

DOB

NOW

BUILD



# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## COST AFFIDAVIT (PW3) FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Cost Affidavit (PW3) in DOB NOW: *Build*.

The examples shown and used in this Step-by-Step Guide are specific to Cost Affidavit (PW3) Information.

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW)

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO)

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP)



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## Guidelines

### **COST AFFIDAVIT (PW3)**

1. The Cost Affidavit is applicable for all Alteration except for Curb Cut, Sidewalk Shed, Construction Fence, Supported Scaffold.
2. The Cost Affidavit per job filing will reflect the Total Estimated Job Cost at the time of Plan Approval for each of the work type that are included in the Job Filing.
3. The LOC cannot be requested unless the Final Job Cost details are updated on the respective Job Filing.

### **ROLES & RESPONSIBILITIES**

1. The Applicant of Record for the Cost Affidavit can be a Professional Engineer or a Registered Architect but does not have to be the same Applicant of Record as appears on the main Job Filing.
2. The Applicant of Record must attest to the created Job Filing.
3. The Owner must attest to the created Job Filing.
4. The Applicant of Record and the Owner can be the same person.
5. A Delegated Associates (Filing Representative Class II or Other Licensee) can be added to a Job Filing and can act on behalf of the Applicant of Record.

### **For FILING REPRESENTATIVES only**

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Job Filing Requests). However, they can perform data-entry functions to provide information and upload documents.
2. Filing Representative cannot attest.

## SYSTEM GUIDELINES

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
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.

The screenshot displays a web form with the following elements:

- Email\***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
- Applicant Type\***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
- Last Name**: A grayed-out text input field with a red box around it, labeled with a red circle '2'.
- Filing Representative Information**: A section header.
- + Add Representative**: A blue button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333, and icons for edit and delete.
- Scroll Bar**: A horizontal scroll bar with a red box around it, labeled with a red circle '3'.
- Total Items: 1**: Text below the scroll bar.
- Navigation**: A set of navigation buttons (back, forward, first, last) and a dropdown menu for "Items Per Page" set to 5.
- Page Info**: "1 - 1 of 1 items" at the bottom right.

## ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: [www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

## DOB NOW: *Build* – COST AFFIDAVIT (PW3) Step-By-Step Guide



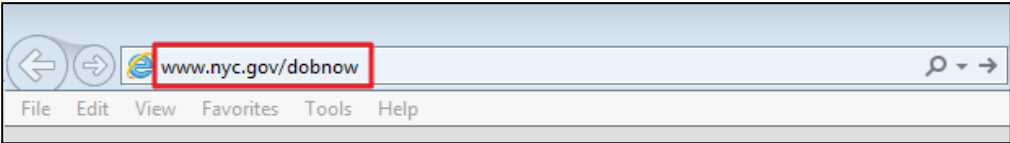
In these Step-by-Step Guides, you will learn how to:

Log into DOB NOW \_\_\_\_\_ 4

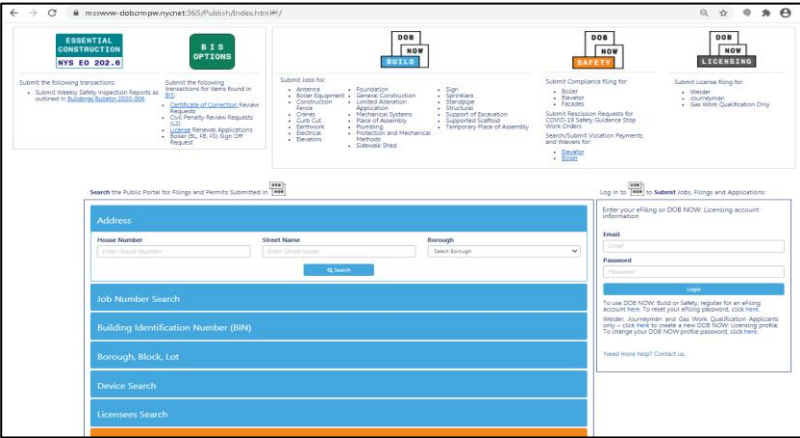
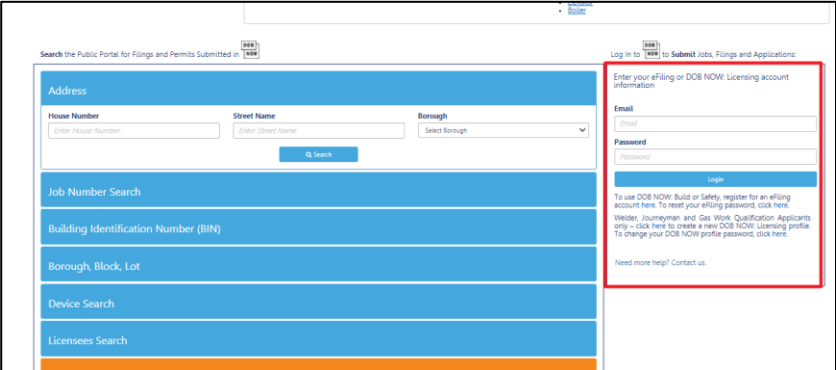
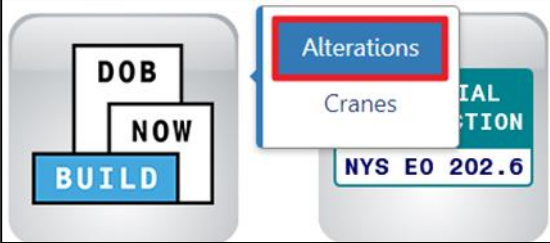
DOB NOW: *Build* – Enter Cost Affidavit (PW3) Step-By-Step Guide \_\_\_\_\_ 7

