

DOB

NOW

BUILD



INDUSTRY PORTAL STEP-BY-STEP GUIDE

STATEMENT AND SIGNATURES FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Statement and Signatures in DOB NOW: *Build*.

The examples shown and used in this Step-by-Step Guide are specific to Statement and Signatures.

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

STATEMENT AND SIGNATURES

In the Statement & Signatures section, the Owner and the Applicant of Record are required to acknowledge that by checking the check box, they Attest that the information entered, document uploaded, and the payments are correct on the Job Filing.

ROLES & RESPONSIBILITIES

1. The Applicant of Record can be a Professional Engineer or a Registered Architect
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.

DOB NOW: BUILD – STATEMENTS & SIGNATURES STEP-BY-STEP GUIDE

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 shows 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 containing the number 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 containing the number 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 containing the number 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, (21) 222-3333. The Action column has two icons: a plus sign and a trash can.
- Table Scroll Bar**: A horizontal scroll bar below the table, highlighted with a red box and labeled with a red circle containing the number 3.
- Total Items: 1**: Text below the table.
- 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

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

In these Step-by-Step Guides, you will learn how to apply your electronic signature to a Job Filing in DOB NOW: *Build*.


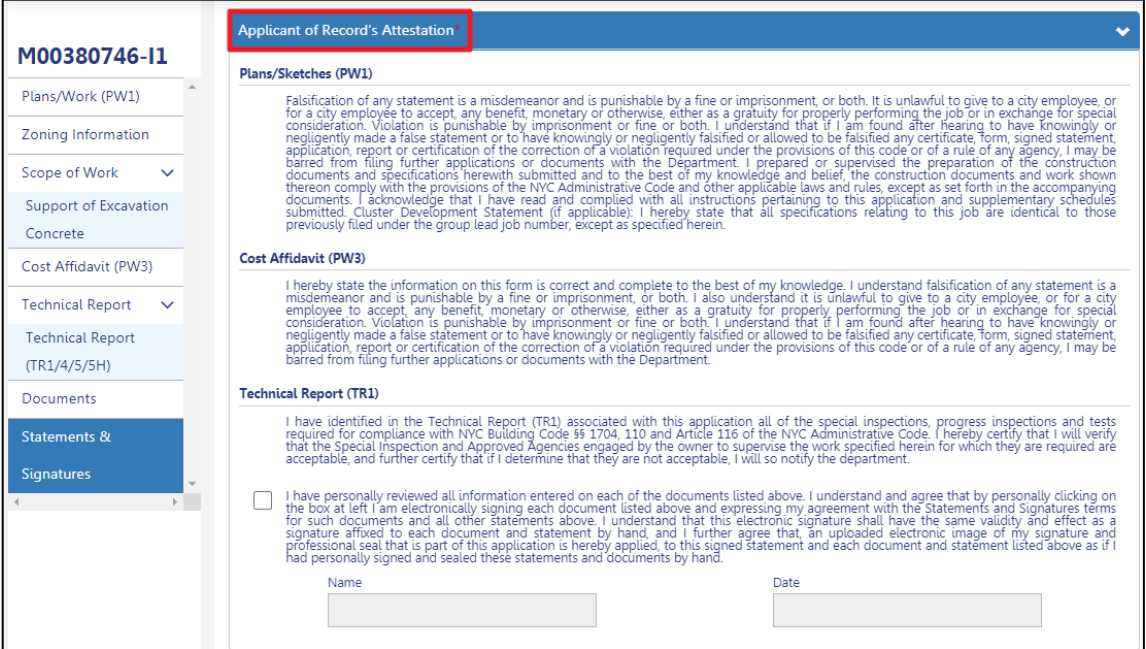

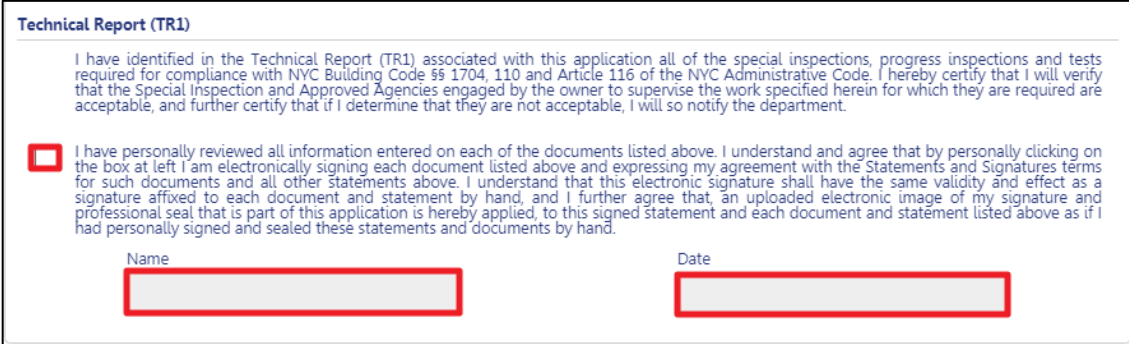
DOB NOW: *Build* – Complete Statements & Signatures Step-By-Step Guide _____ 4


