14	Adobe Acrobat D	179 KB		l
		🔁 TR1 Design Applicant	8/30/2017 1:40 PM	Adobe Acrobat D	636 KB		l
		TR1 Progress Inspector	8/30/2017 2:13 PM		789 KB		l
		TR1 Special Inspector	8/30/2017 12:12 PM		589 KB		l
	-	🔁 Visual	10/29/2018 11:16	Adobe Acrobat D	74 KB		l
	File na	ame: Manual			✓ Custom	Files 🔹	
					Ope	n 👻 Cancel	
6.	The Documer	nt displays next to th	ne Choose Fi	ile button			
	Click <b>Upload</b> .						
	Document Type	*					
	Manual			•			
	Document						
		Manual.pdf					
		Upload	Cancel				



Step	Action			
7.	A Notification pop-up window displays with the message:			
	Document has been uploaded.			
	Click <b>OK</b> to continue.			
	Notification			
	Document has been uploaded.			
	οκ			
Note:	The Document uploaded displays within the Document table.			
	Click the edit ( 🕼 ) icon to update the Document information.			
	Click the trash can ( ${}^{ar{ extsf{m}}}$ ) icon to delete the Document.			
	Click the upload ( 📤 ) icon to replace the Document previously uploaded.			
	Documents			
	+ Add Document			
	Document Name         Document Type         Document Status         Uploaded On         Actions			
	Mobile Crane Manual Manual Pending 09/19/2019 1 <table-cell></table-cell>			
8.	At the top-left of the screen, click <b>Save</b> .			
	Review and File			
	CP00001777-A000002 Documents			
	General Information  Add Document			
	Document Name			
	Documents			
	Statements & Signatures			
	Documents			
	Statements & Signatures			



Step	Action
9.	A <b>Notification</b> pop-up window displays with the message: Job filing has beed saved. Click <b>OK</b> to continue.
	Notification × Job filing has been saved.
	You have completed the <b>Upload Documents.</b> Continue to the next section.



# **Complete Statements & Signatures**

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

Step	Action			
1.	Click Statements & Signatures to display the Statements & Signatures section.			
	CP00001777-A000002	Statements & Signatures		
	General Information	Applicant's Statement*		
	Equipment Information Documents	As a condition of being granted a license/registration and, Department rules, regulations, and directives governing hov		
	Statements & Signatures	I have reviewed the information provided in this applicat Department is a misdemeanor and that it is also unlawful to the job or in exchange for special consideration. Such action		
Note:	Statements & Signatures Applicant's Statement* As a condition of being granted a license/ Administrative Code and Department rules, r I have reviewed the information provided in made to the Department is a misdemeanor a gratuity for properly performing the job or qualification. In the event of an accident that involves m requires that I cooperate with any investigatio I understand and agree that by personally cli	egistration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City egulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification, I understand that the Administrative Code on and that failure to do so may result in immediate suspension, revocation or other disciplinary action. cking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand ame validity and effect as a signature affixed by hand.		
APPLICA	ANT OF RECORD			
2.	Click the <b>Applicant's Stater</b>	nent checkbox to electronically attest.		
	The <b>Name</b> and <b>Date</b> fields a	auto-populate by the system.		
		king on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand me validity and effect as a signature affixed by hand.		
	Name JOE ADAM (Electronically Signed)	Date 09/19/2019		



Step	Action
3.	At the top-left of the screen, click <b>Save</b> .
	CP00001777-A000002       Statements & Signatures         General Information       Applicant's Statement*
4.	A <b>Notification</b> pop-up window displays with the message: Job filing has beed saved. Click <b>OK</b> to continue.
	Notification × Job filing has been saved.
ENGINE	ER
5.	On the Statements & Signatures tab scroll down to the Engineer's Statement.           Statements & Signatures           As a condition of being granted a license/registration and/or qualification fr Administrative Code and Department rules, regulations, and directives governin           I have reviewed the information provided in this application and, to the best o made to the Department is a misdemeanor and that it is also unlawful to give t a gratuity for property performing the job or in exchange for special considerat qualification.
6.	Click the Engineer's Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system. 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 ADAM JOE2 09/19/2019
	(Electronically Signed)



Step	Action
7.	At the top-left of the screen, click <b>Save</b> .
	Save Review and File
	CP00001777-A000002 Statements & Signatures
	General Information Applicant's Statement*
8.	A Notification pop-up window displays with the message:
	Job filing has beed saved.
	Click <b>OK</b> to continue.
	Notification ×
	Job filing has been saved.
	ОК
	You have completed the <b>Statement &amp; Signatures section.</b>
	Continue to the next section.