## Log into DOB NOW

Complete the following steps to log in to DOB NOW: *Build*:

Step	Action
	<p><b>Note</b> In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</p> <ul style="list-style-type: none"> <li>■ <i>How to Register for eFiling:</i> <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></li> <li>■ <i>How to Turn Off Pop-up Blockers:</i> <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></li> </ul>
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press <b>Enter</b> on your keyboard.</p>

# DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

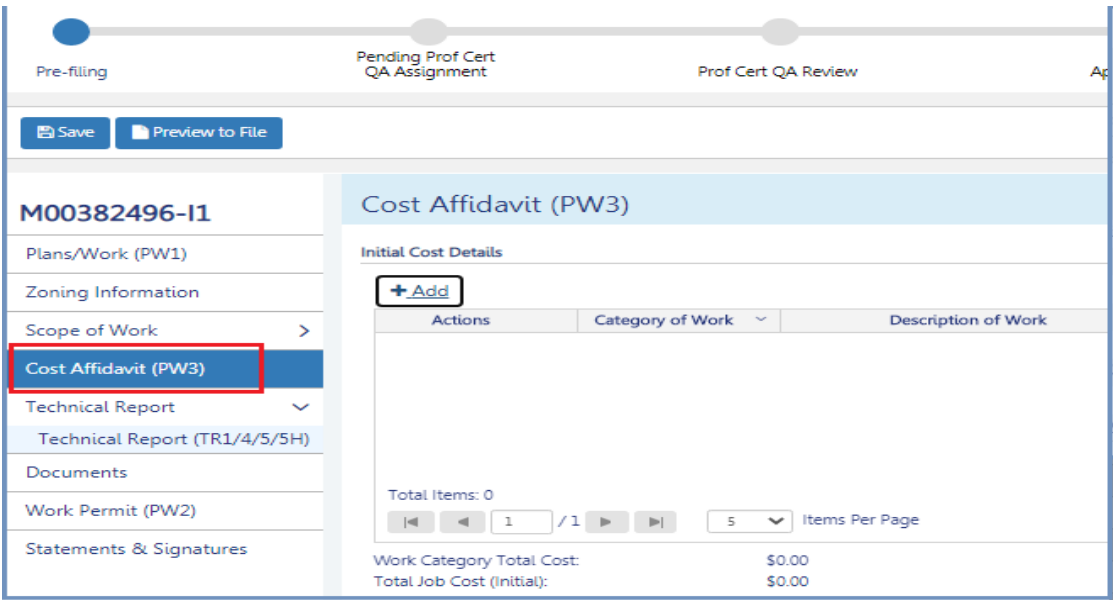

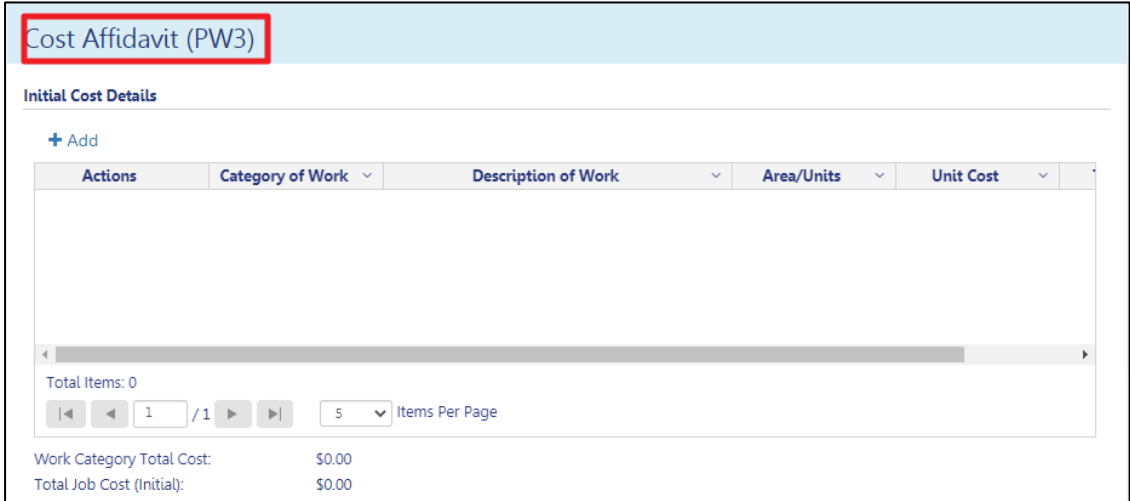
Step	Action
4.	<p>The DOB NOW Homepage will display.</p> 
5.	<p>Log in using your registered eFiling Email and Password. Click <b>Login</b>.</p> 
6.	<p>Hover over the DOB NOW: <i>Build</i> Box Click <b>Alterations</b>.</p> 

**DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE**

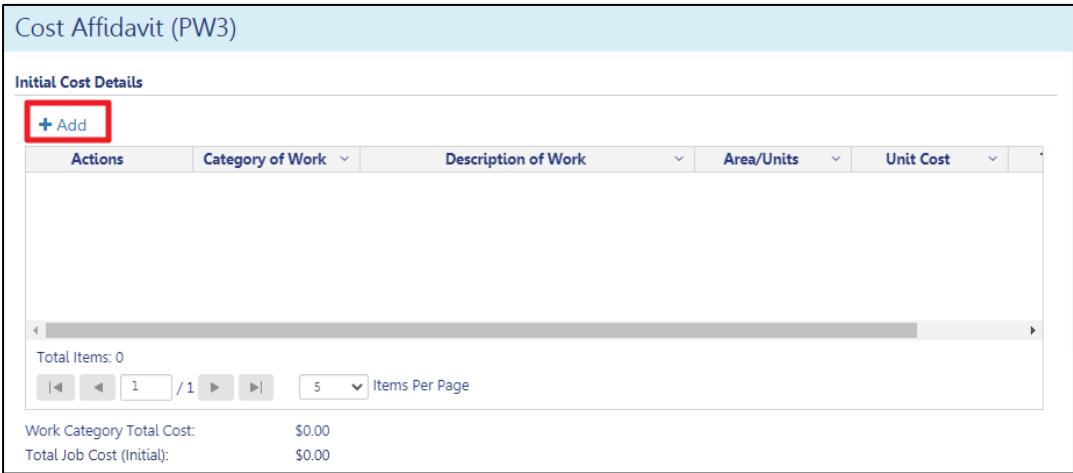

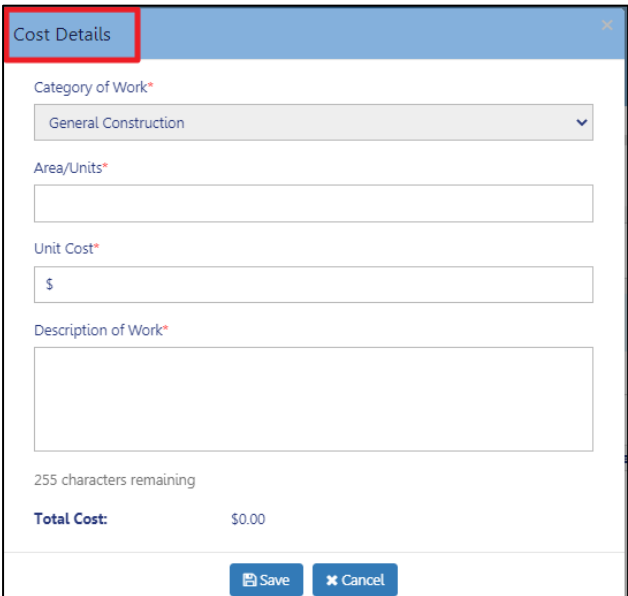
Step	Action																																																																																								
7.	<p>Your dashboard displays.</p> <p>Click on the Job filing to enter Cost Affidavit PW3 information.</p> <div data-bbox="311 390 1401 961" style="border: 1px solid black; padding: 5px;"> <p><b>Job Filings</b></p> <p>Filter My Jobs ▾</p> <table border="1"> <thead> <tr> <th>View</th> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> <th>Filing Type</th> <th>Filing Status</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Select Action: ▾</td> <td>X00382510</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Approved</td> <td>123</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>M00382509</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Entire</td> <td>500</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>Q00382501</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pending Plan Examiner Assignment</td> <td>150</td> </tr> <tr style="border: 2px solid red;"> <td></td> <td>Select Action: ▾</td> <td>M00382496</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pre-filing</td> <td>280</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>B00382495</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Entire</td> <td>201</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>X00382495</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Entire</td> <td>750</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>Q00382494</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Permit