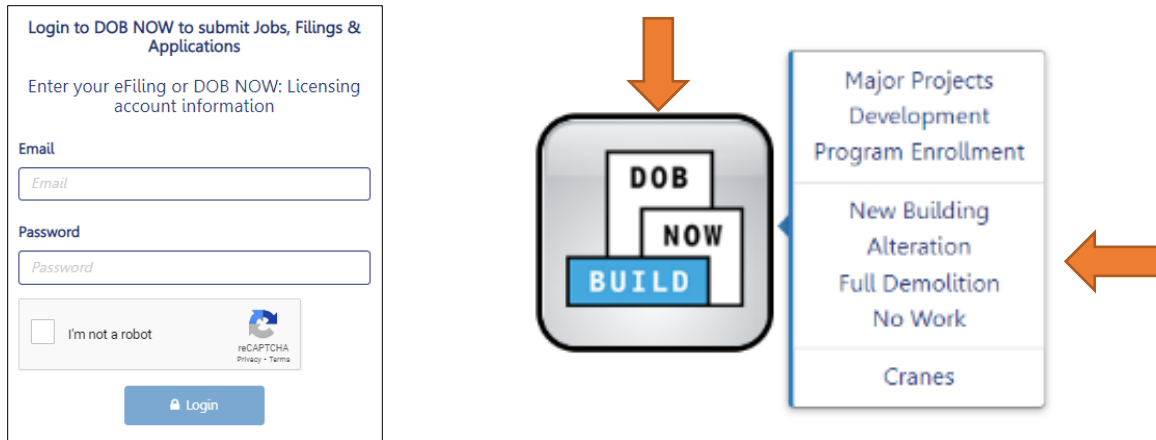


DOB NOW: *BUILD* – STATEMENTS & SIGNATURES QUICK GUIDE | May 2023

All job filings in DOB NOW require confirmation from the Owner authorizing the applicant to submit the filing and acknowledging that the information in the application has been reviewed. An Owner provides confirmation by completing the **Owner's Attestation** section of the **Statements & Signatures** tab:

STEP 1: Log into DOB NOW at www.nyc.gov/dobnow using the email address provided to the applicant and entered by the applicant into the Owner Information section of the job filing. Select the **DOB NOW: Build** icon, then select **New Building, Alteration, Full Demolition, No Work**.



STEP 2: From the dashboard double-click on the **Job number** to open the filing. You can also search for the job by selecting **Search** and then entering the Job number.

The screenshot shows the 'Job Filings' dashboard. At the top, there are navigation tabs: Major Projects Development Program Enrollment/Project, Job Filing, Permits, Requests, Notifications, BIS Schedule of Occupancy, Certificate of Occupancy Request, Landmark Fee Payment, and Search. Below these are filters for job types: All Jobs (573), Alteration (435), Alteration CO (53), ALT-CO - New Building with Existing Elements to Remain (18), New Building (55), No Work (7), and Full Demolition (5). A table lists job filings with columns: View..., Filing Action, Job#, Filing#, Job Type, Filing Type, Filing Status, Modified Date, WorkType(s) ..., Address, and Borough. The Job# M00874002 is highlighted with an orange box.

View...	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Modified Date	WorkType(s) ...	Address	Borough
<input type="checkbox"/>	Select Action: <input type="checkbox"/>	M00874002	I1	Alteration	New Job Filing	Pre-filing	05/22/2023	GC	1 BOGUS LANE	MANHATT
<input type="checkbox"/>	Select Action: <input type="checkbox"/>	S00827555	S1	Alteration	Subsequent Filing	Objections	05/22/2023	GC/MS/ST/FO	1228 ROCKLAND AVEN...	STATEN IS
<input type="checkbox"/>	Select Action: <input type="checkbox"/>	M00828238	I1	Alteration	New Job Filing	Pre-filing	05/19/2023	FO	1 BOGUS LANE	MANHATT

STEP 3: Once the filing opens, select the **Statements & Signatures** tab and then Select the **Owner's Attestation** section.

The screenshot shows the 'Statements & Signatures' section for filing M00874002-I1. On the left is a sidebar with tabs: Plans/Work (PW1), Zoning Information, Cost Affidavit (PW3), Technical Report (expanded to show Technical Report (TR1/4/5/5H)), Documents, and Statements & Signatures (highlighted with an orange arrow). The main content area has a heading 'Statements & Signatures' and a sub-heading 'Applicant of Record's Attestation*'. Below that is the 'Owner's Attestation*' section, highlighted with an orange arrow. Underneath is the 'Plans/Sketches (PW1)' section, which includes the heading 'Occupied Dwelling Units During Construction' and a question: '1. During construction, alteration or demolition, will this building contain one or more occupied dwelling units?*' with radio buttons for 'Yes' and 'No'.

STEP 4: Answer the required questions (as indicated by the*) under the heading **Plans/Sketches (PW1)** or review the answers that have been entered. This section determines whether a Tenant Protection Plan (TPP) and/or DHCR document are required. See the **Additional Information** section below.

STEP 5: Read the statements and check the box beside: **I understand and agree that by personally clicking on the box at left I am electronically signing each document listed...**

The Name and Date text boxes will automatically fill in – this is your electronic signature.

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.

Name

Date

STEP 6: IMPORANT: Select **Save** at the top of your **Job Filing**, above the **Job Number**, to complete the process.

The screenshot displays a progress bar with three stages: 'Pre-filing' (completed), 'Pending CPE/ACPE Assignment', and 'Pending PE Assignment'. Below the progress bar are two buttons: 'Save' and 'Preview to File'. An orange arrow points to the 'Save' button. At the bottom, the job number 'M00874002-11' and the text 'Plans/Work (PW1)' are visible.

Additional Information

Occupied Dwelling Units (Questions 1-4)

If the owner selects **Yes** to Question 1, **occupied dwelling units during construction**, a Tenant Protection Plan (TPP) is required. A TPP is required if residential units will be occupied any time before the permit is signed off by DOB. Questions 3-4 determine compliance requirements with tenant protection laws based on whether residential units are occupied at the time of application.

Rent Controlled or Rent Stabilized Housing (Questions 5-6)

This information is checked with data provided by NYS Homes and Community Renewal (DHCR) if at least one rent-regulated unit is in the building. If there is at least one rent-regulated unit in the building and the owner checks **No** to Question 5, a document is required confirming the building contains 0 rent controlled/stabilized units and explaining why the DHCR records are inaccurate. Otherwise, owners must check **Yes** to Question 5.

Loft Board Notification (Question 7)

Owners proposing work to convert their loft buildings into legal residences are required to notify the NYC Loft Board at (212) 393-2603 and ask for the Public Information Officer.

Interior Work (Questions 8-10)

If the proposed work requires a TPP and the owner checks **Yes** to Questions 8, 9, or 10, a Tenant Protection Plan Compliance special inspection will not be required.

Owner Arrears (Questions 11-12)

This section appears on New Building, Alteration-CO, and Full Demolition filings to comply with **Local Law 160 of 2017**. If the owner answers **Yes** to either question, a list of exceptions will appear as Question 13. If an exception is not selected, a permit cannot be obtained.

If you need additional assistance logging into DOB NOW with your eFiling account, visit www.nyc.gov/efilingtips.