

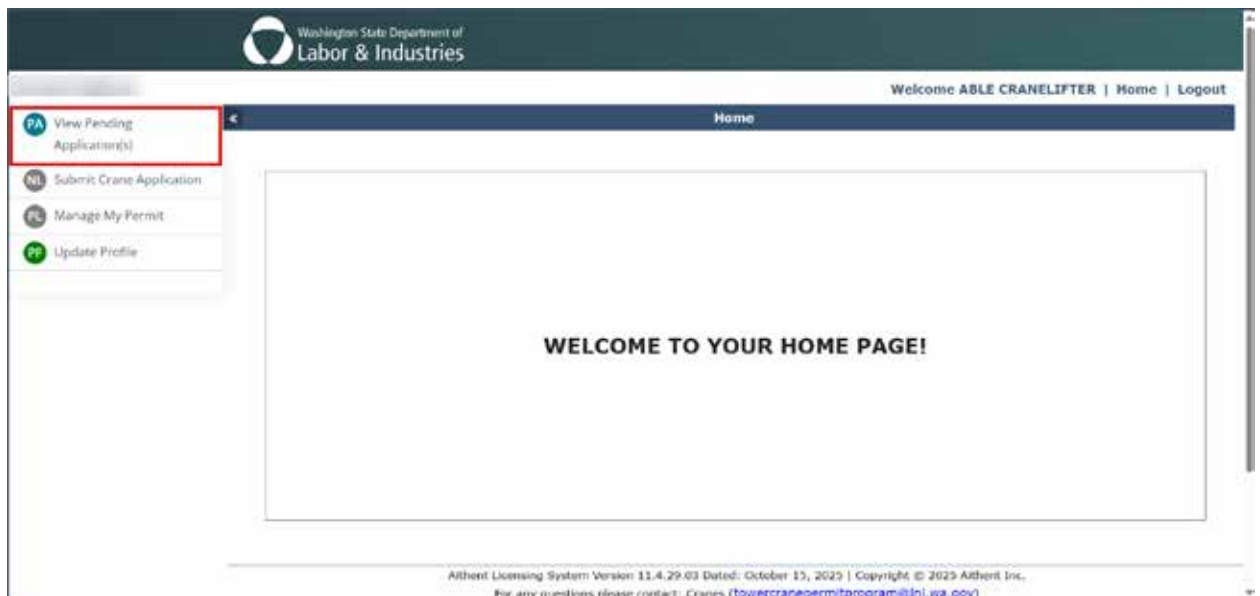
Crane Certification and Permit Management System

View Application after submission and/or Upload additional documentation to an application

1. Viewing a Pending Application After Submission

These steps explain how to view a pending application after it has been submitted, including viewing the status and where the application is in the review process.

1.1 From your Home Screen, select 'View Pending Application(s).'



1.2 The Pending/Incomplete Online Application(s) screen displays a list of any applications currently in review.

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Pending / Incomplete Online Application(s)

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Come back frequently to check the status of your application. Once your application has been approved log back into the system and click on the 'Print Actions' button to print your action. Your action will not be mailed to you.

Pending / Incomplete Online Application(s) [Export](#)

Application Type	Mode	Transaction #	Application Status	Date	Current Step	Application Summary	View Details	Action
Reconfiguration	Online	667	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	665	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	658	Approved for Reconfiguration	10/21/2025	Technical Review	Application Summary	View Details	Withdraw
Reconfiguration	Mail	639	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Mail	637	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Online	612	Pending Application Review	10/03/2025	Administrative Review	Application Summary	View Details	Withdraw
Assembly	Online	648	Incomplete - Application not submitted					Continue Application Withdraw
Assembly	Online	632	Incomplete - Application not submitted					Continue Application Withdraw

1.3 To sort applications ascending/descending by the various columns, click on the column header once or twice, depending on the order you would like the results displayed.

Note: A small arrow will display on the column header, indicating the results have been sorted based on that column.

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In this example, I clicked on the 'Application Type' Column header. The small arrow at the top of the column indicates I have sorted by the column, and in which direction results are sorted.

Pending / Incomplete Online Application(s) [Remove Filter](#) [Export](#)

Application Type	Mode	Transaction #	Application Status	Date	Current Step	Application Summary	View Details	Action
Assembly	Online	648	Incomplete - Application not submitted					Continue Application Withdraw
Assembly	Online	632	Incomplete - Application not submitted					Continue Application Withdraw
Reconfiguration	Online	667	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	665	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	658	Approved for Reconfiguration	10/21/2025	Technical Review	Application Summary	View Details	Withdraw
Reconfiguration	Mail	639	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Mail	637	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Online	612	Pending Application Review	10/03/2025	Administrative Review	Application Summary	View Details	Withdraw

1.4 To filter applications by the available criteria, click on the three horizontal lines in the desired column header. A box with filter criteria will be displayed.