Entire</td> <td>14-</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>Q00382489</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pending CPE/ACPE Assignment</td> <td>119</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>X00382488</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pre-filing</td> <td>234</td> </tr> <tr> <td></td> <td>Select Action: ▾</td> <td>X00382483</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pending Prof Cert QA Assignment</td> <td>199</td> </tr> </tbody> </table> </div>	View	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status			Select Action: ▾	X00382510	I1	Alteration	New Job Filing	Approved	123		Select Action: ▾	M00382509	I1	Alteration	New Job Filing	Permit Entire	500		Select Action: ▾	Q00382501	I1	Alteration	New Job Filing	Pending Plan Examiner Assignment	150		Select Action: ▾	M00382496	I1	Alteration	New Job Filing	Pre-filing	280		Select Action: ▾	B00382495	I1	Alteration	New Job Filing	Permit Entire	201		Select Action: ▾	X00382495	I1	Alteration	New Job Filing	Permit Entire	750		Select Action: ▾	Q00382494	I1	Alteration	New Job Filing	Permit Entire	14-		Select Action: ▾	Q00382489	I1	Alteration	New Job Filing	Pending CPE/ACPE Assignment	119		Select Action: ▾	X00382488	I1	Alteration	New Job Filing	Pre-filing	234		Select Action: ▾	X00382483	I1	Alteration	New Job Filing	Pending Prof Cert QA Assignment	199
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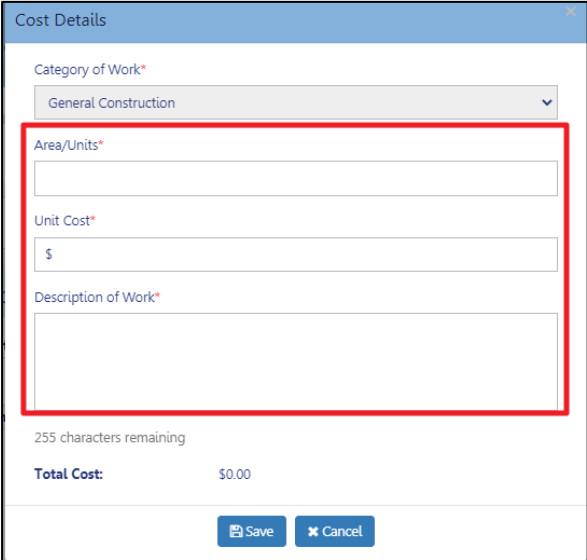

