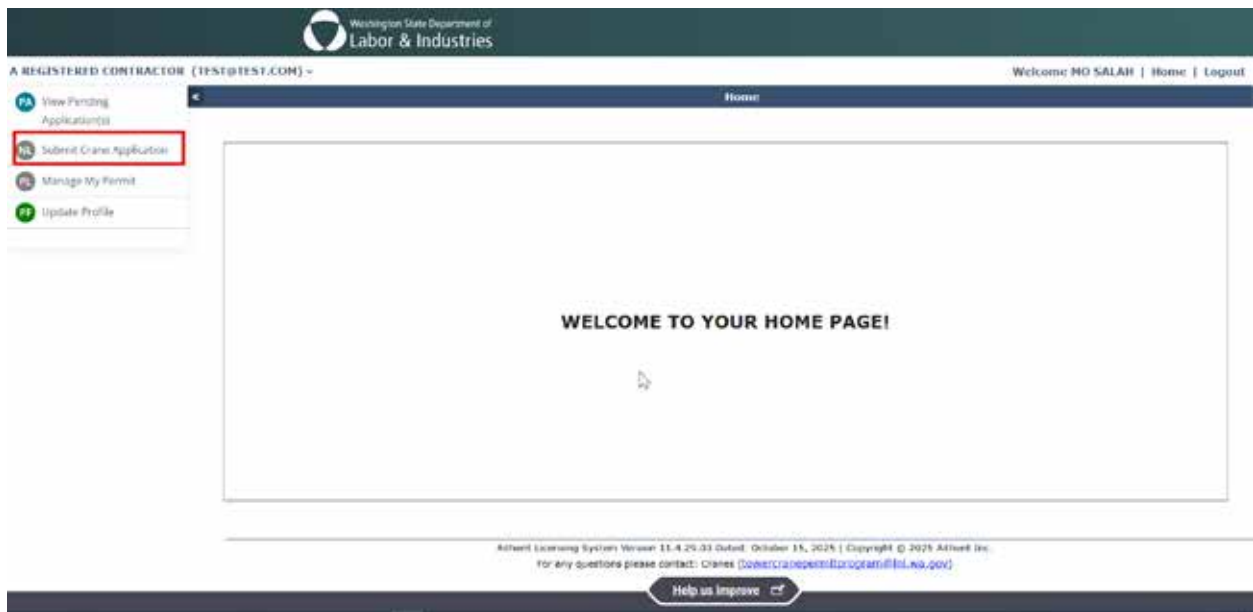


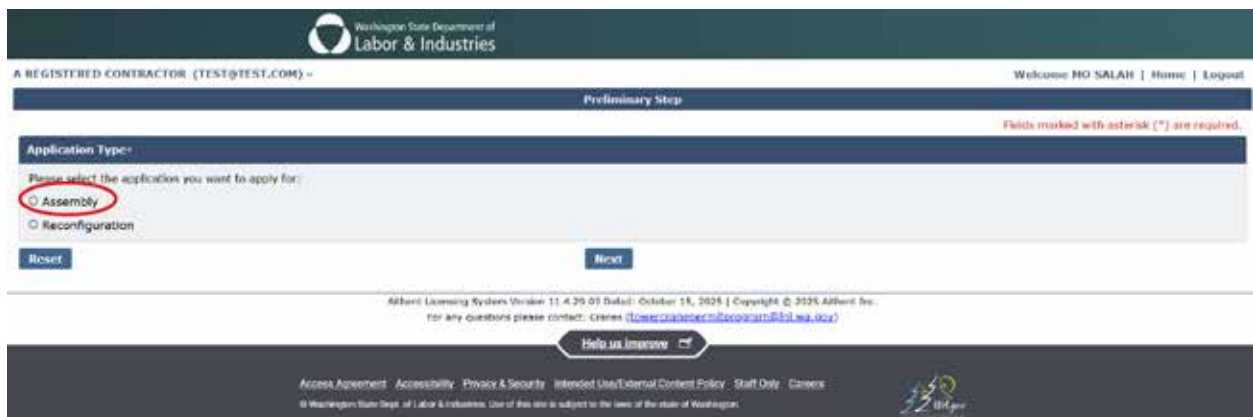
# Crane Certification and Permit Management System

Applying for Tower Crane Assembly – Application – Existing Crane (ie has been certified before):

From the home screen, select “Submit Crane Application” option from the menu.