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Pending / Incomplete Online Application(s) Export

Application Type	Mode	Transaction #	Application Status	Date	Current Step	Application Summary	View Details	Action
Reconfiguration	Online	667	Contains	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	665	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	658	Approved for Reconfiguration	10/21/2025	Technical Review	Application Summary	View Details	Withdraw
Reconfiguration	Mail	639	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Mail	637	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Online	612	Pending Application Review	10/03/2025	Administrative Review	Application Summary	View Details	Withdraw
Assembly	Online	648	Incomplete - Application not submitted					Continue Application Withdraw
Assembly	Online	932	Incomplete - Application not submitted					Continue Application Withdraw

1.5 Use the dropdown at the top to change the filter criteria if desired.

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Pending / Incomplete Online Application(s)

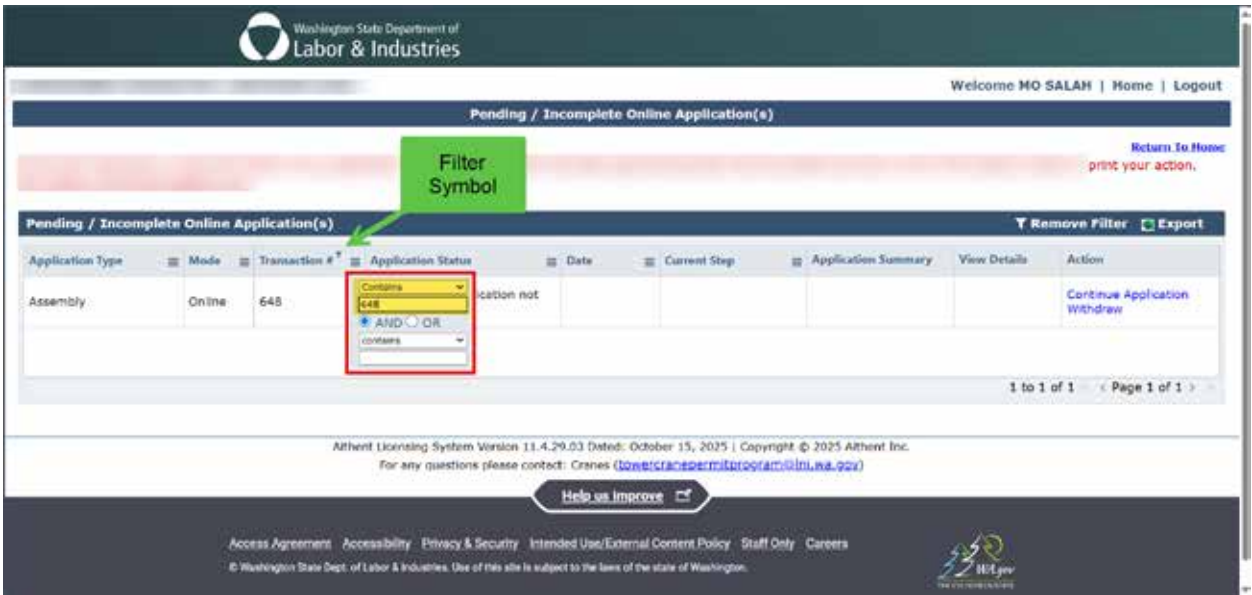
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Pending / Incomplete Online Application(s) Export