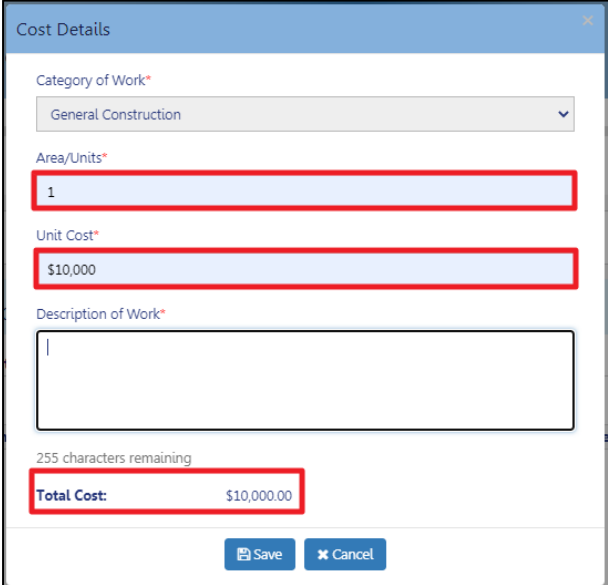
# DOB NOW: *Build* – Enter Cost Affidavit (PW3) Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to complete the following steps to enter the Cost Affidavit (PW3):



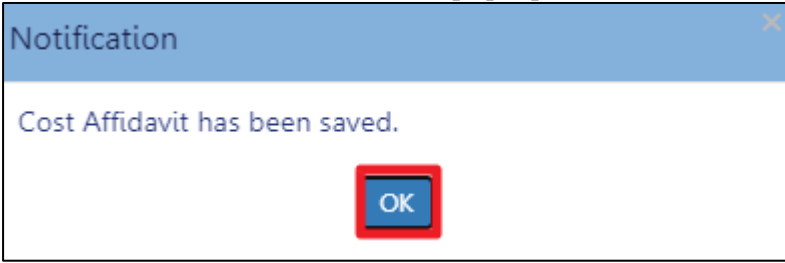
Step	Action
1.	<p>Select the <b>Cost Affidavit (PW3)</b> tab.</p>  <p>The screenshot shows a progress bar at the top with four stages: Pre-filing, Pending Prof Cert QA Assignment, Prof Cert QA Review, and Ap. Below the progress bar are 'Save' and 'Preview to File' buttons. The sidebar on the left lists various sections: M00382496-I1, Plans/Work (PW1), Zoning Information, Scope of Work, <b>Cost Affidavit (PW3)</b> (highlighted with a red box), Technical Report, Technical Report (TR1/4/5/5H), Documents, Work Permit (PW2), and Statements &amp; Signatures. The main content area is titled 'Cost Affidavit (PW3)' and contains an 'Initial Cost Details' section with a '+ Add' button and a table with columns: Actions, Category of Work, and Description of Work. Below the table are 'Total Items: 0', pagination controls (1 / 1), and '5 Items Per Page'. At the bottom, it shows 'Work Category Total Cost: \$0.00' and 'Total Job Cost (Initial): \$0.00'.</p>
	<p>The <b>Cost Affidavit (PW3)</b> section displays.</p>  <p>The close-up screenshot shows the 'Cost Affidavit (PW3)' section with a red box around the title. Below the title is the 'Initial Cost Details' section with a '+ Add' button and a table with columns: Actions, Category of Work, Description of Work, Area/Units, and Unit Cost. Below the table are 'Total Items: 0', pagination controls (1 / 1), and '5 Items Per Page'. At the bottom, it shows 'Work Category Total Cost: \$0.00' and 'Total Job Cost (Initial): \$0.00'.</p>





Step	Action
2.	<p>Click <b>+ Add</b> to enter the <b>Initial Cost Details</b>.</p> 
	<p>The <b>Cost Details</b> pop-up window displays. Cost Details for each work type in the Job Filing should be added</p> 

Step	Action
3.	<p>Complete the following required fields in the <b>Cost Details</b> pop-up window:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Area/Units</b></li> <li><input type="checkbox"/> <b>Unit Cost</b></li> <li><input type="checkbox"/> <b>Description of Work</b></li> </ul>  <p>The screenshot shows the 'Cost Details' pop-up window. The 'Category of Work' is set to 'General Construction'. The 'Area/Units' field is highlighted with a red box. The 'Unit Cost' field is empty, and the 'Description of Work' field is empty. The 'Total Cost' is displayed as \$0.00. There are 'Save' and 'Cancel' buttons at the bottom.</p>
	<p>The <b>Total Cost</b> displays at the bottom of the <b>Cost Details</b> pop-up window.  The <b>Total Cost</b> is equal to the <b>Area/Units</b> multiplied by the <b>Unit Cost</b>.</p>  <p>The screenshot shows the 'Cost Details' pop-up window with the 'Area/Units' field set to '1' and the 'Unit Cost' field set to '\$10,000'. The 'Description of Work' field is empty. The 'Total Cost' is displayed as '\$10,000.00' and is highlighted with a red box. There are 'Save' and 'Cancel' buttons at the bottom.</p>