On the “Preliminary Step” screen, select Application Type as “Assembly”.



If your crane has been certified in the past and you have a C number, choose Yes and enter the C number into the textbox and tab out to continue.

**Application Type\***

Please select the application you want to apply for:

- Assembly
- Reconfiguration
- Disassembly

**Does your crane have a certification number on it? (eg. C123456)**

- Yes
- No, it is new

**Crane Information**

Please tab out or press the Enter Key to get crane details.

Crane # (e.g. C123456)

**Reset**

If the Crane# is not valid, system would throw an error pop up.



Enter a valid Crane# and hit enter. "Permit Information" section is displayed.

**Crane Information**

Please tab out or press the Enter Key to get crane details.

Crane #

**Permit Information**

Crane #	Owner	Site Location	Select
200332	FLORIAN WIRTZ	553 NEWARK RD, CLARK, WA 98601	<input type="radio"/>

**Reset**

Select the radio button. "Permit Type" section is displayed with Construction Tower Crane pre-selected. Click "Next" button.

Assembly Screen with "Entity Information" Tab is displayed.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) = Welcome MO SALAH | Home | Logout

Assembly

Entity Information | Address Information | General Information | Additional Information | Questions | Attachment

Please review information for accuracy. [BACK] [NEXT]

**Entity Information**

Entity Name\* A REGISTERED CONTRACTOR

UBI # 603-555-999

**Primary Contact**

First Name\* MO Middle Name

Last Name\* SALAH

Email\* MoSalah242025@outlook.com Phone\* 302-111-0022

**License Information**

General Contractor License#	REG5NRC75008	Expiration Date	03/13/2027	Status	ACTIVE
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[Reset] [BACK] [NEXT]

Althred Licensing System Version 11.4.29.03 Dated: October 15, 2015 | Copyright © 2015 Althred Inc.  
For any questions please contact: Grantel ([Grantel@alred.com](mailto:Grantel@alred.com))

**Note:** The user can submit the Assembly application only if the “Status” is “Active” in the License Information section.

Washington State Department of Labor & Industries

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Assembly

Entity Information | Address Information | General Information | Additional Information | Questions | Attachment

Please review information for accuracy. [BACK] [NEXT]

**Entity Information**

Entity Name\* A REGISTERED CONTRACTOR

UBI # 603-555-999

**Primary Contact**

First Name\* MO Middle Name

Last Name\* SALAH

Email\* MoSalah242025@outlook.com Phone\* 302-111-0022

**License Information**

General Contractor License#	REG5NRC75008	Expiration Date	03/13/2027	Status	ACTIVE
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[Reset] [BACK] [NEXT]

Althred Licensing System Version 11.4.29.03 Dated: October 15, 2015 | Copyright © 2015 Althred Inc.  
For any questions please contact: Grantel ([Grantel@alred.com](mailto:Grantel@alred.com))

In the Entity Information section, if applicable, you can edit “Primary Contact” sub-section. If there are no changes, click “Next” button.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) - Welcome MO SALAH | Home | Logout

Assembly

Entity Information | Address Information | Owner Information | Additional Information | Questions | Attribution

Please review information for accuracy. BACK NEXT

**Entity Information**

Entity Name \* A REGISTERED CONTRACTOR  
 UBI # 603-555-999

**Primary Contact**

First Name \* MO  
 Last Name \* SALAH  
 Email \* MoSalah242025@outlook.com

Middle Name  
 Phone \* 302-111-0022

**License Information**

General Contractor License# REGSRLC7506L Expiration Date 03/13/2027 Status ACTIVE

