



Green Team Fact Sheet

NYCDOB PW-3 Cost Affidavit

Overview

Purpose: The New York City Department of Buildings (NYCDOB) PW-3 Cost Affidavit must be submitted for all applications where fees are assessed based upon construction costs. The form is required at initial filing, prior to approval actions, post approval amendment, and to obtain sign off.

Prerequisites:

- 1) The affidavit must be completed by the Design Applicant, such as a Professional Engineer or Registered Architect, and Owner/Lease Holder for all phases, except for Sign-off, in which only the Owner/Lease Holder is required to complete the form.
- 2) The Owner/Lease Holder must notarize the PW-3 Cost Affidavit if it is submitted to obtain sign off.

Submission Process:

- 1) Submit the completed PW-3 Cost Affidavit to the permit clerk, along with the signed and notarized PW-2 Work Permit Application, and the NYCDOB-approved folder with a stamp indicating that microfilm has been received.

Fee: None

Permit Timeline: N/A

Office Hours

Office Hours: Each NYCDOB borough office is open Monday through Friday 8:30AM to 3:00PM. However, permit applications are accepted between 8:30 am and 12:30 pm.

Borough Offices and Customer Service Phone Nos.:

- Manhattan: 280 Broadway, 3rd fl., New York, NY 10007; 212-566-0042
- Bronx: 1932 Arthur Avenue, 5th fl., Bronx, NY 10457; 718-579-6920
- Brooklyn: 210 Joralemon Street, 8th fl., Brooklyn, NY 11201; 718-802-3675
- Queens: 120-55 Queens Blvd., Kew Gardens, NY 11424; 718-286-0600
- Staten Island: 10 Richmond Terrace, Borough Hall, 2nd fl., Staten Island, NY 10301; 718-816-2300



NYC Office of Environmental Remediation

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Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none"> • NYCDOB PW3 Cost Affidavit: http://www.nyc.gov/html/dob/downloads/pdf/pw3.pdf • NYCDOB PW3 Cost Affidavit Instruction: http://www.nyc.gov/html/dob/downloads/pdf/pw3ins.pdf • NYCDOB PW3 Cost Affidavit Fact Sheet: http://www.nyc.gov/html/dob/downloads/pdf/pw3_factsheet.pdf • NYSDOB Fee Structure and List of Applications Requiring a PW3 Showing Details of Construction Cost: http://www.nyc.gov/html/dob/downloads/pdf/pw3_fee_schedule_factsheet.pdf • NYCDOB Permit Forms: http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml • NYCDOB eFiling login: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp • NYCDOB website for How to Get a Permit: http://www.nyc.gov/html/dob/html/applications_and_permits/permits_howto.shtml 	
Contacts	<p>NYCDOB Borough Project Advocates:</p> <ul style="list-style-type: none"> • Manhattan: Krystyna Grebski, 212-566-3305, KrystynaG@buildings.nyc.gov Richard Rosen, 212-566-3300 RichardR@buildings.nyc.gov • Bronx: Thomas Karakatu, 718-579-6836 Tkarakatu@buildings.nyc.gov • Brooklyn: Jinseok Choi, 718-802-3508 Jichoi@buildings.nyc.gov • Queens: Anthony Pollicino, 718-286-0607 Apollicino@buildings.nyc.gov • Staten Island: Frank Schimenti, 718-816-2315 X5505 fschimenti@buildings.nyc.gov 	<p>OER Green Team Coordinator:</p> <p>Cavy Chu, P.E. NYC Office of Environmental Remediation 100 Gold Street, 2nd Floor New York, NY 10038 CavyC@dep.nyc.gov 212-788-3774</p>