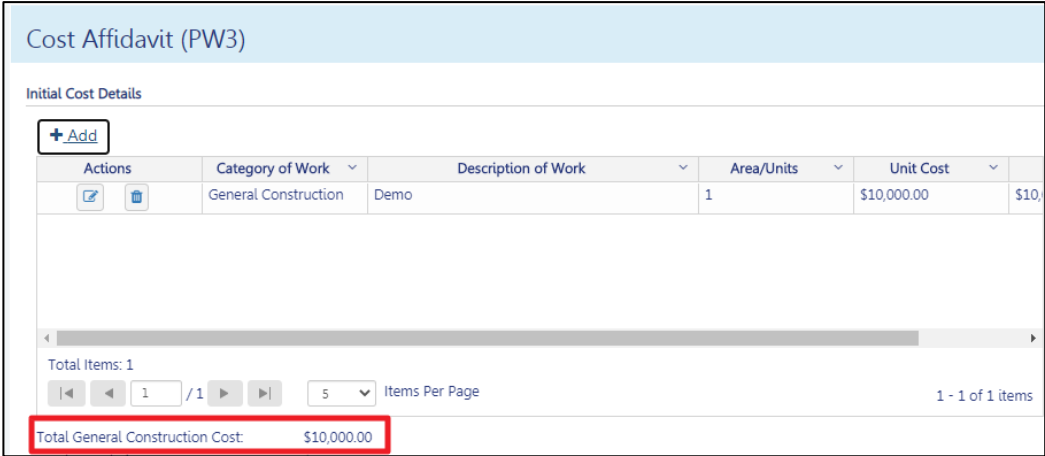
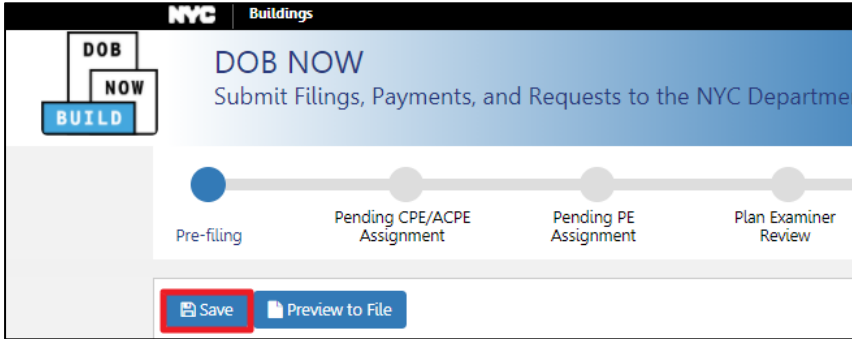
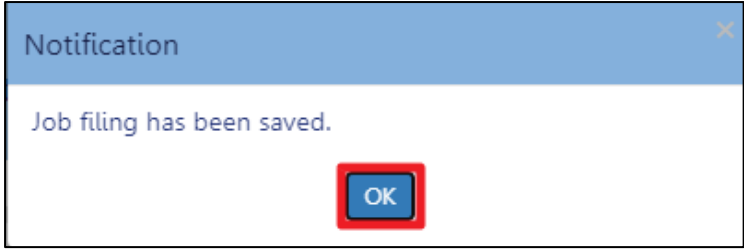
## DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

Step	Action
	<p><b>Note</b> In order to submit the job filing successfully, the Total Cost amount displayed after completing the entry fields in the Cost Details pop-up window must match the value entered in the Estimated Total Cost field in the Plans/Work (PW1) tab.</p> <p>For Sign job filings, values entered in the Cost Details pop-up window must match with the figures entered in the Estimated Total Cost field in the Plans/Work (PW1) tab and the Total Cost in the Sign Details tab.</p>
4.	<p>Click <b>Save</b>.</p> 
5.	<p>The following Notification pop-up window with the message “<b>Cost Affidavit has been saved.</b>” will appear.</p> <p>Click <b>OK</b> to close the <b>Notification</b> pop-up window.</p> 