Reset BACK NEXT

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 For any questions please contact: Crisnet ([crisnet@althor.com](mailto:crisnet@althor.com))

Assembly screen with “Address Information” Tab is displayed.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) - Welcome MO SALAH | Home | Logout

Entity Information | **Address Information** | Owner Information | Additional Information | Questions | Attribution

Please review Address Information for accuracy. BACK NEXT

**Entity Mailing Address** Copy From

Country \* United States  
 Address \* 123 MAIN ST Suite/Apt/Unit/etc.  
 City \* OLYMPIA State/Province \* WASHINGTON Zip \* 98504  
 County \* Thurston Primary Phone # - Ext \* 360-555-5555 Alternate Phone # - Ext.  
 Fax Primary E-mail \* TEST@TEST.COM Alternate E-mail E-mail

**Site Location** Copy From

Country \* United States  
 Contact \*  
 Please enter a physical address where the asset is to be located - PO Box is not allowed.  
 Address \* Suite/Apt/Unit/etc.  
 City \* State/Province \* WASHINGTON Zip \*  
 County \* - Choose One - Primary Phone # - Ext \* Alternate Phone # - Ext.

Reset BACK NEXT

User has an option to copy from “Entity Mailing Address” section and then can edit the “Site Location” section.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) - Welcome MO SALAH | Home | Logout

Assembly

Entity Information | **Address Information** | Owner Information | Additional Information | Questions | Attribution

Please review Address Information for accuracy.

Entity Mailing Address

Country\* United States  
 Address\* 123 MAIN ST  
 City\* OLYMPIA State/Province\* WASHINGTON Zip\* 98504  
 County\* Thurston Primary Phone # - Ext\* 360-555-5555 Alternate Phone # - Ext\*  
 Fax Primary E-mail\* TEST@TEST.COM Alternate E-mail  
 E-mail

Site Location

Country\* United States  
 Contact\*  
 Please enter a physical address where the crane is to be located - PO Box is not allowed.  
 Address\* 123 MAIN ST Suite/Apt/Unit/etc.  
 City\* OLYMPIA State/Province\* WASHINGTON Zip\* 98504  
 County\* Thurston Primary Phone # - Ext\* 360-555-5555 Alternate Phone # - Ext\*

Next

Enter all the required fields in “Site Location” section and click “Next” button.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) - Welcome MO SALAH | Home | Logout

Assembly

Entity Information | **Address Information** | Owner Information | Additional Information | Questions | Attribution

Please review Address Information for accuracy.

Entity Mailing Address

Country\* United States  
 Address\* 123 MAIN ST Suite/Apt/Unit/etc.  
 City\* OLYMPIA State/Province\* WASHINGTON Zip\* 98504  
 County\* Thurston Primary Phone # - Ext\* 360-555-5555 Alternate Phone # - Ext\*  
 Fax Primary E-mail\* TEST@TEST.COM Alternate E-mail  
 E-mail

Site Location

Country\* United States  
 Contact\* MILOS KERKEZ  
 Please enter a physical address where the crane is to be located - PO Box is not allowed.  
 Address\* 887 CHRISTIANA ST Suite/Apt/Unit/etc.  
 City\* PIERCE State/Province\* WASHINGTON Zip\* 98401  
 County\* Pierce Primary Phone # - Ext\* 302-554-6664 Alternate Phone # - Ext\*

Next

Althet Licensing System version 13.4.79-83 Dated: October 18, 2021 / Copyright © 2021 Althet Inc.

Owner Information Tab is displayed with “Owner Information” section pre-populated for an existing crane. Click “Next” button.

Washington State Department of Labor & Industries

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Assembly

Entity Information - Address Information - **Owner Information** - Additional Information - Questions - Attestation

Fields marked with asterisk (\*) are required.