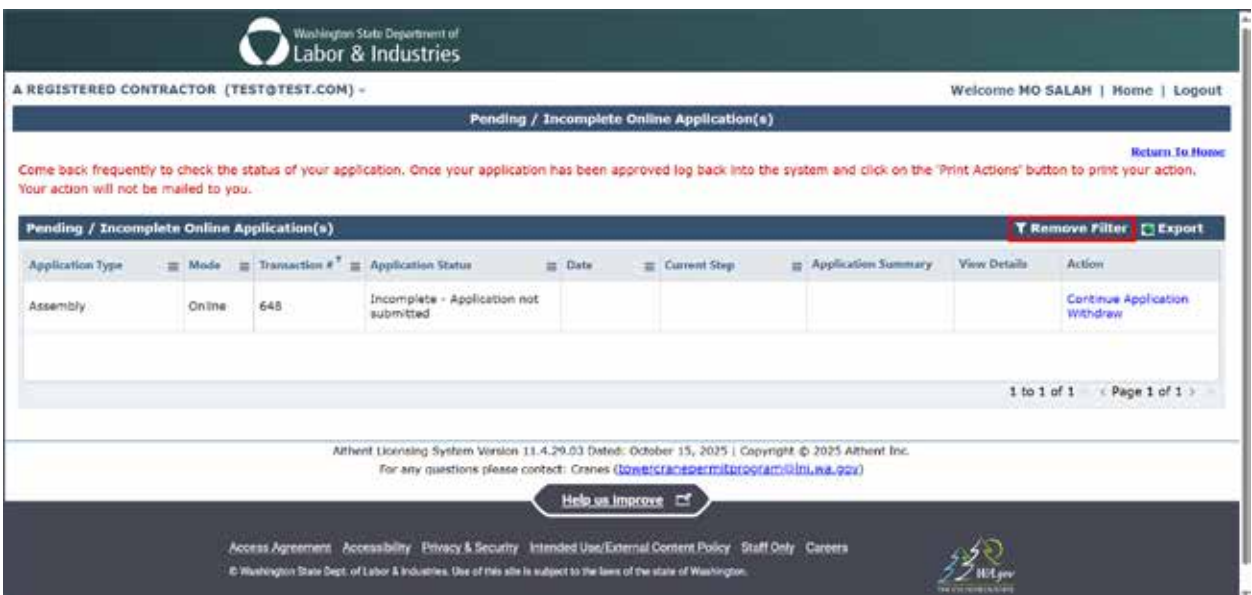
Application Type	Mode	Transaction #	Application Status	Date	Current Step	Application Summary	View Details	Action
Reconfiguration	Online	667	Contains	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	665	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Reconfiguration	Online	658	Approved for Reconfiguration	10/21/2025	Technical Review	Application Summary	View Details	Withdraw
Reconfiguration	Mail	639	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Mail	637	Pending Application Review	10/13/2025	Administrative Review			
Reconfiguration	Online	612	Pending Application Review	10/03/2025	Administrative Review	Application Summary	View Details	Withdraw
Assembly	Online	648	Incomplete - Application not submitted					Continue Application Withdraw
Assembly	Online	932	Incomplete - Application not submitted					Continue Application Withdraw

1.6 Enter the desired criteria you wish to filter by in the bottom text field. For example, if you want to filter by transaction number 648, you can filter the Transaction # column by 'Contains' or 'Equals' and then type 648 in the text field.

Results will be filtered by the criteria entered. A filter symbol is displayed at the top of the column, to show that the results have been filtered by that column.



1.7 To remove the filter criteria and display all of the applications, select 'Remove Filter.'



1.8 The Application Type column displays the type of application (Assembly, Reconfiguration, or Disassembly).

1.9 The 'Mode' column shows how the application was submitted.

Online = The application was submitted online through the Crane Certification and Permit Management System.

Mail = The application was input by L&I staff

Note: Unless the online portal is experiencing technical difficulties, applications must be submitted online. Applications input by L&I staff will likely only occur in the case of a system outage requiring users to temporarily submit 'paper' applications, and possibly during the transition from the old system to the new system if the need arises.

1.10 The Transaction # column displays the Application Transaction Number linked to the application.

1.11 The Application Status column will show the current status of the application in real time.

Potential Statuses You May See:

Incomplete – Application not submitted = The application is in draft status and has not yet been submitted to L&I.

Pending Application Review = The initial status the application will be in once it is submitted.

Pending Technical Review = The first/administrative phase of the application review has been completed; the application is now in the second/technical phase of review.

Hold - Document/Information Requested = L&I requires additional documentation or information; the application is in this status until the requested documentation/information is received and reviewed.

Pending Safety Conference = The safety conference has been scheduled and L&I is waiting for it to be completed.

Pending Safety Conference - Missing Information = The safety conference was conducted and it was determined there is information or documentation missing.

Approved for Assembly = The crane has been approved for assembly; a tower crane permit is now issued.

Approved for Reconfiguration = The crane reconfiguration is approved (no separate permit is issued for Reconfiguration).

Approved for Disassembly = The disassembly of the crane has been approved (no separate permit is issued for Disassembly).

Approved for Use - LNI Inspection Outstanding = The crane has been approved for use; an L&I inspection is pending.