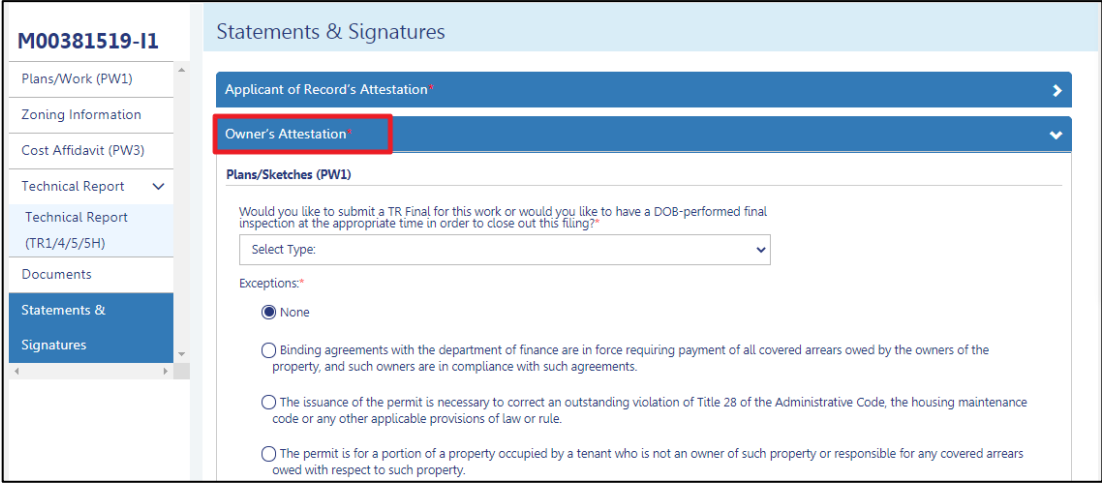
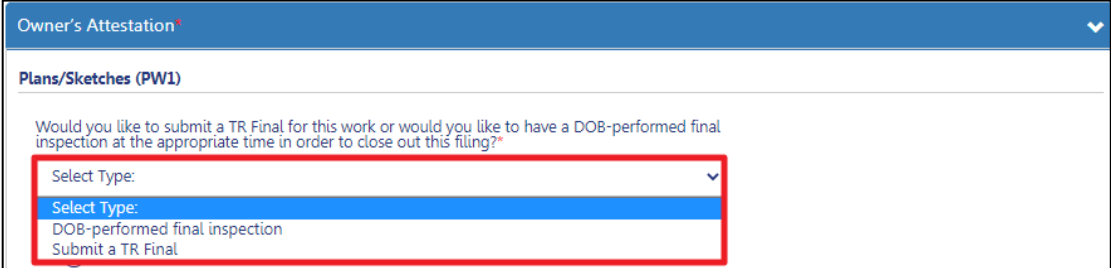
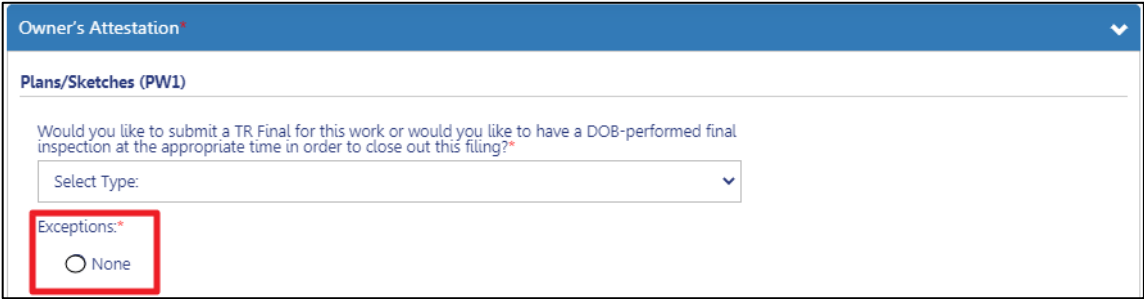
DOB NOW: *Build* – Complete Statements & Signatures Step-By-Step Guide