Owner Information

Name	Address	Primary Email	Primary Phone
FLORIAN WIRTZ	225 SILVER LAKE RD, CHELAN, WA 98801	BUILDINGOWNER@LINE.WA.GOV	302-115-5444

1 to 1 of 1 - Page 1 of 1

BACK NEXT

Altwerk Learning System Version 11.4.25.03 Dated: October 25, 2019 | Copyright © 2019 Altwerk Inc.  
For any questions please contact: Chasen (Chasen@contractorsupport.wa.gov)

Help as Imagers

Additional Information Tab is displayed with Mandatory Required Document(s) section and Crane Information section.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) - Welcome MO SALAH | Home | Logout

Assembly

Entity Information - Address Information - Owner Information - **Additional Information** - Questions - Attestation

BACK NEXT

**Mandatory Required Document(s)**

You must attach at least one scanned document with each line item prior to submit the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	ADP for all employees (Accident Prevention Program)	<a href="#">Documents (0)</a>
2	Written job plan, as required under 32 RCW 49.17.040	<a href="#">Documents (0)</a>
3	Copy of the tower crane operator manual	<a href="#">Documents (0)</a>
4	For each employee directly involved with the permitted work, a copy of their experience and qualifications: <ul style="list-style-type: none"> <li>Operator's certifications</li> <li>Rigger qualification</li> <li>Signal person qualification</li> <li>Lift director qualification</li> <li>Assembly/Disassembly director qualifications (prior to the certification requirement)</li> <li>Technical representative (Distributor or Manufacturer)</li> </ul>	<a href="#">Documents (0)</a>

1 to 4 of 4 - Page 1 of 1

**Crane Information**

Crane # 209332

Serial Number\*

In the "Mandatory Required Document(s)" section, for each line item, the user uploads the document by clicking on "Documents (0)" hyperlink

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) Welcome MO SALAH | Home | Logout

Assembly

Entity Information | Address Information | Owner Information | **Additional Information** | Questions | Attestation

BACK NEXT

**Mandatory Required Document(S)**

You must attach at least one scanned document with each line item prior to submit the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	APP for all employers (Accident Prevention Program)	Documents (0)
2	Written job plan, as required under 52 RCW 49.17.440	Documents (0)
3	Copy of the tower crane operator manual	Documents (0)
4	For each employee directly involved with the permitted work, a copy of their experience and qualifications: <ul style="list-style-type: none"><li>Operator's certifications</li><li>Rigger qualification</li><li>Signal person qualification</li><li>Lift director qualifications</li><li>Assembly/Disassembly director qualifications (prior to the certification requirement)</li><li>Technical representative (Distributor or Manufacturer)</li></ul>	Documents (0)

1 to 4 of 4 Page 1 of 1

“Document Upload” pop up screen is displayed. In the Attach Document(s) section, click “Add” button.

Welcome MO SALAH

Fields marked with asterisk (\*) are required.

**Document Upload**

Instructions:

- Click 'Add' to create a new row.
- Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
- Click 'Upload' button to attach all selected documents.
- Please confirm all documents are correct before uploading them. Any document uploaded here cannot be deleted.

**Attach Document(s)\*** **Add**

Please click 'Add' to add a new row.

Close Upload

Click “Choose File” button, select the required file/document, click “Open” button.

Welcome MO SALAH

Fields marked with asterisk (\*) are required.

**Document Upload**

Instructions:

