

DOB

NOW

BUILD

**NYC**  
Buildings

# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## SCOPE OF WORK

F O , E A , S T , M S , S O E

The following Step-by-Step Guide will outline the steps applicable to complete the Scope of Work in DOB NOW: *Build*.

The examples shown and used in this Step-by-Step Guide are specific to Scope of Work.

FOLLOW US:



[Twitter.com/NYC Buildings](https://twitter.com/NYC_Buildings)



[Facebook.com/NYC Buildings](https://facebook.com/NYC_Buildings)

[www.nyc.gov/DOBNOW](https://www.nyc.gov/DOBNOW)



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



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



# Guidelines

## Scope of Work

1. For each work type selected, a work type related scope of work tab is required.
2. If the work type is Boilers, then the device numbers will be displayed in addition to the Scope of Work as documented in the Boilers section of this document.

## ROLES & RESPONSIBILITIES

1. The Applicant of Record can be a Professional Engineer or a Registered Architect but does not have to be the same Applicant of Record as appears on the 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.


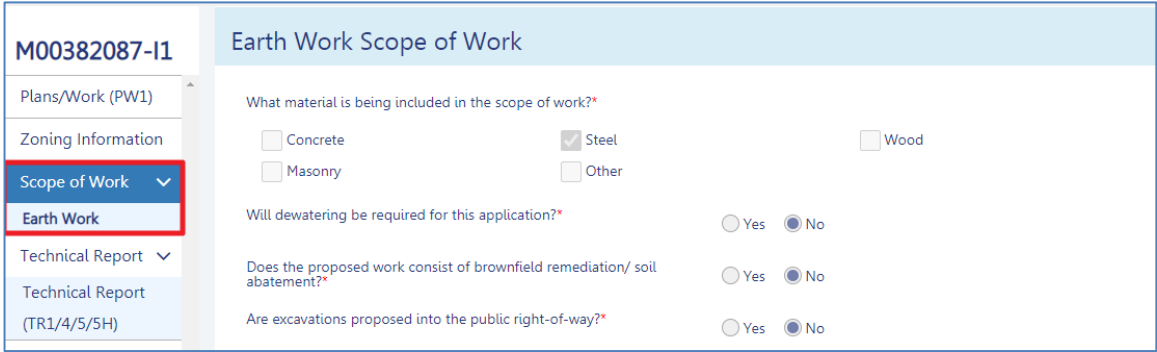
## DOB NOW: *Build* – ALL WORK TYPES SCOPE OF WORK Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to complete the Scope of Work for a Job Filing in DOB NOW: *Build*.


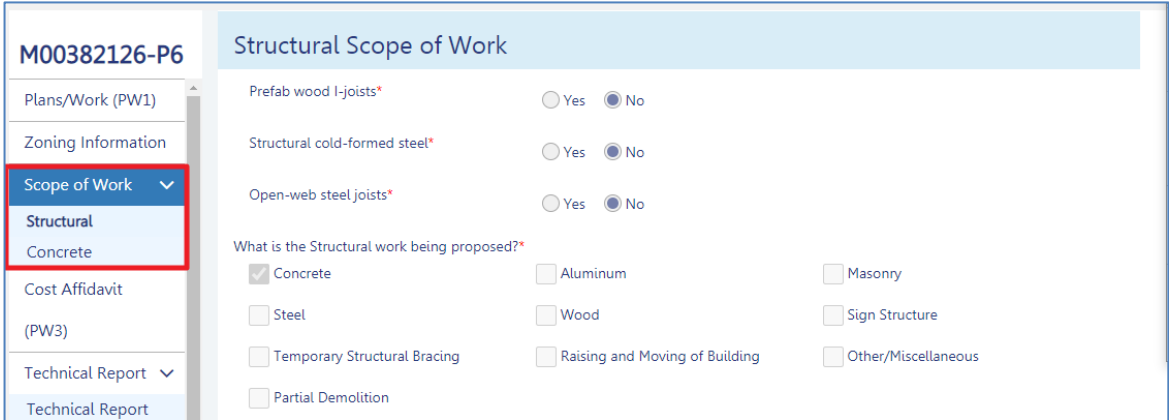
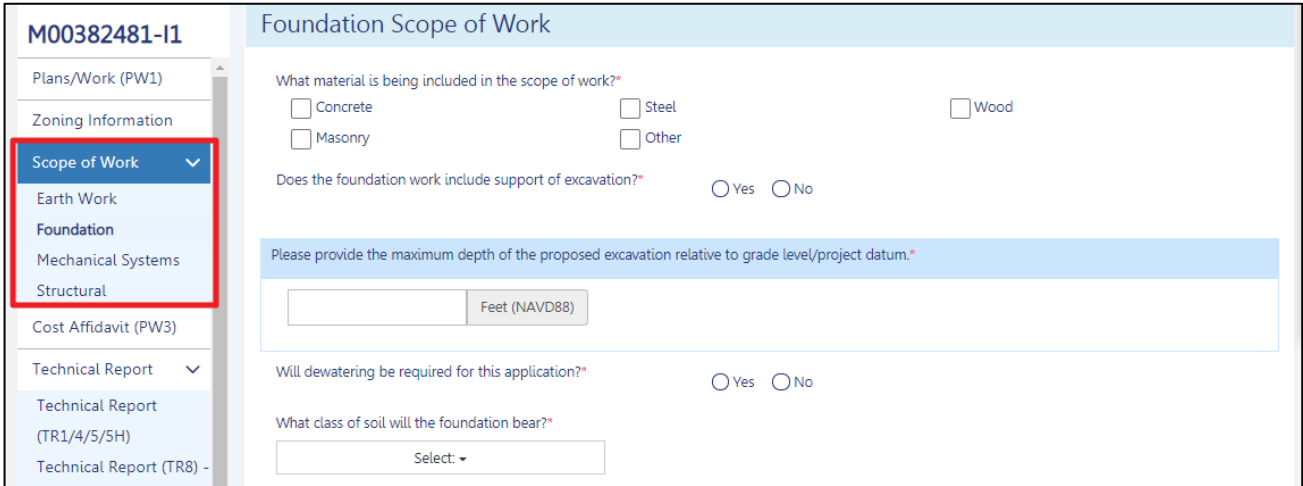
DOB NOW: *Build* - Scope of Work Step-By-Step Guide \_\_\_\_\_ 3