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


Step	Action
1.	<p>Select the Statements & Signatures Tab.</p>  <p>The screenshot shows a web application interface. On the left is a sidebar menu with the following items: 'M00380746-11', 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work', 'Support of Excavation' (Concrete), 'Cost Affidavit (PW3)', 'Technical Report' (TR1/4/5/5H), 'Documents', 'Statements &' (highlighted with a red box), and 'Signatures'. The main content area is titled 'Applicant of Record's Attestation' and contains three sections: 'Plans/Sketches (PW1)' with a paragraph of attestation text, 'Cost Affidavit (PW3)' with another paragraph, and 'Technical Report (TR1)' with a paragraph and a checkbox. At the bottom of the main area are two input fields labeled 'Name' and 'Date'.</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: 10px; margin: 10px 0;">  </div>
2.	<p>Click the checkbox (<input type="checkbox"/>) to electronically sign the Applicant of Record – Statements & Signatures.</p>
	<p>The Name and the Date fields' auto-populate after the checkbox is clicked.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

Step	Action
	<p>Click the Owner 's Attestation section.</p> 
<p>3.</p>	<p>Select (1) from the drop-down for “Would you like to submit a TR Final for this work or would you like to have a DOB-performed final inspection at the appropriate time in order to close out this filing?”:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DOB-performed final inspection <input type="checkbox"/> Submit a TR Final 
<p>4.</p>	<p>Select the applicable radio button (e.g., None) for “Expectation”.</p> 


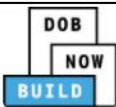



Step	Action
5.	<p>When the Exception button is not selected, one of the following statements must be chosen (e.g., Binding agreements with the department of finance are in force requiring payment of all covered arrears owed by the owners of the property, and such owners are in compliance with such agreements).</p> <div data-bbox="282 464 1349 989" style="border: 1px solid black; padding: 5px;"> <p><input type="radio"/> Binding agreements with the department of finance are in force requiring payment of all covered arrears owed by the owners of the property, and such owners are in compliance with such agreements.</p> <p><input type="radio"/> The issuance of the permit is necessary to correct an outstanding violation of Title 28 of the Administrative Code, the housing maintenance code or any other applicable provisions of law or rule.</p> <p><input type="radio"/> The permit is for a portion of a property occupied by a tenant who is not an owner of such property or responsible for any covered arrears owed with respect to such property.</p> <p><input type="radio"/> The permit is for a dwelling unit within a property that is owned by a condominium or held by a shareholder of a cooperative corporation under a proprietary lease and the owners of record for such unit do not owe, in aggregate, \$25,000 or more in covered arrears to the city.</p> <p><input type="radio"/> The property was the subject of an in rem foreclosure judgment in favor of the city and was transferred by the city to a third party pursuant to section 11-412.1 of the Administrative Code.</p> <p><input type="radio"/> The property is the subject of a court order appointing an administrator pursuant to article 7-a of the real property actions and proceedings law in a case brought by the department of housing preservation and development.</p> <p><input type="radio"/> The property is the subject of a loan provided by or through the department of housing preservation and development or the New York city housing development corporation for the purpose of rehabilitation that has closed within the five years preceding this application.</p> <p><input type="radio"/> The permit is required for participation in a program that involves rehabilitation of the property.</p> </div>
6.	<p>Select the applicable radio button (e.g., No) for “The building to be altered, constructed or demolished contains one or more dwelling units that will be occupied during construction”.</p> <div data-bbox="282 1167 1375 1266" style="border: 1px solid black; padding: 5px;"> <p>The building to be altered, constructed or demolished contains one or more dwelling units that will be occupied during construction.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
7.	<p>When Yes is chosen a Notification will display. “Tenant Protection Plan needs to be approved before a permit can be requested”. Click OK.</p> <div data-bbox="282 1461 984 1738" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4a86e8; color: white; padding: 5px;">Notification ✕</div> <p style="margin-top: 10px;">Tenant Protection Plan needs to be approved before a permit can be requested.</p> <div style="text-align: center; margin-top: 10px;"> OK </div> </div>