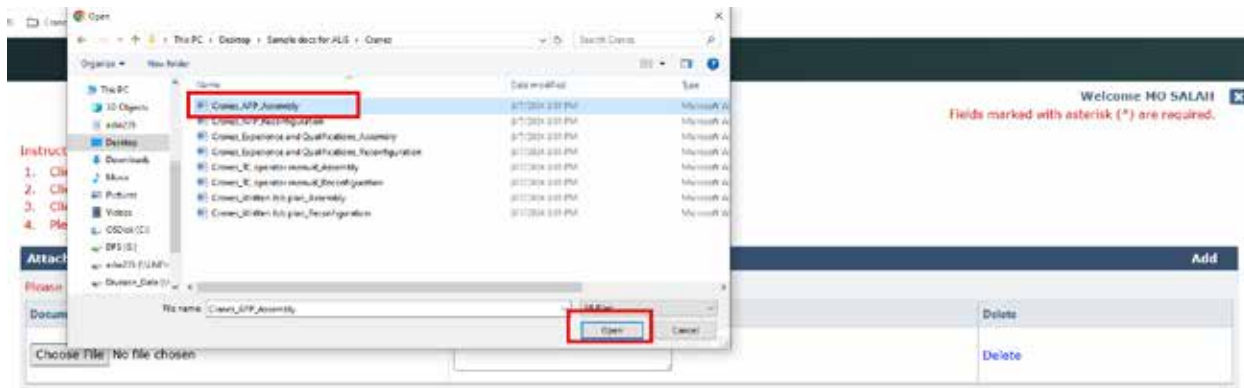
- Click 'Add' to create a new row.
- Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
- Click 'Upload' button to attach all selected documents.
- Please confirm all documents are correct before uploading them. Any document uploaded here cannot be deleted.

**Attach Document(s)\*** **Add**

Please click 'Add' to add a new row.

Document	Comments	Delete
<b>Choose File</b> to file chosen		Delete

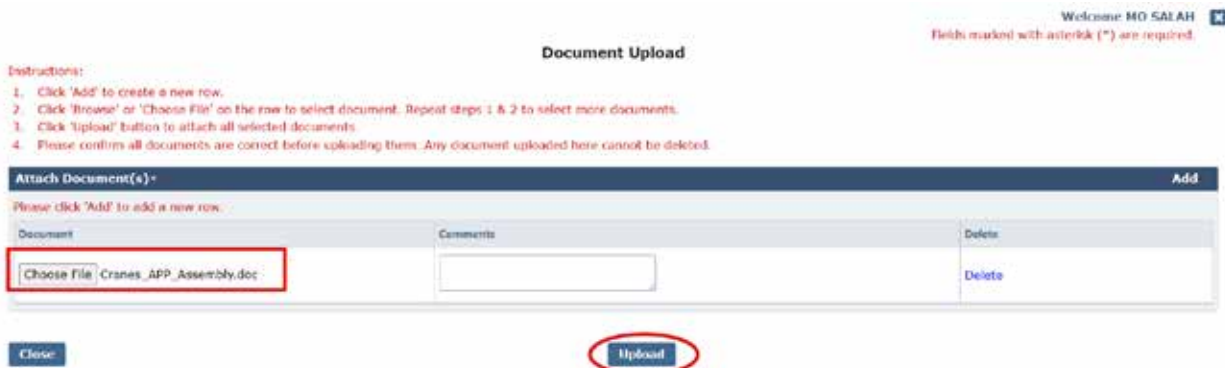
Close Upload



Close

Upload

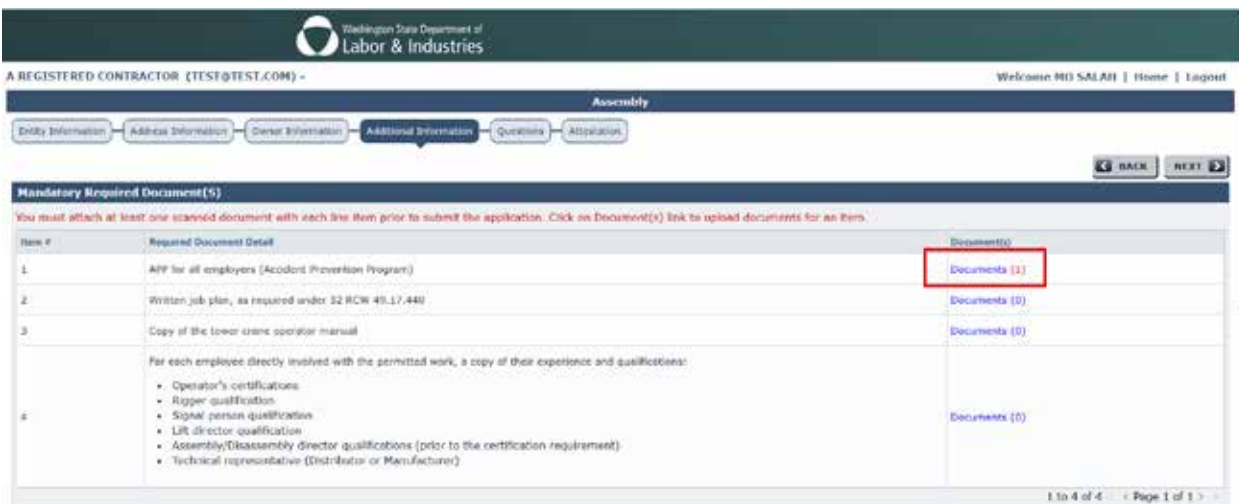
The document has been added. Click on “Upload” button.



