


DOB NOW: *Build* – Complete Statements & Signatures Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to complete Statements & Signatures.

Step	Action
1.	<p>Select the Statements & Signatures Tab.</p> 



DOB NOW: *Build* – STATEMENTS & SIGNATURES STEP-BY-STEP GUIDE

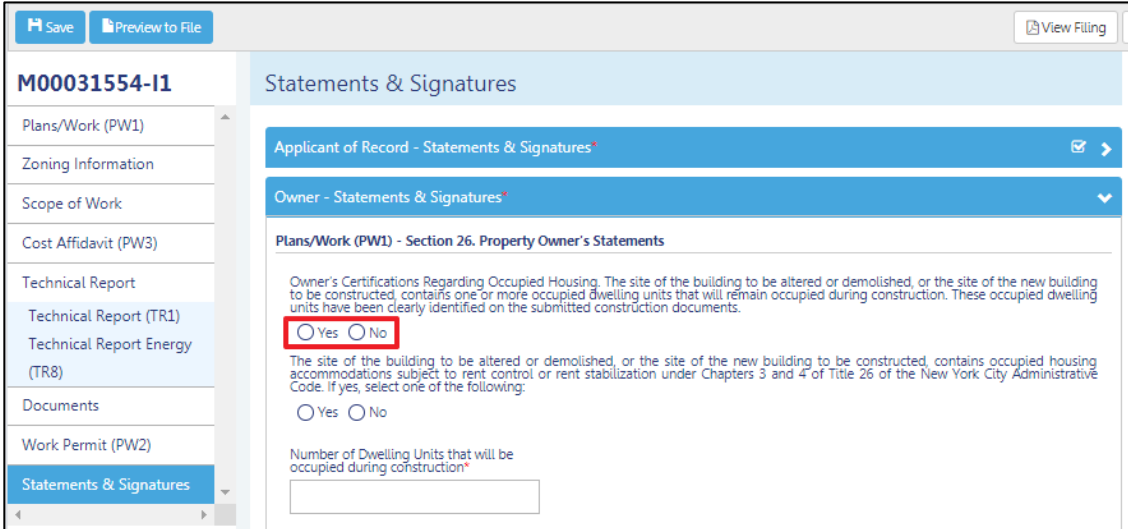

Step	Action
	<p>The Applicant of Record – Statements & Signatures displays with an electronic checkbox at the end of the section.</p> <div style="border: 1px solid black; padding: 5px;">  </div>

DOB NOW: *Build* – STATEMENTS & SIGNATURES STEP-BY-STEP GUIDE


Step	Action
2.	<p>Select the applicable radio button for Technical Report Energy TR8 – Section 4. Applicant’s Statements.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> Applicant of Record - Statements & Signatures* ▼ </div> <hr/> <p>Plans/Work (PW1) - Section 25. Applicant’s Statements</p> <p>Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report of certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.</p> <hr/> <p>Cost Affidavit (PW3) - Section 6. Applicant’s Statements</p> <p>I hereby state the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I also understand it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report of certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.</p> <hr/> <p>Technical Report (TR1) - Section 5. Applicant’s Statements</p> <p>I have identified all of the special inspections, progress inspections and tests required for compliance with BC 1704.1.</p> <p>I will ensure that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified herein for which they are required are acceptable, and if they are not acceptable, I will so notify the department.</p> <p>I hereby certify that the work indicated herein has been performed in accordance with the requirements of the New York City Construction Codes and other applicable rules and regulations, except where reported adversely.</p> <hr/> <p>Technical Report Energy (TR8) - Section 4. Applicant’s Statements</p> <p>I have identified herein all of the progress inspections, and commissioning required for compliance and determined whether commissioning is required. Commissioning is required for applications where C408 or ASHRAE 90.1 Section 6.7.2.4 requires commissioning. Check one:</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <input type="radio"/> This project requires commissioning and a preliminary report certification will be provided prior to sign off </div> <div style="margin: 5px 0;"> <input type="radio"/> This project does not require commissioning </div> <hr/> <p>Professional Certification (POC1) (applicable only for professionally certified jobs)</p> <p>I hereby state that I have exercised a professional standard of care in certifying that the filed application is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this application has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.</p> <hr/> <p><input type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that, an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied, to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>Name</p> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="text-align: center;"> <p>Date</p> <input style="width: 150px; height: 20px;" type="text"/> </div> </div> </div>
3.	<p>Click the checkbox (<input type="checkbox"/>) to electronically sign the Applicant of Record – Statements & Signatures.</p>