#### **Pay Fees**

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action		
Note::	The job filing's fees must be paid before continuing to Preview to File.		
1. At the bottom-right of the screen, click <b>Pay Now</b> .			
	Crane Type* Mast Climber View Filing Trace History		
	Last Name MEKALA Business Address 280 BROADWAY		
	Zip Code \$2,000.00 Pay Now		
2.	The <b>Payment Confirmation</b> pop-up window displays with the message:		
	Are you sure you want to make a payment now for \$2,000.00?		
	Payment is not the last step. Click the Review and 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.		
	Click <b>Yes</b> , to proceed.		
	Payment Confirmation		
	Are you sure you want to make a payment now for <b>\$2,000.00</b> ?		
	Payment is not the last step. Click the Review and 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.		
	Yes No		



Step	Action			
3.	The page is redirected to <b>NYC City Pay</b> . Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.			
	Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pay			
	Payment Amount: \$2,000.00 Credit Card			
	C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype \$2,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee.			
	Billing Information			
	First Name *			
	Last Name *			
	Country * United States •			
4.	The N <b>otification</b> pop-up window displays on the DOB NOW page with the message:			
	Payment has been processed. A receipt will be sent by email. Select History for more information.			
	Click <b>OK</b> to proceed.			
	Notification ×			
	Payment has been processed. A receipt will be sent by email. Select History for more information.			
	You have completed the <b>Pay Fees</b> section.			
	Continue to the next section.			



## **Complete Review and File**

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

Step	Action
APPLIC	ANT OF RECORD
1.	At the top-left of the screen, click <b>Review and File</b> .
	CP00001777-A000002       Statements & Signatures         General Information       Applicant's Statement*
2.	The Application Preview displays. Cick Next to read and progress through the Application Preview to the final page.
Note:	If errors are discovered when Review and File is selected, click <b>Return to Filing View</b> , correct the errors, re-attest, and Review and File again.



Step	Action				
3.	On the final page, click the checkbox to attest reviewing the application.  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 Title C Return to Filing View				
4.	The Name and the Date fields auto-populate after the checkbox is clicked. Click File, to proceed.				
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification Job filing has been submitted. An email notification will be sent with the status of the review.				
Note:	The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending QA</b> <b>Assignment</b> ). Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment Save Preview to File				
Р	You have completed the Complete & Submit a rototype Certificate of Approval: Owner's Amendment Application Step-by-Step Guide.				



# Prototype Certificate of Approval Amendment: Initiate a Manufacturer's Amendment

Complete the following steps to initiate a Manufacturer's Amendment:

Step	Action						
APPLIC	PLICANT OF RECORD: MANUFACTURER						
1.	Hover the cursor over <b>+ Prototype</b> and select <b>Amendment</b> from the drop-down list.						
	DOBDOB NOWNOWSubmit Filings, Payments, and Requests to the NYC Department of Buildings						
	<ul> <li>A + Prototype</li> <li>+ Crane Device</li> <li>+ Crane Notice</li> <li>+ Master Rigger Notification</li> <li>+ AHV Permits</li> </ul>						
	My Pr Amendment Devices My Crane Notices My Rigger Notifications My AHV Work Permits						
	Supplement						
2.	The <b>Prototype Amendment</b> pop-up window displays.						
	Enter the <b>Prototype number</b> in the <b>Prototype Number</b> field.						
	Prototype Amendment						
	Prototype Number* <i>Enter Prototype number e.g. CP00000380</i>						
	Submit Cancel						
Note:	The Prototype Number entered must be approved.						



Step	Action
3.	Click Submit.
	Prototype Amendment
	Prototype Number* CP00001605
	Submit
	You initiated a Manufacturer's Amendment. Continue to the next section to complete the General Information section.



# **Complete General Information**

Complete the following steps to complete the General Information tab to associate the Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action					
1.	The <b>General Information</b> page displays. The <b>Filing Information</b> and <b>Applicant Information</b> fields are greyed-out and read-only.					
		General Information				
	General Information	Filing Information				
		Filing Type*	Prototype Number*			
		Amendment	CP00001637			
		Applicant Information				
		Email*	Applicant Type*			
		AJOETEST@GMAIL.COM	Manufacturer •			
		First Name	Business Name			
		JOE	JA LLC			
Note:	If the Professional Eng	ineer on the initial filing was on beh	alf of the Owner, the Engineer			
	cannot be change	d.				
	If Professional Engineer was on behalf of the Manufacturer, then as part of the amendment,					
	ij i rojessiena znymet		, then as part of the amenament,			
	the Engineer can change.					



Step	Action					
2.	If applicable, edit or enter the Engineer Information:					
	Type the Email and	d then select the Email Address	from the blue-drop down			
	Select the License Type (e.g., Professional Engineer) from the License Type drop- down list Please Note: The License Type for the Engineer is "Professional Engineer"					
	Select the <b>Business Name</b> from the drop-down list					
	Engineer Information					
	Email*	Last Name	First Name			
	AJOETEST2@GMAIL.COM	License Type*	License Number			
	Manufacturer •	Select:				
	Business Name*	Business Address	City			
	State	Zip Code	Business Telephone			
	Mobile Telephone	Country Select:				
3.	If applicable, click + Add Repre	sentative				
5.						
	Filing Representative Information					
	+ Add Representative					
	First Name	Last Name Ema	nil			