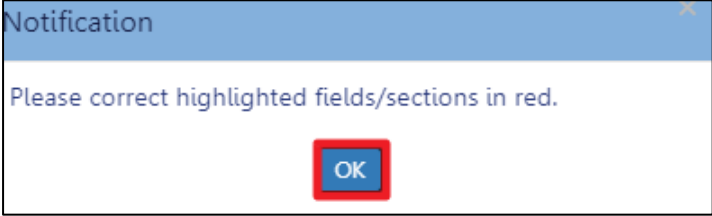

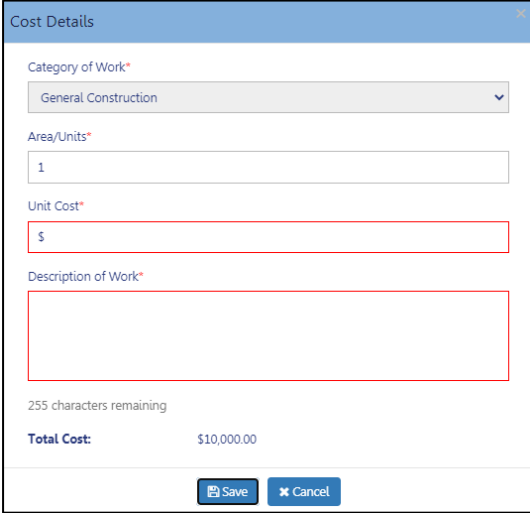

**DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE**

Step	Action
	<p><b>Note</b> The Total Job Cost (Initial) can be comprised of multiple Initial Cost Details records in the Initial Cost Details grid. To add an additional Initial Cost Details record, repeat steps 2 – 5.</p> <div data-bbox="375 443 1406 848"> </div>
	<p>The <b>Initial Cost Details</b> record displays in the <b>Initial Cost Details</b> grid.</p> <div data-bbox="282 1026 1333 1493"> </div>

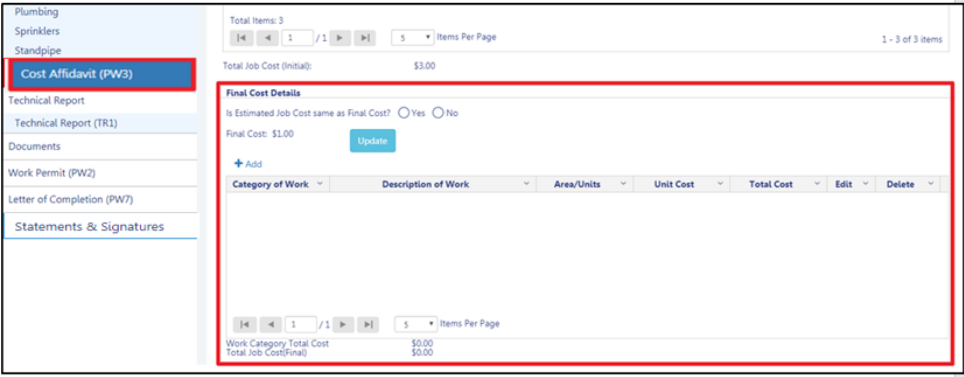

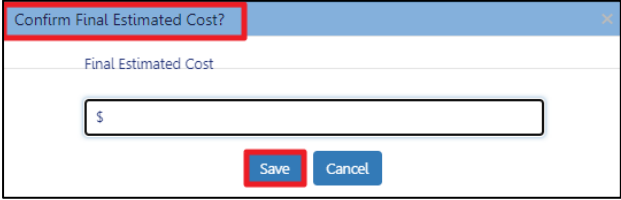
## DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