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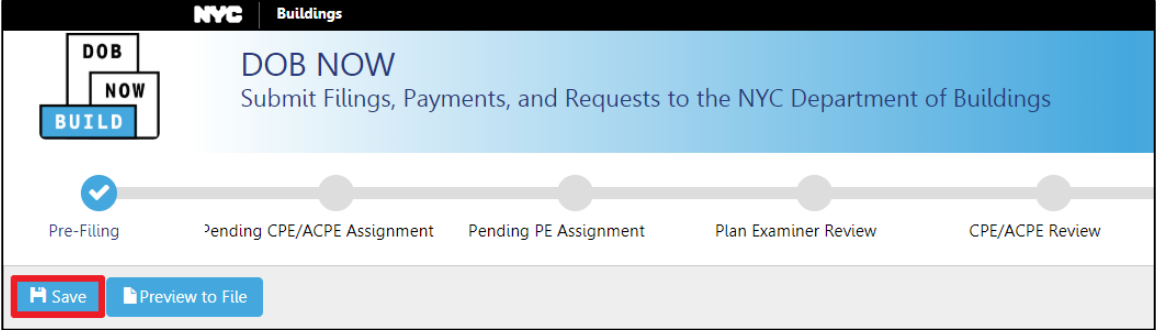
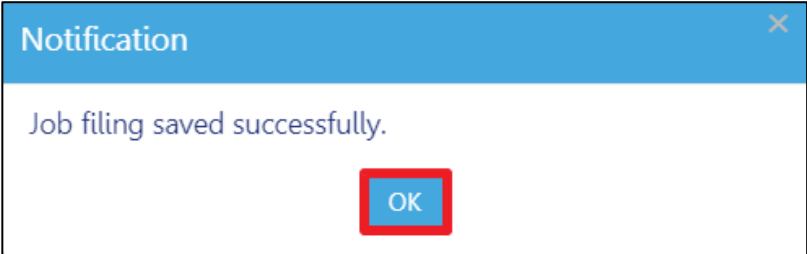
Step	Action																		
	<p>The Name and the Date fields’ auto-populate after the checkbox is clicked.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Professional Certification (POC1) (applicable only for professionally certified jobs)</p> <p>I hereby state that I have exercised a professional standard of care in certifying that the filed application is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this application has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.</p> <p><input type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures’ terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand, and I further agree that, an uploaded electronic image of my signature and professional seal that is part of this application is hereby applied, to this signed statement and each document and statement listed above as if I had personally signed and sealed these statements and documents by hand.</p> <div style="border: 2px solid red; padding: 5px; display: flex; justify-content: space-around;"> <input style="width: 150px; height: 20px;" type="text" value="Name"/> <input style="width: 150px; height: 20px;" type="text" value="Date"/> </div> </div>																		
	<p>Scroll-down to and click on the electronic checkbox to display the Owner - Statements & Signatures section.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; display: flex; justify-content: space-between;"> Save Preview to File </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>M00031554-I1</p> <p>Plans/Work (PW1)</p> <p>Zoning Information</p> <p>Scope of Work</p> <p>Cost Affidavit (PW3)</p> <p>Technical Report</p> <p>Technical Report (TR1)</p> <p>Technical Report Energy (TR8)</p> <p>Documents</p> <p>Work Permit (PW2)</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">Statements & Signatures</p> </div> <div style="width: 75%; padding-left: 5px;"> <p style="background-color: #4F81BD; color: white; padding: 2px;">Statements & Signatures</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">Applicant of Record - Statements & Signatures*</p> <p style="background-color: #4F81BD; color: white; padding: 2px; border: 2px solid red;">Owner - Statements & Signatures</p> <p style="background-color: #f0f0f0; padding: 2px;">Plans/Work (PW1) - Section 26. Property Owner's Statements</p> <p><small>Owner's Certifications Regarding Occupied Housing. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains a more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.</small></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><small>The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:</small></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Number of Dwelling Units that will be occupied during construction*</p> <input style="width: 100%;" type="text"/> <p>Owner Type*</p> <p>Select Owner Type ▼</p> <p>Is the deed holder a non-profit organization?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Email*</td> <td style="width: 33%;">Name*</td> <td style="width: 33%;">Relationship to Owner</td> </tr> <tr> <td><input style="width: 100%;" type="text" value="Please enter email address"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Business Name/Agency Name*</td> <td>Street Address*</td> <td>City*</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>State*</td> <td>Zip*</td> <td>Telephone Number</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> </table> <p><small>If I am a condo unit owner or co-op tenant-shareholder, I further represent that I am authorized by the condo or co-op board to sign this application on behalf of such board.</small></p> <p><small>Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required by the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy at the time prescribed by law.</small></p> </div> </div> </div>	Email*	Name*	Relationship to Owner	<input style="width: 100%;" type="text" value="Please enter email address"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Business Name/Agency Name*	Street Address*	City*	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	State*	Zip*	Telephone Number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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Step	Action
4.	<p>Select the applicable radio button (e.g., No) for “Owner’s Certifications Regarding Occupied House. The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.”</p> 
5.	<p>Select the applicable radio button (e.g., No) for “The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. If yes, select one of the following:”</p> 