Step	Action					
4.	The Filing Representative Details pop-up window displays.					
	Type the <b>Email</b> and then select the Email Address from the blue-drop down.					
	Filing Representative Details					
	Email* Last Name First Name					
	APPLEROME16@GMAIL.COM Business Address City					
	State Zip Code Country Select: •					
	Business Telephone Mobile Telephone					
		_				
	Save Cancel					
5.	Click Save.					
	Business Telephone					
	(458) 466-4485	(458) 466-4485				
	Save Cancel					
Note:	The Filing Representative added displays within the Filing Resprentative information table.					
	Click the edit ( 🕼 ) icon to update the information.					
	Click the trashcan ( $\hat{1}$ ) icon to delete the Filing Representative.					
	Filing Representative Information					
	+ Add Representative					
	First Name         Last Name         Email         Business Name         Business Telephone         Action           APPLE         ROME         APPLEROME16@GMAIL.COM         ROME LLC         (458) 466-4485         Imm					
		APPLE ROME APPLEROME16@GMAIL.COM ROME LLC (458) 466-4485				



Step	Action				
6.	At the top-left of the screen, click <b>Save</b> .				
	H Save				
	General Information       Filing Information       Filing Type*       Amendment				
7.	A <b>Notification</b> pop-up window displays with the message:				
	Are you sure you want to continue with amendment on following prototype number. Please verify before saving:				
	• CP00001234 (e.g., <b>CP00001637</b> )				
	Click Save to continue.				
	Notification				
	Are you sure you want to continue with amendment on following prototype number. Please verify before saving: • CP00001637				
	Save Cancel				
8.	A Notification pop-up window displays with the message:				
	Job filing has beed saved.				
	Click <b>OK</b> to continue.				
	Notification ×				
	Job filing has been saved.				
	ΟΚ				



Step	Action			
Note:	The page refreshes and display	vs the additional items:		
	1. Status Bar			
	2. Preview to File			
	3. Protoype Amendment F	Filing Number		
	4. Additional Tabs: Equip	ment Information, Docume	ent and Statements & Sig	gnatures
	5. <b>Application Informatio</b> and Fee	<b>n:</b> Application Highlights,	View Filing, Trace & Pay	ment History
	DOB NOW Submit Filings, Payments, and Requests to the NYC De Pre-filing Pending QA Assignment Pending QA	epartment of Buildings	cess Pending CPE/ACPE Review Approved	Welcome, JOE ADAM ANOTESTIGORIAL.COM Need Help? Sign Out
	Proview to File 2 CP00001637- 3 General Information			5
	General Information         Filing Information           Equipment Information         Amendment	Prototype Number*  CP00001637	Crane Type* Mobile Crane	View Filing
	Documents Statements & Signatures ADDETEST©GMAILCOM	Applicant Type* Manufacturer	Last Name • ADAM	Payment History
	First Name JOE City	Business Name JA LLC State NJ	Business Address JA LLC Zip Code	\$2,000.00 Pay Now
	JERSEY CITY	TU.	07302	
		d the <b>Complete General I</b> ntinue to the next section.		



## **Complete Equipment Information Tab**

Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action						
1.	Click <b>Equipment Ir</b> The <b>Equipment In</b>			pment Informatio	<b>on</b> section.		
	CP00001605- OA000001 General Information Equipment Information Documents Statements & Signatures	Equipment Information Equipment Type* Mobile Crane Model* DEMO 251 characters remaining	ion	Manufacturer* DEMO		Model (Month/Year)*	
Note:	The Equipment Info Model are grey Equipment Info Equipment Type* Mobile Crane	yed-out and canno		oe, Manufacturer,	Model (Month/Yea		
	Model* DEMO 251 characters remainin	9					



Action		
If applicable, edit or complete the Equipment Information fields:		
Maximum Rated Capacity	<b>Transmission Type</b> (e.g., Mechanical)	
Capacity Units (e.g.,Tons)	<b>Power</b> (e.g., <b>Gas</b> )	
Maximum Boom	Carrier Type (e.g., All Terrain)	
Maximum Jib	Overall Carrier Length	
	<ul> <li>Overall Carrier Width</li> </ul>	
	_	
Counterweight Configuration	Overall Carrier Tailswing	
Maximum Rated Capacity* Capacity Units*	Maximum Boom*	
10000 Kips	• 5000 Feet	
Maximum Jib Maximum Other Attach		
Counterweight Configuration*         Transmission Type*           5000         Min.(lbs)         10000         Max.(lbs)         Mechanical	Power*  Gas	
Carrier Type*	Overall Carrier Length*	
All Terrain	• 10000 Feet	
Overall Carrier Width* Width with Outriggers		
10000 Feet 10000	Feet 10000 Feet	
Select the applicable <b>Boom Type Informatic</b>	on checkbox(s) (e.g., Articulating).	
	Luffing Telescoping Other	
	Luning recooping outer	
Click + Add Cable Drum to display the Cable	Size, Measuring Units and Action fields.	
Cable Drum Information*		
+ Add Cable Drum	Total number of Cable Drums: 0	
Cable Size Me	easuring Units Action	
Select Unit:	▼ Save X Cancel	
No Cat	ble Drums added	
	If applicable, edit or complete the Equipmer          Maximum Rated Capacity         Capacity Units (e.g., Tons)         Maximum Boom         Maximum Jib         Maximum Other Attachments         Total         Counterweight Configuration         Maximum Jib         Maximum Rated Capacity*         Capacity Units*         Counterweight Configuration         Maximum Jib         10000         Maximum Jib         Maximum Rated Capacity*         Counterweight Configuration*         Transmission Type*         Maximum Jib         10000         Maximum Jib         10000         Maximum Jib         10000         Verent Carrier Width*         Verent Carrier Width*         Vorent Carrier Width*         Coolo Eact <t< th=""></t<>	