Step	Action
8.	<p>Enter the Number of Dwelling Unites that will be occupied during construction.</p> <div data-bbox="282 348 735 512" 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; height: 20px; width: 150px; margin: 5px 0;"></div> </div>
9.	<p>Select the applicable radio button (e.g., No) for: “The building to be altered, constructed or demolished contains occupied housing accommodations subject to rent control under chapter 3 of title 26 of the administrative code. If yes, select one of the following”.</p> <div data-bbox="282 737 1307 856" style="border: 1px solid black; padding: 5px;"> <p>The building to be altered, constructed or demolished contains occupied housing accommodations subject to rent control under chapter 3 of title 26 of the administrative code. If yes, select one of the following.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
	<p>Note When Yes is selected for “The building to be altered, constructed or demolished contains occupied housing accommodations subject to rent control under chapter 3 of title 26 of the administrative code” additional required questions will be displayed. If yes, select one of the additional questions that are displayed and required to be selected.</p>
10.	<p>Select the applicable radio button (e.g., No) for: “The owner has not notified the New York State Homes and Community Renewal (NYSHCR) because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.”</p> <div data-bbox="282 1388 1317 1514" style="border: 1px solid black; padding: 5px;"> <p>The owner has not notified the New York State Homes and Community Renewal (NYSHCR) because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
11.	<p>Select the applicable radio button (e.g., No) for: “ The owner has notified the New York State Homes and Community Renewal (NYSHCR) that the owner has complied with all requirements imposed by the regulations of such agency as preconditions for such filing.”</p> <div data-bbox="282 1738 1317 1864" style="border: 1px solid black; padding: 5px;"> <p>The owner has notified the New York State Homes and Community Renewal (NYSHCR) that the owner has complied with all requirements imposed by the regulations of such agency as preconditions for such filing.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>

Step	Action																																																								
12.	<p>When Yes is select for: The owner has notified the New York, State Homes and Community Renewal (NYSHCR) that the owner has complied with all requirements imposed by the regulations of such agency as preconditions for such filing.”, a field displays for additional information.</p> <p>Click the calendar () and select the date for Provide date NYSHCR notified.</p> <div data-bbox="282 533 1295 972" style="border: 1px solid black; padding: 5px;"> <p>The owner has notified the New York State Homes and Community Renewal (NYSHCR) that the owner has complied with all requirements imposed by the regulations of such agency as preconditions for such filing.*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Provide date NYSHCR notified:*</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-right: 10px;"></div> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7" style="font-weight: normal;">October 2020</th> </tr> <tr> <th style="font-weight: normal;">Mon</th> <th style="font-weight: normal;">Tue</th> <th style="font-weight: normal;">Wed</th> <th style="font-weight: normal;">Thu</th> <th style="font-weight: normal;">Fri</th> <th style="font-weight: normal;">Sat</th> <th style="font-weight: normal;">Sun</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>30</td> <td>01</td> <td>02</td> <td>03</td> <td>04</td> </tr> <tr> <td>05</td> <td>06</td> <td>07</td> <td>08</td> <td>09</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td style="background-color: #e0e0e0;">27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>01</td> </tr> <tr> <td>02</td> <td>03</td> <td>04</td> <td>05</td> <td>06</td> <td>07</td> <td>08</td> </tr> </tbody> </table> </div>	October 2020							Mon	Tue	Wed	Thu	Fri	Sat	Sun	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08
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13.	<p>Select the applicable radio button (e.g., No) for “The building to be altered, constructed or demolished contains housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the Administrative Code or rent regulation under Article 7-C of the Multiple Dwelling Law.”</p> <div data-bbox="289 1199 1312 1312" style="border: 1px solid black; padding: 5px;"> <p>The building to be altered, constructed or demolished contains housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the Administrative Code or rent regulation under Article 7-C of the Multiple Dwelling Law.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>																																																								
14.	<p>Select the applicable radio button (e.g., No) for “The building is subject to Article 7-C of the Multiple Dwelling Law. The owner will notify the New York City Loft Board of the filing of the construction documents and will comply with all requirements imposed by Multiple Dwelling Law Article 7-C and the Loft Board's rules.”</p> <div data-bbox="282 1535 1414 1673" style="border: 1px solid black; padding: 5px;"> <p>The building is subject to Article 7-C of the Multiple Dwelling Law. The owner will notify the New York City Loft Board of the filing of the construction documents and will comply with all requirements imposed by Mutiple Dwelling Law Article 7-C and the Loft Board's rules.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>																																																								