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Step	Action									
6.	<p>Enter the Number of Dwelling Units that will be occupied during construction.</p> <div data-bbox="269 348 721 512" style="border: 1px solid black; padding: 5px;"> <p>Number of Dwelling Units that will be occupied during construction*</p> <div style="border: 2px solid red; width: 150px; height: 20px; margin: 5px 0;"></div> </div>									
7.	<p>Enter the Owner Type.</p> <div data-bbox="269 621 699 737" style="border: 1px solid black; padding: 5px;"> <p>Owner Type*</p> <div style="border: 2px solid red; padding: 2px;"> Select Owner Type ▼ </div> </div>									
8.	<p>Select the applicable radio button (e.g., No) for “Is the deed holder a non-profit organization?”</p> <div data-bbox="269 884 716 974" style="border: 1px solid black; padding: 5px;"> <p>Is the deed holder a non-profit organization?*</p> <div style="border: 2px solid red; padding: 2px;"> <input type="radio"/> Yes <input type="radio"/> No </div> </div>									
	<p>Note It is optional for the Applicant or Filing Representative to complete Plans/Work (PW1) - Section 26. Property Owner's Statements. However, the Owner must log in, verify the information, and electronically sign by clicking the checkbox.</p> <p>By entering the Owner's Email Address, a notification will be sent to their email with the job filing number and it will appear on the Owner's DOB NOW Dashboard.</p> <div data-bbox="363 1331 1386 1558" style="border: 1px solid black; padding: 5px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 2px;"> <p>Email Address*</p> <div style="border: 2px solid red; padding: 2px;">AJOETEST2@GMAIL.COM</div> </td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 2px;"> <p>Name *</p> <div style="border: 1px solid #ccc; padding: 2px;">ADAM JOE2</div> </td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 2px;"> <p>Relationship to Owner</p> <div style="border: 1px solid #ccc; height: 20px;"></div> </td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 2px;"> <p>Business Name/Agency Name*</p> <div style="border: 1px solid #ccc; padding: 2px;">AJ2</div> </td> <td style="border-bottom: 1px solid #ccc; padding: 2px;"> <p>Street Address*</p> <div style="border: 1px solid #ccc; padding: 2px;">AJ2</div> </td> <td style="border-bottom: 1px solid #ccc; padding: 2px;"> <p>City*</p> <div style="border: 1px solid #ccc; padding: 2px;">NYC</div> </td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 2px;"> <p>State*</p> <div style="border: 1px solid #ccc; padding: 2px;">NY</div> </td> <td style="border-bottom: 1px solid #ccc; padding: 2px;"> <p>Zip Code*</p> <div style="border: 1px solid #ccc; padding: 2px;">10000</div> </td> <td style="border-bottom: 1px solid #ccc; padding: 2px;"> <p>Telephone Number</p> <div style="border: 1px solid #ccc; padding: 2px;">2012223333</div> </td> </tr> </table> </div>	<p>Email Address*</p> <div style="border: 2px solid red; padding: 2px;">AJOETEST2@GMAIL.COM</div>	<p>Name *</p> <div style="border: 1px solid #ccc; padding: 2px;">ADAM JOE2</div>	<p>Relationship to Owner</p> <div style="border: 1px solid #ccc; height: 20px;"></div>	<p>Business Name/Agency Name*</p> <div style="border: 1px solid #ccc; padding: 2px;">AJ2</div>	<p>Street Address*</p> <div style="border: 1px solid #ccc; padding: 2px;">AJ2</div>	<p>City*</p> <div style="border: 1px solid #ccc; padding: 2px;">NYC</div>	<p>State*</p> <div style="border: 1px solid #ccc; padding: 2px;">NY</div>	<p>Zip Code*</p> <div style="border: 1px solid #ccc; padding: 2px;">10000</div>	<p>Telephone Number</p> <div style="border: 1px solid #ccc; padding: 2px;">2012223333</div>
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Step	Action
9.	<p>Click the checkbox (<input type="checkbox"/>) to electronically sign the Owner – Statements & Signatures.</p> <div data-bbox="269 331 1422 619"><p>Professional Certification (POC1) (applicable only for professionally certified jobs)</p><p>I have read and am fully aware of the applicant's above statement that this job will be professionally certified, and agree to bring into compliance any construction which is found not to comply with all applicable laws and regulations.</p><p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.</p><p>Name <input type="text"/> Date <input type="text"/></p></div>
	The Name and the Date fields will auto-populate after the checkbox is clicked.
10.	<p>Located in the upper left hand corner of the page, click Save.</p> <div data-bbox="269 798 1422 1125"></div>
11.	<p>A Notification pop-up window with the message “Job filing saved successfully” displays.</p> <p>Click OK to close the notification.</p> <div data-bbox="269 1310 1071 1562"></div>
<p>You have completed the Statements & Signatures Step-by-Step Guide.</p> <p>After all associated parties to the job filing have completed the Statements & Signatures section and all associated fees are paid, the Applicant can submit the job filing to The Department of Buildings for review.</p>	