1.12 The Date column displays the date the application was submitted. If the application has not been submitted, this column will show as blank.

1.13 The Current Step column will show whether the application is in Administrative Review (the initial stage of the review process), or Technical Review (the second stage of the review process). An application will be in one of these two steps throughout the entire review process.

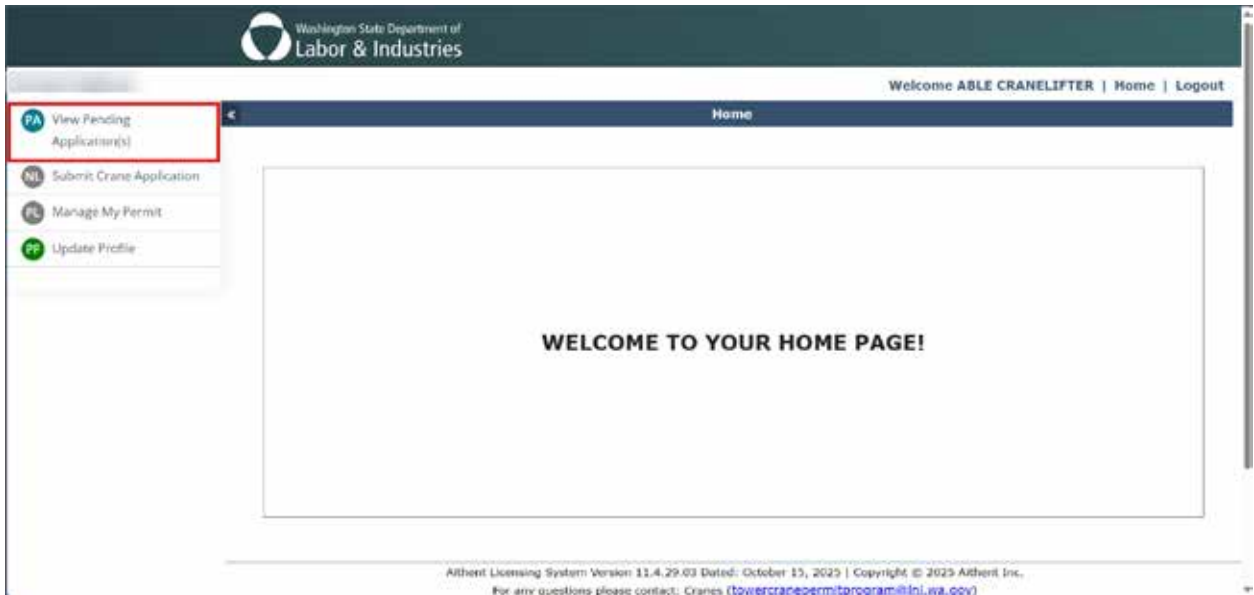
1.14 The application Summary column provides a link for applications submitted online. Clicking the link will result in a PDF summary of the application being generated and downloaded. The downloaded PDF can be saved locally on your device or printed, if desired.

1.15 The View Details link will take you to the Pending Application Details screen. From here, there is a Check List section where you can upload additional documentation to your application after the application has been submitted. *This process is discussed in detail in part 2 below.*