Close

Upload

Additional Information Tab is displayed with document uploaded successfully. In the Document(s) column, Documents (0) hyperlink is changed to reflect Documents (1).



In the same manner, upload all the Mandatory Required Documents.

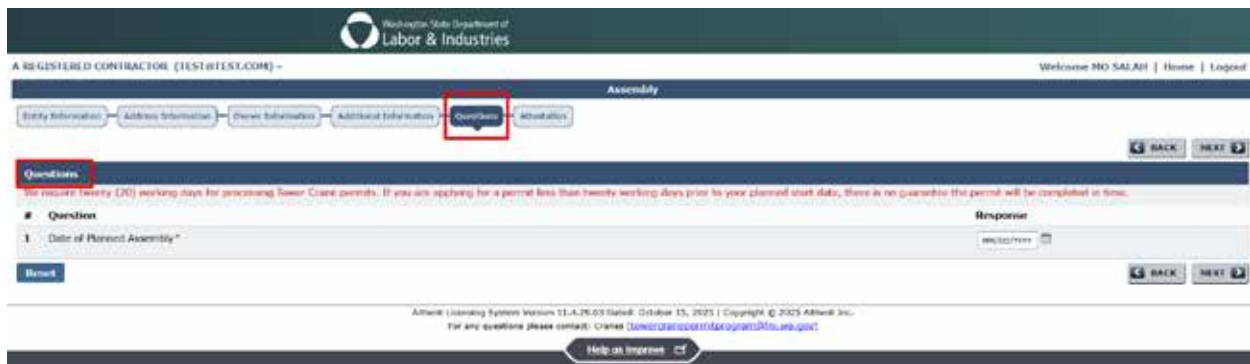
The screenshot shows the 'Assembly' page in the contractor portal. At the top, it says 'Washington State Department of Labor & Industries' and 'A REGISTERED CONTRACTOR (TEST@TEST.COM)'. The page title is 'Assembly'. Below the title are navigation tabs: 'Entity Information', 'Address Information', 'Owner Information', 'Additional Information', 'Questions', and 'Allocation'. The 'Additional Information' tab is active. The main section is titled 'Mandatory Required Document(S)' and includes a note: 'You must attach at least one scanned document with each line item prior to submit the application. Click on Document(s) link to upload documents for an item.' Below this is a table with 4 rows. The first three rows have 'Documents (1)' links highlighted in red. The fourth row has a list of requirements and a 'Documents (1)' link also highlighted in red. At the bottom right, there are 'BACK' and 'NEXT' buttons.

Item #	Required Document Detail	Document(s)
1	APP for all employers (Accident Prevention Program)	Documents (1)
2	Written job plan, as required under 32 RCW 49.17.440	Documents (1)
3	Copy of the tower crane operator manual	Documents (1)
4	For each employee directly involved with the permitted work, a copy of their experience and qualifications: <ul style="list-style-type: none"><li>Operator's certification</li><li>Rigger qualification</li><li>Signal person qualification</li><li>Lift director qualification</li><li>Assembly/Disassembly director qualifications (prior to the certification requirement)</li><li>Technical representative (Distributor or Manufacturer)</li></ul>	Documents (1)