Step	Action		
5.	To add the Cable Drum: <ul> <li>Type the Cable Size</li> <li>Select the Measuring Unit from the Select Unit (e.g., Inches) drop-down list.</li> </ul>		
	Cable Drum Information*  Add Cable Drum  Cable Size  Cable Size  Measuring Units  Action  Cable Size  No Cable Drums added  No Cable Drums added		
6.	Under the Action column, click Save.          Total number of Cable Drums:         Action         E Save       X Cancel		
7.	A Notification pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click <b>OK</b> to close the notification. Notification Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.		



Step	Action	
Note:	The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit ( ) icon to update the Cable Drum information. Click the trashcan ( ) icon to delete the Cable Drum. Cable Drum Information* Add Cable Drum Cable Drum Cable Size Measuring Units Action 5000 Inches	
8. Note:	Select the applicable Prototype Test Information checkbox(s).         Prototype Test Information*         The prototype test was conducted in accordance with (choose all that apply)         SAE J1063-1993         EN 13000-2004         EN 13000: 2014         Not Applicable    If SAE J1063-1993 or SAE J987-2003 is selected, the Prototype Test Witness Information required.	n is
	Prototype Test Witness Information         Email*       Last Name         Enter email/username         License Type*         Select:         Select:         Business Address         City         State         Lip Code         Business Telephone         Mobile Telephone	
9.	Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.          Standard Type*         The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*         Select:	



Step	Action		
10.	At the top-left of the screen, click <b>Save</b> .		
	Save Review and File		
	CP00001777-A000002	Statements & Signatures	
	General Information	Applicant's Statement*	
11.	A <b>Notification</b> pop-up window displays with the message: Job filing has beed saved. Click <b>OK</b> to continue.		
	Notification		
	Job filing has been saved.		
ΟΚ			
	You have completed the <b>Complete Equipment Information tab.</b>		
	Continue to the next section.		



## **Upload Documents**

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action		
1.	Click <b>Document</b> to display the <b>Documents</b> section.		
	CP00001637-       Documents         General Information       + Add Document         Equipment Information       Documents Name         Documents       Image: Comparison of the second se		
2.	Click + Add Document.  Documents  Document Name		
3.	The Upload Document pop-up window displays.  Type the Document Name. Select the Document Type (e.g., Manual) from the Doucment Type drop-down list.  Upload Document Document Name* Select: T Document Type* Select: T Document Choose File No file chosen Cancel		



Step	Action		
4.	Click <b>Choose File</b> to upload the Document Type selected.		
	Document Type*		
	Manual		
	Document		
	Choose File No file chosen		
5.	The Document pop-up window displays.		
	Select the Document and click <b>Open</b> .		
	© Open		
	🚱 🖉 V 13 Administration 🕨 Training Team Tools 🕨 Forms PDF Documents to upload in filings 🔹 🗸 👍 Search Forms PDF Documents 🔎		
	Organize 🔻 New folder		
	Desktop         Name         Date modified         Type         Size           Downloads         Type         Size         10/3/2017 4:35 PM         Adobe Acrobat D         155 KB		
	Secent Places Flood Zone Restrictive Declaration 8/30/2017 1:31 PM Adobe Acrobat D 43 KB		
	Change Manage D 10/29/2018 11:13 Adobe Acrobat D 291 KB Notice to Proceed to Contractor 9/18/2017 9:29 AM Adobe Acrobat D 257 KB		
	Libraries Deporting Document 11/8/2018 200 PM Adobe Acrobat D 27 KB		
	Documents 10/29/2018 11:11 Adobe Acrobat D 475 KB		
	<hd></hd>		
	Pictures         PlansSketch         9/15/2017 12:25 PM         Adobe Acrobat D         339 KB           Videos         Scaffold         10/3/2017 4:34 PM         Adobe Acrobat D         190 KB		
	5ked 10/3/2017 4:32 PM Adobe Acrobat D 127 KB		
	1 Computer Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB		
	SSN         10/29/2018 11:14         Adobe Acrobat D         179 KB           TR1 Design Applicant         8/30/2017 1:40 PM         Adobe Acrobat D         636 KB		
	Telepises Inspector 8/39/2012 13 PM Adobe Acrobat D 789 KB		
	TRI Special Inspector 8/30/2017 12:12 PM Adobe Acrobat D 589 KB		
	- 🔽 Visual 10/29/2018 11:16 Adobe Acrobat D 74 KB		
	File name: Manual		
	Open 🔻 Cancel		
6.	The Document displays next to Choose File.		
0.	The Document displays next to choose file.		
	Click Upload.		
	Document Type*		
	Manual		
	Document		
	Choose File Manual.pdf		
	Upload Cancel		



