

**Purpose of form:**

This form must be submitted for all applications where fees are assessed based upon construction costs. It must be completed by the responsible individual(s) as determined by filing type and phase of submission shown below in order to provide a detailed construction cost breakdown for the work being submitted. *Be sure to attach the appropriate job number sticker in the upper right hand corner of the first page of the form.*

**When this form is required and responsible individual(s):**

Phase	Responsible Individuals	
	Design Applicant	Owner/Lease Holder
Initial Filing	X	X
Prior to Approval Actions	X	X
Post Approval Amendment (PAA)	X	X
To obtain Sign-off		X

**1 Reason for Filing**

- **Initial Filing:** Check this box when submitting the Cost Affidavit at initial submission. All sections of the form must be completed. Estimated costs should be based on best available information at the time of submission.
- **Prior to Approval Actions / Post Approval Amendment:** A Cost Affidavit (PW3) form must be submitted with all sections completed for 'Prior to Approval' actions that impact cost or when filing a PAA and 'Yes' is indicated for the question "Will PAA affect filing fees?" in Section 4 of the PW1. Only items affecting cost must be detailed. Unaffected cost items listed in previous submissions should NOT be included.
- **To obtain Sign-off:** When submitting your cost affidavit to obtain Sign-off, Sections 2-3, 5, and 7 of the form must be completed. Costs should reflect the actual construction value of ALL completed work. Owner may consult with the Design Applicant, a Special Inspection Professional, or the Contractor in the completion of Section 3.

**2 Location Information**

- A complete and accurate set of location information is required for all applications. If the information provided is not consistent with the location established during the application process, the application will not be processed.

**3 Cost Details** See Appendix 1 for Cost Details Examples

- Type an (X) in the "Yes" check box to indicate all categories and, when applicable, subcategories of work to be built and/or installed under this application. Categories of Work checked "Yes" must fully cover the project's scope of work as shown on the PW1.
- Type an (X) in the "No" check box for all categories where no work in these categories will be built and/or installed under this application.
- A "Yes" or "No" **must** be specified for each Category of Work listed in this section.
- When providing details in the table, if General Construction (OT) is checked "Yes", list each applicable subcategory (e.g., Partial Demolition and Interior Renovation). Provide area of work or number of units, and cost per area unit or per unit.
- For all other Categories of Work checked "Yes", provide area of work or number of units, and cost per area unit, or per unit. In the Total Cost column, provide the total cost for the specified area or unit(s) by multiplying with either the cost per area unit or per unit.
- Provide a total cost for each Category of Work in the last column titled Work Category Total Cost (\$).
- For Alteration Types 1 & 3 only: If an all-inclusive square foot (SF) unit cost is used, you must check all applicable Categories of Work in the form, provide a description of work elements covered by the unit cost, and specify Area, Unit Cost (\$), and Total Cost (see Example A-Alternate in Appendix 1).
- After completing the area/units, unit cost, and total cost column information, add the total costs for all Categories of Work and list the amount in the Total Job Cost section at the bottom of the table.
- For alteration work with enlargement, limit category of work to existing area only and do not itemize or include cost of enlargement portion of work accounted for by the enlargement area (PW1 Section 8B) for which fee is assessed separately.

**4 Design Applicant Information**

- Required design applicant information must be filled out at initial filing, when filing Prior to Approval Actions, and when filing a PAA.

**5 Owner/Lease Holder Information**

- Required owner/lease holder information must be filled out for all applications.
- This person should be the one responsible for the work being proposed.

**6 Design Applicant Statements and Signatures**

- All statements should be reviewed in detail prior to signature. The design applicant must be a registered design professional and his or her seal is required.

**7 Owner's Statements and Signatures**

- All statements should be reviewed in detail prior to signature. Signature is required at all phases. Signature and Seal of Notary Public is only required to obtain Sign-off.

**Appendix 1: Cost Details Examples**

**Example A-Project Description:** Total renovation of a 3-bedroom apartment on 6th Floor including kitchen and two baths.

**Categories of Work** (Must match all applicable categories indicated on PW1.)

- |  |   |  |
|--|---|--|
| Yes No   | Yes No  | Yes No   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Boiler (BL)           | <input type="checkbox"/> <input checked="" type="checkbox"/> Standpipe (SD) | <input checked="" type="checkbox"/> <input type="checkbox"/> General Construction (OT) |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fire Alarm (FA)       | <input type="checkbox"/> <input checked="" type="checkbox"/> Sprinkler (SP) | <input type="checkbox"/> Partial Demolition  |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fuel Burning (FB)     | <input type="checkbox"/> <input checked="" type="checkbox"/> Signs (SG)     | <input checked="" type="checkbox"/> Non-Structural Demolition                          |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fuel Storage (FS)     | <input type="checkbox"/> <input checked="" type="checkbox"/> Other (OT)     | <input type="checkbox"/> Structural Work   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fire Suppression (FP) | <input type="checkbox"/> Antenna (OT/ANT)                                   | <input checked="" type="checkbox"/> Interior Renovation                                |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Mechanical (MH)       | <input type="checkbox"/> Marquee (OT/MAR)                                   | <input type="checkbox"/> Exterior Renovation   |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Plumbing (PL)         | <input type="checkbox"/> (Describe) _____                                   | <input type="checkbox"/> (Describe) _____  |