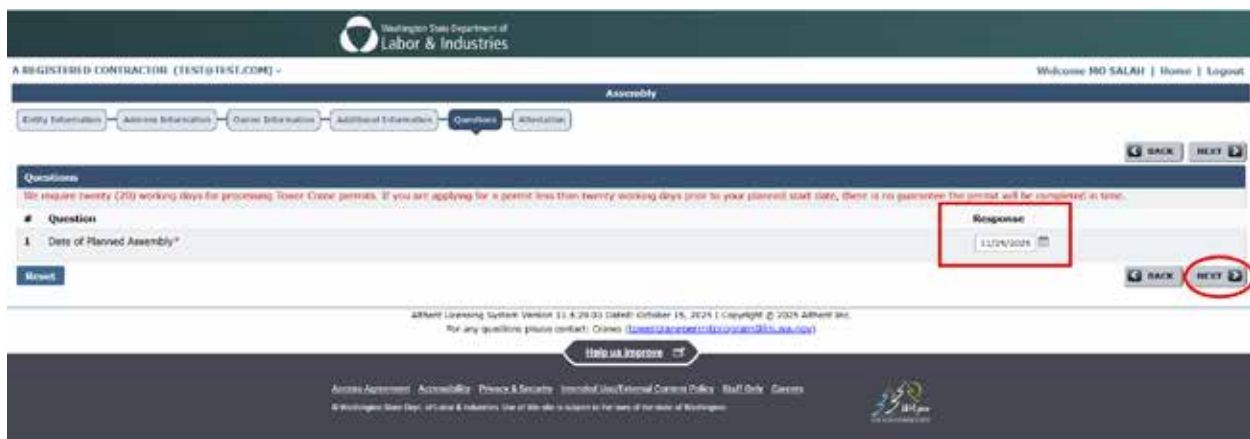
In the "Crane Information" section, some of the fields will be pre-populated and some will be blank. Enter all the required fields and click "Next" button.

The screenshot shows the 'Crane Information' page. The 'Crane Information' tab is highlighted in red. The page contains various input fields for crane details. A red box highlights the 'Crane #', 'Serial Number', 'Load Test Expiration Date', 'Manufacturer', 'Crane Type', 'Capacity At Max Hook', 'Crane Height', 'Owner Number/Desc', 'Boom Length', 'Hook Reach Qty', 'Crane Assembly Height', 'Jib Length', 'Counter Weight', 'Non Standard Base Approved Flag', 'Height to be Raised Flag', and 'Load Test Override' fields. Another red box highlights the 'Model', 'Manufacturer Year', 'Last Certification Date', 'Max Rated Capacity', 'Height Under Hook Qty', 'Counter Jib Length', 'Non Standard Base Flag', and 'Sections' fields. At the bottom right, there are 'BACK' and 'NEXT' buttons, with the 'NEXT' button circled in red.

Questions Tab is displayed with "Questions" section.



Select the Date of Planned Assembly, and click “Next” button.



Attestation Tab is displayed with “Attestation” section. Click on the checkbox and click “Submit Application” button.



“Assembly Submitted” screen with “Confirmation” section and “Checklist” section is displayed.

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (TEST@TEST.COM) - Welcome MO SALAH | Home | Logout

**Assembly Submitted**

**Confirmation**

Thank you for using our online services.

L&I has received your permit application. Your online transaction number is **663**. Please use this transaction number for any future communication with us. Please allow up to 5 business days for a response.

**Please note:**  
Each Assembly, Reconfiguration, or Disassembly action requires a separate application.

If you have any questions, please contact the Tower Crane Permit Program at: towercranepermitprogram@lni.wa.gov or 360-902-4949.

To View/Print application summary, [Click Here](#)

**Check List**

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Action Type	Item	View/Attach	Item Status
1	All	Street Closure Permits	<a href="#">Documents (0)</a>	Pending
2	All	Additional Supporting Document(s)	<a href="#">Documents (0)</a>	Pending

[Return to Home](#)   [Logout](#)

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 For any questions please contact: Cranes (towercranepermitprogram@lni.wa.gov)

[Help us improve](#)

The user receives “New Application Submitted” email notification with “ApplicationDocumentsReceived” PDF letter attached.