Step	Action			
7.	A Notification pop-up window displays with the message:			
	Document has been uploaded.			
	Click <b>OK</b> to continue.			
	Notification			
	Document has been uploaded.			
	ОК			
Note:	The Document uploaded displays within the Document table.			
	Click the edit ( ) icon to update the Document information.			
	Click the trashcan ( <sup>1</sup> ) icon to delete the Document.			
	Click the upload ( $\stackrel{(a)}{=}$ ) icon to replace the Document previously uploaded.			
	Documents			
	+ Add Document			
	Document Name         Document Type         Document Status         Uploaded On         Actions			
	Mobile Crane Manual Manual Pending 09/19/2019 🛓 🗭 💼			
8.	At the top-left of the screen, click <b>Save</b> .			
	Review to File			
	CP00001637- Documents			
	A000001			
	General Information			



Step	Action
9.	A <b>Notification</b> pop-up window displays with the message: Job filing has beed saved. Click <b>OK</b> to continue.
	Notification × Job filing has been saved.
	You have completed the <b>Upload Documents.</b> Continue to the next section.



# **Complete Statements & Signatures**

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

v York City
statement e, either as ion and/or ative Code understand
l understand



Step	Action		
3.	At the top-left of the screen, click <b>Save</b> .		
	Rave Preview to File		
	CP00001637- A000001	Statements & Signatures	
	General Information Equipment Information	Applicant's Statement* As a condition of being granted a lice Administrative Code and Department ru	
4.	A Notification pop-up window displays with the message:		
	Job filing has beed saved.		
	Click <b>OK</b> to continue.		
	Notification Job filing has been saved.	OK	
ENGINE	ER		
5.	On the Statements & Signa	itures tab scroll down to the Engineer's Statement.	
	Statements & Signatures	As a condition of being granted a license/registration and/or qualification fr	
		As a conductor of being granted a ticeney/egistration and/of quantication in Administrative Code and Department rules, regulations, and directives governin	
		I have reviewed the information provided in this application and, to the best o made to the Department is a misdemeanor and that it is also unlawful to give t a gratuity for properly performing the job or in exchange for special considerat qualification.	
6.	Click the <b>Engineer's Staten</b>	nent checkbox to electronically attest.	
	The Name and Date fields	auto-populate by the system.	
	I understand and agree that by personally cli that this electronic signature shall have the sa	cking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand me validity and effect as a signature affixed by hand.	
	Name ADAM JOE2 (Electronically Signed)	Date 09/19/2019	



Step	Action		
7.	At the top-left of the screen, click <b>Save</b> .		
	Save Preview to File		
	CP00001605	Statements	
	General Information	Applicant's Statem	
8.	A <b>Notification</b> pop-up window displays with the message: Job filing has beed saved.		
	Click <b>OK</b> to continue.		
	Notification Job filing has been saved. OK		
	You have completed the Statement & Signatures section.		
	Cor	tinue to the next section.	



#### **Pay Fees**

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action
Note::	The job filing's fees must be paid before continuing to Preview to File.
1.	At the bottom-right of the screen, click <b>Pay Now</b> .
	Crane Type* Mast Climber View Filing Trace History Last Name
	MEKALA     Payment History       Business Address     Payment History       280 BROADWAY     Image: Second sec



Step	Action		
2.	The Payment Confirmation pop-up window displays with the message: Please note that the following data cannot be changed after the payment has been made of this filing:		
	Prototype Test Information: Not Applicable		
	Are you sure you want to make a payment now for \$2,000.00?		
	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.		
	Click <b>Yes</b> , to proceed.		
	Payment Confirmation		
	Please note that the following data cannot be changed after the payment has been made on this filing:   Prototype Test Information: <b>Not Applicable</b> Are you sure you want to make a payment now for <b>\$2,000.00</b> ? 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. Yes No		
3.	The page is redirected to NYC City Pay. Pay the application fees via eCheck or Credit Card by selecting the applicable tab. Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pa		
	Payment Amount:       \$2,000.00         C & D: APPLICATION AMENDMENT DOB NOW Build Prototype:       Credit Card         To pay by electronic check, you will need your checking account and routing number. There is no additional fee.         Crane Prototype       \$2,000.00		
	Billing Information First Name *		
	Last Name *		
	Country * United States *		



Step	Action
4.	The Notification pop-up window displays on the DOB NOW page with the message: Payment processed succesfully. Click OK to proceed.
	You have completed the <b>Pay Fees</b> section. Continue to the next section.