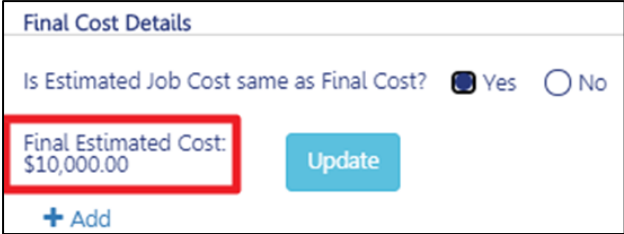

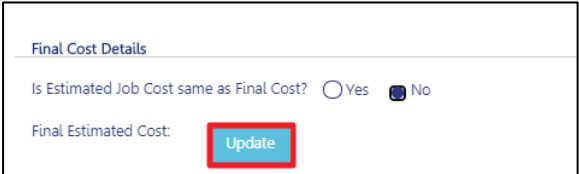
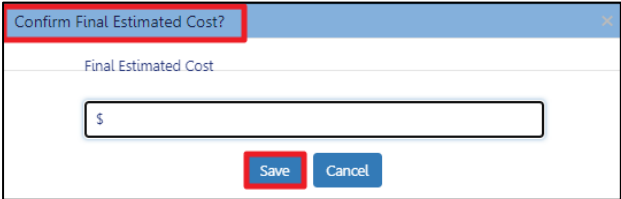
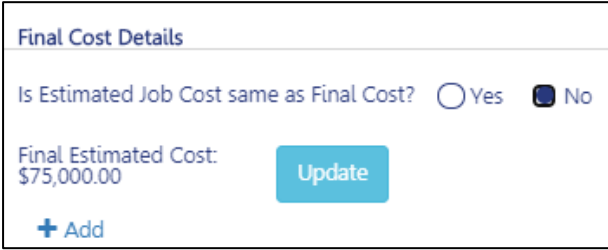
Step	Action												
	<p>The <b>Total Job Cost (initial)</b> for each listing displays at the bottom of the section.</p>  <p>The screenshot shows the 'Cost Affidavit (PW3)' interface. It features a table with the following data:</p> <table border="1"><thead><tr><th>Actions</th><th>Category of Work</th><th>Description of Work</th><th>Area/Units</th><th>Unit Cost</th><th></th></tr></thead><tbody><tr><td> </td><td>General Construction</td><td>Demo</td><td>1</td><td>\$10,000.00</td><td>\$10,000.00</td></tr></tbody></table> <p>Below the table, there is a summary row: <b>Total General Construction Cost: \$10,000.00</b>. The 'Save' button in the screenshot is highlighted with a red box.</p>	Actions	Category of Work	Description of Work	Area/Units	Unit Cost			General Construction	Demo	1	\$10,000.00	\$10,000.00
Actions	Category of Work	Description of Work	Area/Units	Unit Cost									
	General Construction	Demo	1	\$10,000.00	\$10,000.00								
6.	<p>Click <b>Save</b>, located in the upper left corner.</p>  <p>The screenshot shows the NYC Buildings DOB NOW interface. It includes a progress bar with four stages: Pre-filing, Pending CPE/ACPE Assignment, Pending PE Assignment, and Plan Examiner Review. The 'Save' button is highlighted with a red box.</p>												
7.	<p>A <b>Notification</b> pop-up window with the message “<b>Job filing has been saved.</b>” displays. Click <b>OK</b> to close the Notification pop-up window.</p>  <p>The screenshot shows a Notification pop-up window with the message: <b>Job filing has been saved.</b> The 'OK' button is highlighted with a red box.</p>												

**DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE**

Step	Action
8.	<p>If any required fields are incomplete, a Notification pop-up window with the message “<b>Please correct highlighted fields/sections in red</b>” displays.</p> <p>Click <b>OK</b> to close the <b>Notification</b> pop-up window.</p> 
	<p>All fields outlined with <b>red lines</b> indicate those fields are incomplete or incorrect entries and should be addressed.</p> 
	<p><b>Note</b> Before requesting a Letter of Completion (PW7), Cost Affidavit (PW3): Final Cost Details must be verified.</p>

**DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE**

Step	Action
9.	<p>Select the <b>Cost Affidavit (PW3)</b> tab.</p> 
10.	<p>Select the applicable radio button for “Is Estimated Job Cost same as Final Cost?”</p> 
11.	<p>Click <b>+Add</b> to update the Final Cost.</p> <p>A Confirm Final Estimated Cost window displays. Enter the amount.</p> <p>Click Save</p> 

Step	Action
12.	<p>The Final Estimated Cost is Displayed</p> 
	<p><b>Note</b> If No, is selected for “Is Estimated Job Cost same as Final Cost?”</p> <p>Click <b>+Add</b> to update the Final Cost. Enter the Cost Details. Click Update.</p>  <p>A Confirm Final Estimated Cost window displays. Enter the amount.</p> <p>Click Save.</p>  <p>The New Final Estimated Cost is displayed.</p> 



## DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

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Step	Action
You have completed the Cost Affidavit (PW3) Step-by-Step Guide.	