**New Application Submitted**

cranes-noreply@lni.wa.gov  
 To: test@test.com; mosalah242025@outlook.com  
 Cc: L&I DL Tower Crane Permit Program; LNI RE Crane Safety

ApplicationDocumentsReceived.pdf  
 24 KB

Fri 10/24/2025 1:12 PM

---

External Email

Dear **A REGISTERED CONTRACTOR**,

Your **Assembly** application has been submitted for **200332** to the Tower Crane Permit Program. Your transaction number for this application is **663**.

Once the review of your application is complete, you will receive an email notification. To check the status of your online application please login to the online portal, Crane Certification and Permit Management System, through <https://secure.lni.wa.gov/home> and follow the “View Pending Application” link.

This is a system generated message; please DO NOT reply to this email. If you have any questions, please contact the Tower Crane Permit Program at: [towercranepermitprogram@lni.wa.gov](mailto:towercranepermitprogram@lni.wa.gov) or 360-902-4949. Please include your transaction number in your communication.

Thank you,  
 Tower Crane Permit Program  
 L&I Division of Occupational Safety and Health  
 WA State Department of Labor & Industries

On “Assembly Submitted” screen, in the “Confirmation” section, if the user wants to view the application summary, click on “Click Here” hyperlink. Application Summary PDF is downloaded and can be viewed.

Washington State Department of Labor & Industries

Application Type	
Question	Response
Please select the application you want to apply for	Assembly

License Information			
General Contractor License#	REGISRC755DL	Expiration Date	03/13/2027
Status	ACTIVE		

Entity Information	
Entity Name: A REGISTERED CONTRACTOR	
UBI #: 603-555-999	
Primary Contact	
First Name: MO	Middle Name:
Last Name: SALAH	
Email: MOSALAH242025@OUTLOOK.COM	Phone: 302-111-0022
	Ext:

In the “Checklist” section, if the user wants to upload additional documents, they can click on “Documents (0)” hyperlink

Washington State Department of Labor & Industries

A REGISTERED CONTRACTOR (EENT@EENT.COM) - Welcome MO SALAH | Home | Logout

**Assembly Submitted**

**Confirmation**

Thank you for using our online services.

L&I has received your permit application. Your online transaction number is **663**. Please use this transaction number for any future communication with us. Please allow up to 3 business days for a response.

**Please note:**  
Each Assembly, Reconfiguration, or Disassembly action requires a separate application.

If you have any questions, please contact the Tower Crane Permit Program at: towercranepermitprogram@lila.wa.gov or 360-902-4949.

To View/Print application summary: [Click Here](#)

**Check List**

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Action Type	Item	View/Attach	Item Status
1	All	Street Closure Permits	<a href="#">Documents (0)</a>	Pending
2	All	Additional Supporting Document(s)	<a href="#">Documents (0)</a>	Pending

[Return to Home](#) [Logout](#)

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For any questions please contact: Cranes (towercranepermitprogram@lila.wa.gov)

[Help us improve](#)

The user can click on “Return to Home” button to navigate back to home screen, or click on “Logout” button to log out of the portal.

Assembly Submitted

Confirmation

Thank you for using our online services.

L&I has received your permit application. Your online transaction number is **663**.

Please use this transaction number for any future communication with us. Please allow up to 5 business days for a response.

Please note:

Each Assembly, Reconfiguration, or Disassembly action requires a separate application.

If you have any questions, please contact the Tower Crane Permit Program at: towercranepermitprogram@ln.wa.gov or 360-902-4949.

To View/Print application summary: [Click Here](#)

Check List

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Action Type	Item	View/Attach	Item Status
1	All	Street Closure Permits	<a href="#">Documents (0)</a>	Pending
2	All	Additional Supporting Document(s)	<a href="#">Documents (0)</a>	Pending

[Return to Home](#) [Logout](#)