2. Uploading Additional Documentation to an Application After Submission

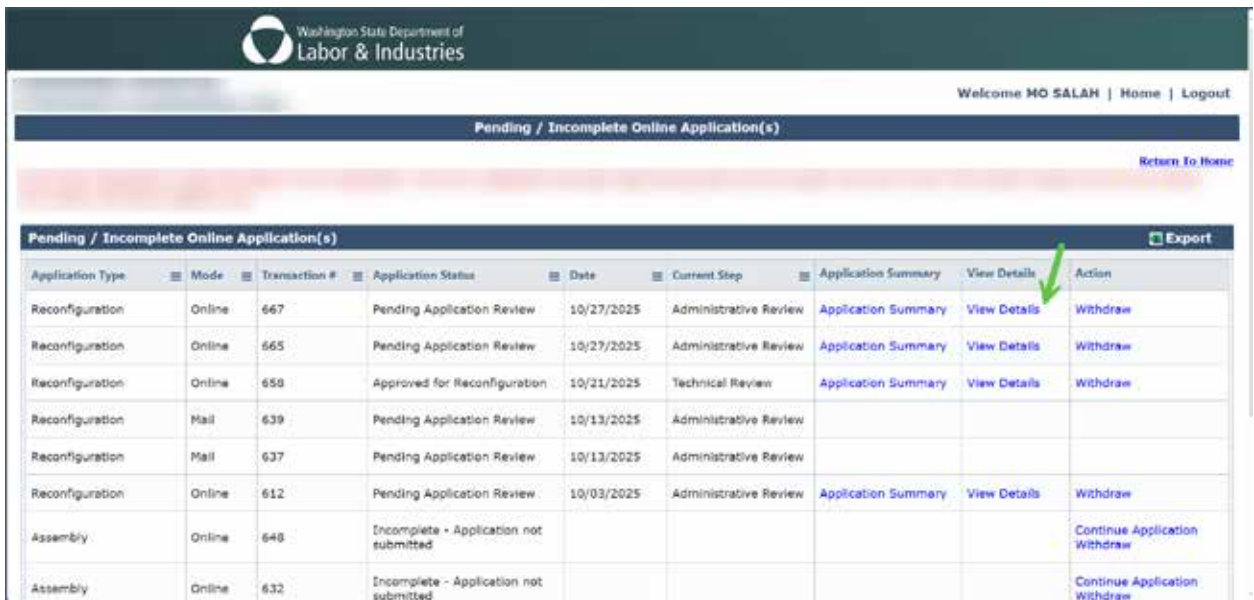
These steps explain how to upload (attach) additional documents linked to your application after the application has been submitted, and while it is still in the review process.

2.1 From your Home Screen, select 'View Pending Application(s).'

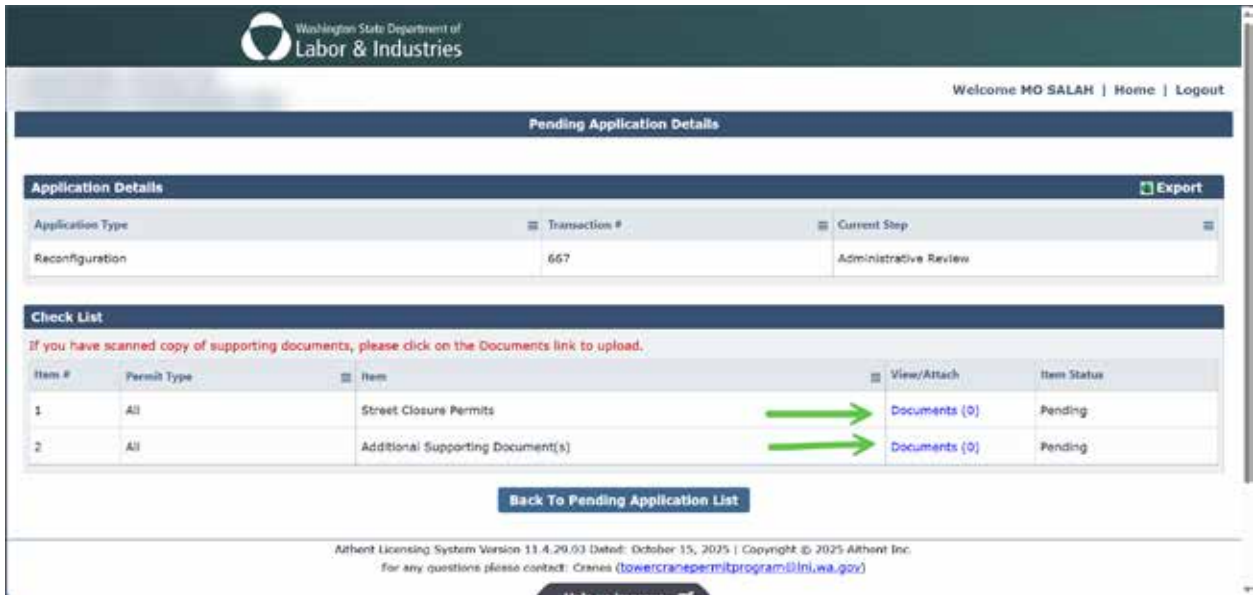


2.2 Find the application in the list that you want to attach additional documentation to.

2.3 Select the blue 'View Details' link in the View Details column for the application to display the Pending Application Details screen.



2.4 In the Check List section, find the line item that best describes the additional documentation you wish to submit. Click on the blue Documents () link in the View/Attach column for that line item.



2.5 In the Document Upload screen:

- Click 'Add.'
- Select the newly displayed 'Choose File' button.
- Find the document you wish to upload, select the document, and click 'Open.'
- Repeat steps a) through c) for any additional documents you wish to attach.
- When you are done attaching files, click 'Upload.'