### **Complete Review and File**

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

Step	Action		
APPLIC	APPLICANT OF RECORD		
5.	At the top-left of the screen, click <b>Review and File</b> .		
	CP00001777-A000002     Statements & Signatures       General Information     Applicant's Statement*		
6.	The Application Preview displays. Click Next to read and progress through the Application Preview to the final page.		
Note:	If errors are discovered when Review and File is selected, click <b>Return to Filing View</b> , correct the errors, re-attest, and Review and File again.		



Step	Action
7.	On the final page, click the checkbox to attest reviewing the application.  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 File C Return to Filing View
8.	The Name and the Date fields auto-populate after the checkbox is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) C Return to Filing View
9.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment). Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment Save Preview to File
	You have completed the <b>Complete &amp; Submit a</b> Prototype Certificate Application: Manufacturers Amendment Step-by-Step Guide.



# **Prototype Certificate of Approval Supplement: Initiate a Supplement**

Complete the following steps to initiate a Supplement Application:

Step	Action	
APPLIC/	ANT OF RECORD: MANUFACTURER	
Note:	A Manufacturer can file a Supplement application once the Initial Prototype Application is approved by DOB, if the Manufacturer was the Applicant of Record on the Initial Application or was specified on the Initial Application by the owner Applicant Of Record.	
1.	Hover the cursor over <b>+ Prototype</b> and select <b>Supplement</b> from the drop-down list.	
	NOW       Submit Filings, Payments, and Requests to the NYC Department of Buildings         Image: BUILD       + Crane Device         + Prototype       + Crane Device         New Prototype       + Crane Notice	
	My Pri     Amendment     Devices     My Crane Notices     My Rigger Notifications     My AHV Work Permits       Supplement	
2.	The <b>Prototype Supplement</b> pop-up window displays.	
	Enter the <b>Prototype number</b> in the <b>Prototype Number</b> field.           Prototype Supplement	
	Prototype Number* <i>Enter Prototype number e.g. CP00000380</i> Submit Cancel	
Note:	The Prototype Number entered must be approved.	



Step	Action
3.	Click Submit.
	Prototype Supplement
	Prototype Number* CP00001637
	Submit Cancel
	You initiated a <b>Supplement Application.</b>
	Continue to the next section to complete the <b>General Information</b> section.



## **Complete General Information**

Complete the following steps to complete the General Information tab to associate the Stakeholders

(e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action			
1.	The <b>General Information</b> page displays. The <b>Filing Information</b> and <b>Applicant Information</b> fields are greyed-out and Read-Only.			
		General Information		
	General Information	Filing Information Filing Type* Amendment	Prototype Number* CP00001637	
		Applicant Information Email* AJOETEST@GMAIL.COM First Name JOE	Applicant Type* Manufacturer • Business Name JA LLC	
Note:	If a new contact is a	cept for owner details if they exist) co added, replacing the original contact, upload all appropriate supplement-		
2.	<ul> <li>Type the</li> <li>Select the</li> <li>down lise</li> <li>Please N</li> </ul>		ngineer) from the License Type drop- eer is "Professional Engineer"	
	Mobile Telephone	Country Select:	*	



Step	Action	
3.	If applicable, click + Add Repre Filing Representative Information + Add Representative First Name	mail
4.	The Filing Representative Details Type the Email and then select Filing Representative Details Email* APPLEROME16@GMAIL.COM APPLEROME16@GMAIL.COM State Business Telephone	Plue drop-down.
5.	Click Save. Business Telephone (458) 466-4485 Save Cancel	



Step	Action		
Note:	The Filing Representative added displays within the Filing Resprentative information table.         Click the edit ( ) icon to update the information.         Click the trashcan ( ) icon to delete the Filing Representative.         Filing Representative Information         + Add Representative		
	First Name         Last Name         Email         Business Name         Business Telephone         Action           APPLE         ROME         APPLEROME16@GMAIL.COM         ROME LLC         (458) 466-4485         Image: Comparison of the second se		
6.	At the top-left of the screen, click Save.		
7.	A Notification pop-up window displays with the message: Are you sure you want to continue with suppliment on following prototype number. Please verify before saving: • CP00001234 (e.g., CP00001637) Click Save to continue. Notification Are you sure you want to continue with suppliment on following prototype number. Please verify before saving: • CP00001637 Save Cancel		