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15.	<p>Select the applicable radio button (e.g., No) for “The building to be altered, constructed or demolished contains one or more occupied dwelling units.”</p> <div data-bbox="282 390 1295 506" style="border: 1px solid black; padding: 5px;"> <p>The building to be altered, constructed or demolished contains one or more occupied dwelling units.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>																								
16.	<p>Select the applicable radio button (e.g., No) for “The building to be altered, constructed or demolished is an occupied multiple dwelling and the work will be limited to the interior of the dwelling unit occupied by the owner of the multiple dwelling with no disruption to the essential services of other units.”</p> <div data-bbox="282 726 1295 842" style="border: 1px solid black; padding: 5px;"> <p>The building to be altered, constructed or demolished is an occupied multiple dwelling and the work will be limited to the interior of the dwelling unit occupied by the owner of the multiple dwelling with no disruption to the essential services of other units.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>																								
17.	<p>Select the applicable radio button (e.g., No) for “The work will be limited to the interior of a dwelling unit owned by a condominium or held by a shareholder of a cooperative corporation under a proprietary lease and occupied by the owner(s) of record for the unit, with no disruption to the essential services of other units.”</p> <div data-bbox="282 1041 1312 1157" style="border: 1px solid black; padding: 5px;"> <p>The work will be limited to the interior of a dwelling unit owned by a condominium or held by a shareholder of a cooperative corporation under a proprietary lease and occupied by the owner(s) of record for the unit, with no disruption to the essential services of other units.*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </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="375 1507 1300 1797" style="border: 1px solid black; padding: 5px;"> <p>Owner Information*</p> <table border="0"> <tr> <td>Email*</td> <td>Owner Type*</td> <td>First Name</td> </tr> <tr> <td>BUILD105@BUILDINGS.NYC.GOV</td> <td>Individual</td> <td>BUILD</td> </tr> <tr> <td>Middle Initial</td> <td>Last Name</td> <td>Title</td> </tr> <tr> <td></td> <td>105</td> <td></td> </tr> <tr> <td>Business Name/Agency Name*</td> <td>Street Address*</td> <td>City*</td> </tr> <tr> <td>BUILD105 LLC</td> <td>280 BROADWAY</td> <td>NEW YORK</td> </tr> <tr> <td>State*</td> <td>Zip Code*</td> <td>Telephone Number</td> </tr> <tr> <td>NY</td> <td>10007</td> <td>2123932481</td> </tr> </table> </div>	Email*	Owner Type*	First Name	BUILD105@BUILDINGS.NYC.GOV	Individual	BUILD	Middle Initial	Last Name	Title		105		Business Name/Agency Name*	Street Address*	City*	BUILD105 LLC	280 BROADWAY	NEW YORK	State*	Zip Code*	Telephone Number	NY	10007	2123932481
Email*	Owner Type*	First Name																							
BUILD105@BUILDINGS.NYC.GOV	Individual	BUILD																							
Middle Initial	Last Name	Title																							
	105																								
Business Name/Agency Name*	Street Address*	City*																							
BUILD105 LLC	280 BROADWAY	NEW YORK																							
State*	Zip Code*	Telephone Number																							
NY	10007	2123932481																							

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

Step	Action
18.	<p>Click the checkbox (<input type="checkbox"/>) to electronically sign the Owner – Statements & Signatures.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Technical Report (TR1)</p> <p>I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. 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 a fine or imprisonment, 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 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> <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 style="text-align: center;">Name Date</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> </div> </div>
	The Name and the Date fields will auto-populate after the checkbox is clicked.
19.	<p>Located in the upper left-hand corner of the page, click Save.</p> <div style="border: 1px solid gray; padding: 10px; margin: 5px 0;">  <div style="float: right; text-align: center;"> <p>DOB NOW</p> <p>Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> </div> <div style="clear: both; margin-top: 10px;"> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid red; padding: 2px;"> Save</div> <div style="border: 1px solid gray; padding: 2px;"> Preview to File</div> </div> </div> </div>
20.	<p>A Notification pop-up window with the message “Job filing has been saved” displays. Click OK to close the notification.</p> <div style="border: 1px solid gray; padding: 10px; margin: 5px 0;"> <div style="background-color: #4a86e8; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Notification ✕ </div> <div style="padding: 10px;"> <p>Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #4a86e8; color: white; border-radius: 5px;">OK</div> </div> </div> </div>
	<p>Note 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>
<p>You have completed the Statements & Signatures Step-by-Step Guide.</p>	