Category of Work*	Description of Work*	Area/Units*	Unit Cost (\$)*	Total Cost (\$)*	Work Category Total Cost (\$)*
<b>General Construction (OT)</b>					
Non-Structural Demolition	Removal and disposal of interior partitions, fixtures, and finishes.	1,400 SF	\$8 SF	\$11,200	
Interior Renovation	Installation of new partitions, doors, floor and wall finishes.	1,400 SF	\$90 SF	\$126,000	\$137,200
<b>Plumbing (PL)</b>	Installation of new bathroom fixtures with piping.	8 Fixtures	\$4,000/Fixture	\$32,000	
	Installation of new kitchen sink with piping.	1 Fixture	\$4,000/Fixture	\$4,000	\$36,000
<b>TOTAL JOB COST:</b>					<b>\$173,200</b>

**Or, Example A-Alternate** (For Alteration Types 1 & 3 only)

Category of Work*	Description of Work*	Area/Units*	Unit Cost (\$)*	Total Cost (\$)*	Work Category Total Cost (\$)*
All-Inclusive unit cost covering all categories	Removal and disposal of interior partitions, fixtures and finishes; installation of new partitions, doors, floor and wall finishes; and installation of new bathroom fixtures and new kitchen sink with piping.	1,400 SF	\$125 SF	\$175,000	\$175,000
<b>TOTAL JOB COST:</b>					<b>\$175,000</b>

**Example B-Project Description:** Complete renovation of office space located on 3rd floor, including installation of new HVAC, relocation and replacement of sprinkler heads, and removal and installation of new fixtures in two toilet rooms.

**Categories of Work** (Must match all applicable categories indicated on PW1.)

- |  |   |  |
|--|---|--|
| Yes No   | Yes No  | Yes No   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Boiler (BL)           | <input type="checkbox"/> <input checked="" type="checkbox"/> Standpipe (SD) | <input checked="" type="checkbox"/> <input type="checkbox"/> General Construction (OT) |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fire Alarm (FA)       | <input checked="" type="checkbox"/> <input type="checkbox"/> Sprinkler (SP) | <input type="checkbox"/> Partial Demolition  |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fuel Burning (FB)     | <input type="checkbox"/> <input checked="" type="checkbox"/> Signs (SG)     | <input checked="" type="checkbox"/> Non-Structural Demolition                          |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fuel Storage (FS)     | <input type="checkbox"/> <input checked="" type="checkbox"/> Other (OT)     | <input type="checkbox"/> Structural Work   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Fire Suppression (FP) | <input type="checkbox"/> Antenna (OT/ANT)                                   | <input checked="" type="checkbox"/> Interior Renovation                                |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Mechanical (MH)       | <input type="checkbox"/> Marquee (OT/MAR)                                   | <input type="checkbox"/> Exterior Renovation   |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Plumbing (PL)         | <input type="checkbox"/> (Describe) _____                                   | <input type="checkbox"/> (Describe) _____  |

Category of Work*	Description of Work*	Area/Units*	Unit Cost (\$)*	Total Cost (\$)*	Work Category Total Cost (\$)*
<b>General Construction (OT)</b>					
Non-Structural Demolition	Removal and disposal of interior partitions, fixtures, suspended ceilings, floor finishes, and HVAC duct work.	6,000 SF	\$12 SF	\$72,000	
Interior Renovation	Installation of new partitions, doors, floor finishes, and suspended ceilings.	6,000 SF	\$75 SF	\$450,000	\$522,000
<b>Mechanical (MH)</b>	Removal of the existing HVAC unit, and installation of a new unit and ductwork.	20 Ton	\$5,000/Ton	\$100,000	\$100,000
<b>Plumbing (PL)</b>	Installation of new bathroom fixtures with piping.	18 Fixtures	\$5,000/Fixture	\$90,000	\$90,000
<b>Sprinkler (SP)</b>	Relocation of existing sprinkler heads.	25 Heads	\$900/Head	\$22,500	
	Existing sprinkler head replacement.	10 Heads	\$250/Head	\$2,500	\$25,000
<b>TOTAL JOB COST:</b>					<b>\$737,000</b>

\*Area/Units, Unit Cost, Total Costs, and Work Category Total Cost shown in the examples above are for illustrative purposes only.