Step	Action			
8.	A Notification pop-up window displays with the message:			
	Job filing has beed saved.			
	Click <b>OK</b> to continue.			
	Notification	×		
	Teh Cline has been served			
	Job filing has been saved.			
	ОК			
	The page refreshes and displays the ad	ditional items:		
Note:				
	1. Status Bar			
	2. Preview to File			
	3. Protoype Supplement Filing Nur	nber		
	5. <b>Application Information:</b> Application Highlights, View Filing, Trace & Payment History and Fee			
	Dasht		iew in Process Accepted 1 Dashboard	
	CP00001825-S000001 2 Seneral Information		5 Application Highlights	
	General Information Equipment Information Filing Information Filing Type*	Prototype Number*	Crane Type*	
	Documents v	CP00001825	Mast Climber •	
	Statements & Signatures 4 Applicant Information Email* AVOETEST@GMAILCOM	Applicant Type* Manufacturer	Last Name ADAM S0,00 Pay Now	
	First Name JOE	Business Name JA LLC	Business Address JA LLC	
	City JERSEY CITY Business Telephone	NJ Mohile Talankaan	Zip Code 07302 Country	
	545) 556-8622	Mobile Telephone (212) 874-5874	United States •	
	Verske sousiststatil		antion tob	
	You have completed the <b>Co</b>	-	hation tab.	
	Continue to	the next section.		



## **Complete Equipment Information Tab**

Complete the following steps to complete the **Equipment Information** tab:

Step	Action		
1.	Click <b>Equipment Information</b> to display the <b>Equipment Information</b> section. The <b>Equipment Information</b> displays.		
	Equipment Information       Equipment Type*       Manufacturer*       Model (Month/Year)*         General Information       Equipment Information       I1/2013         Documents       DEMO       11/2013		
Note:	The following fields are greyed-out and cannot be edited:         □       Equipment Information         □       Boom Type Information         □       Cable Drum Information         □       Cable Drum Information         Equipment Information       Information         Z51 characters remaining       Information         Maximum Rated Capacity*       Capacity U		
2.	Select the applicable Prototype Test Information checkbox(s).  Prototype Test Information* The prototype test was conducted in accordance with (choose all that apply) SAE J1063-1993 SAE J987-2003 EN 13000-2004 EN 13000: 2010 Not Applicable Not Applicable		



Step	Action		
Note:	If SAE J1063-1993 or SAE J987-2003 is selected, the <b>Prototype Test Witness Information</b> is required.		
	Prototype Test Witness Information         Email*       Last Name         Enter email/username       License Number         License Type*       License Number         Select:       Select:         Business Address       City         Zip Code       Business Telephone         Mobile Telephone       Mobile Telephone		
3.	Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.          Standard Type*         The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*         Select:		
4.	At the top-left of the screen, click Save.          Image: Save marked screen		
5.	A Notification pop-up window displays with the message: Job filing has beed saved. Click OK to continue. Notification × Job filing has been saved.		
	You have completed the <b>Complete Equipment Information tab.</b> Continue to the next section.		



#### **Upload Documents**

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action		
Note:	<i>If a new contact is added, replacing the original contact, the new contact must attest. The Manufacturer must upload all appropriate supplement-related documents.</i>		
1.	Click <b>Document</b> to display the <b>Documents</b> section.		
	CP00001825-S000001     Documents       General Information     + Add Document       Equipment Information     Document Name       Documents     Image: Comparison of the second o		
2.	Click + Add Document.  Documents  Document Name		
3.	The Upload Document pop-up window displays. <ul> <li>Type the Document Name.</li> <li>Select the Document Type (e.g., Manual) from the Document Type drop-down list.</li> </ul> Upload Document   Occument Name*   Select:   Select:   Occument Type*   Select:   Tocument   Occument   Upload   Choose File No file chosen		



Step	Action	
4.	Click Choose File to upload the Document Type selected.	
	Document Type*	
	Manual	
	Desument	
	Document Choose File No file chosen	
5.	The Document pop-up window displays.	
	Select the Document and click <b>Open</b> .	
	© Open 🔯 🚱 🖓 👔 « 13 Administration → Training Team Tools → Forms PDF Documents to upload in filings 🔹 49 Search Forms PDF Documents 🕫	
	Organize  New folder	
	Desktop     Name     Date modified     Type     Size	
	Downloads 5 Fence.docx 10/3/2017 4:35 PM Adobe Acrobat D 155 KB	
	Image: Second Places     Image: Flood Zone Restrictive Declaration     8/30/2017 1:31 PM     Adobe Acrobat D     43 KB       Image: Analysis     Image: The Second Seco	
	And a state of proceed to Contractor 9/18/2017/292 AM Adobe Acrobat D 257 KB	
	📜 Libraries 🔂 OP49 Supporting Document 11/8/2018 2:00 PM Adobe Acrobat D 79 KB	
	Documents         Dysical Exam         10/29/2018 11:11         Adobe Acrobat D         475 KB	
	<h></h>	
	Sector State Sta	
	5 Shed 10/3/2017 4:32 PM Adobe Acrobat D 127 KB	
	👎 Computer 🔁 Special Inspector bad upload 7/11/2017 12:35 PM Adobe Acrobat D 165 KB	
	2 SSN 10/29/2018 11:14 Adobe Acrobat D 179 KB	
	2 TRJ Design Applicant 8/30/2017.140 PM Adobe Acrobat D 636 KB	
	TR1 Progress Inspector         8/30/2017 2:13 PM         Adobe Acrobat D         789 KB           TR1 Special Inspector         8/30/2017 12:12 PM         Adobe Acrobat D         589 KB	
	- 10 year 10/20/1111/16 Adobe Acrobat D 74 KB	
	File name: Manual	
	Open  Cancel	
6.	The Decument displays part to Chaosa File	
0.	The Document displays next to Choose File.	
	Click <b>Upload</b> .	
	Document Type*	
	Manual	
	Manual	
	Description	
	Document	
	Choose File Manual.pdf	
	Upload Cancel	



Actions
_



Step	Action
9.	A <b>Notification</b> pop-up window displays with the message: Job filing has beed saved. Click <b>OK</b> to continue.
	Notification
	Job filing has been saved.
	You have completed the <b>Upload Documents.</b> Continue to the next section.



## **Complete Statements & Signatures**

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

Step	Action		
1.	Click Statements & Signatures tab to display the Statements & Signatures section.		
	Review and File		
	CP00001825-S000001	Statements & Signatures	
	General Information Equipment Information	Applicant's Statement* As a condition of being granted a license/registration	
	Documents	Department rules, regulations, and directives governin	
	Statements & Signatures	I have reviewed the information provided in this ap Department is a misdemeanor and that it is also unlav the job or in exchange for special consideration. Such	
Note:	The statement applicable	to the stakeholder that's logged in highlights in blue.	
	Statements & Signatures		
	Applicant's Statement*		
	Administrative Code and Department rule I have reviewed the information provided made to the Department is a misdemeand a gratuity for properly performing the job qualification. In the event of an accident that involves requires that I cooperate with any investig	se/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City is, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. In this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement or and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or s my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code jation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.	
		e same validity and effect as a signature affixed by hand.	
	Name	Date	
APPLICA	ANT OF RECORD		
2.	Click the Applicant's State	ement checkbox to electronically attest.	
	The Name and Date fields	s auto-populate by the system.	
	I understand and agree that by personally that this electronic signature shall have the	clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand e same validity and effect as a signature affixed by hand.	
	Name JOE ADAM (Electronically Signed)	Date 09/19/2019	



Step	Action
3.	At the top-left of the screen, click <b>Save</b> .
	CP00001825-S000001       Statements & Signatures         General Information       Applicant's Statement*         Equipment Information       As a condition of being granted a license/registration Department rules, regulations, and directives governin         Documents       I have reviewed the information provided in this ap Department is a misdemeanor and that it is also unlaw the job or in exchange for special consideration. Such
4.	A Notification pop-up window displays with the message: Job filing has beed saved. Click OK to continue. Notification × Job filing has been saved.
ENGINE	ER
5.	On the Statements & Signatures tab scroll down to the Engineer's Statement.
6.	Click the Engineer's Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system. 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 ADAM JOE2 (Electronically Signed)



Step	Action	
7.	At the top-left of the screen, click <b>Save</b> .	
	CP00001825-S000001       Statements & Signatures         General Information       Applicant's Statement"         Equipment Information       As a condition of being granted a license/registration Department rules, regulations, and directives governin         Documents       I have reviewed the information provided in this ap Department is a misdemeanor and that it is also unlaw the job or in exchange for special consideration. Such	
8.	A Notification pop-up window displays with the message: Job filing has beed saved. Click OK to continue. Notification × Job filing has been saved.	
	You have completed the <b>Statement &amp; Signatures</b> section. Continue to the next section.	



### **Complete Review and File**

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

Step	Action	
APPLIC	ANT OF RECORD	
1.	At the top-left of the screen, c	lick Review and File.
	A Save Review and File	
	CP00001825-S000001	Statements & Signatures
	General Information	Applicant's Statement*
	Equipment Information	As a condition of being granted a license/registration
	Documents	Department rules, regulations, and directives governin
	Statements & Signatures	Department is a misdemeanor and that it is also unlaw the job or in exchange for special consideration. Such
2.	The <b>Application Preview</b> displ	2)/5
Ζ.		ays. Is through the Application Preview to the final page.
	Application Preview « Previe	ous Next » Q Zoom Q Zoom 100% • Page: 1 / 6
	DOB NOW BUILD	Buildings
	Application Highlights	
	Job Number Filing Type	CP00001605 New
	Crane Type Prototype Number	Mobile Crane PT00001605
	Current Filing Status	Pre-filing
Note:	-	Review and File is selected, click <b>Return to Filing View</b> , correct
	the errors, re-attest, and Revie	ew and File again.
	File C Return to Filing	View



Step	Action
3.	On the final page, click the checkbox to attest reviewing the application.
4.	The Name and the Date fields auto-populate after the checkbox is clicked. Click File, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) C Return to Filing View
5.	A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window. Notification
Note:	The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment). Pre-filing Pending QA Assignment Pending QA Admin Review Pending PE Assignment Preview to File
You have completed the Complete & Submit a Prototype Certificate of Approval Supplement Application Step-by-Step Guide.	