# DOB NOW: *Build* - Scope of Work Step-By-Step Guide

Complete the following steps to enter the **Scope of Work** tab:

Step	Action
	<p><b>Note</b> It is mandatory to complete the Plans/Work (PW1) and Zoning Information section before entering the Scope of Work.</p>
<p>1.</p>	<p>Select the <b>Scope of Work</b> tab from within the Job Filing.</p>  <p>The screenshot shows the 'Earth Work Scope of Work' form for job M00382087-I1. The left sidebar has a menu with 'Scope of Work' selected and 'Earth Work' highlighted. The main content area contains the following questions and options:</p> <ul style="list-style-type: none"> <li>What material is being included in the scope of work?*:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Concrete</li> <li><input checked="" type="checkbox"/> Steel</li> <li><input type="checkbox"/> Masonry</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Wood</li> </ul> </li> <li>Will dewatering be required for this application?*:             <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input checked="" type="radio"/> No</li> </ul> </li> <li>Does the proposed work consist of brownfield remediation/ soil abatement?*:             <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input checked="" type="radio"/> No</li> </ul> </li> <li>Are excavations proposed into the public right-of-way?*:             <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input checked="" type="radio"/> No</li> </ul> </li> </ul>

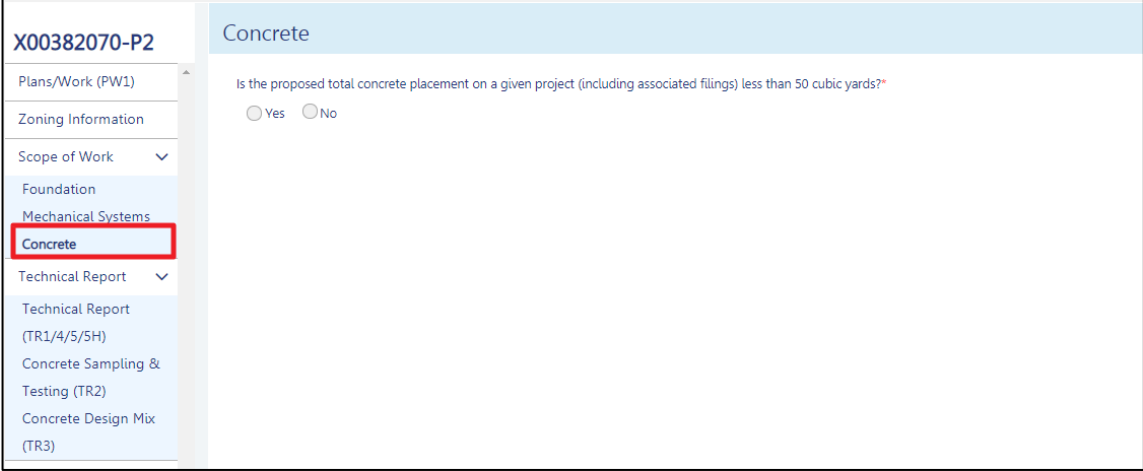
DOB NOW: *Build* – SCOPE OF WORK STEP-BY-STEP GUIDE

Step	Action
	<p>This <b>Scope of Work</b> description applies to each Work Type selected, individual work type related scope of work tab will be displayed.</p> <p>If the user specifies that “Concrete” is included in the job filing by selecting the relevant concrete check box on the Scope of Work tab of the Structural, Earth Work, Foundation, Support of Excavation work types then Concrete tab will be displayed</p> 
2.	<p>The <b>Scope (s) of Work</b> displays (e.g. Foundation). For each Work Type the Scope of Work may vary.</p> 

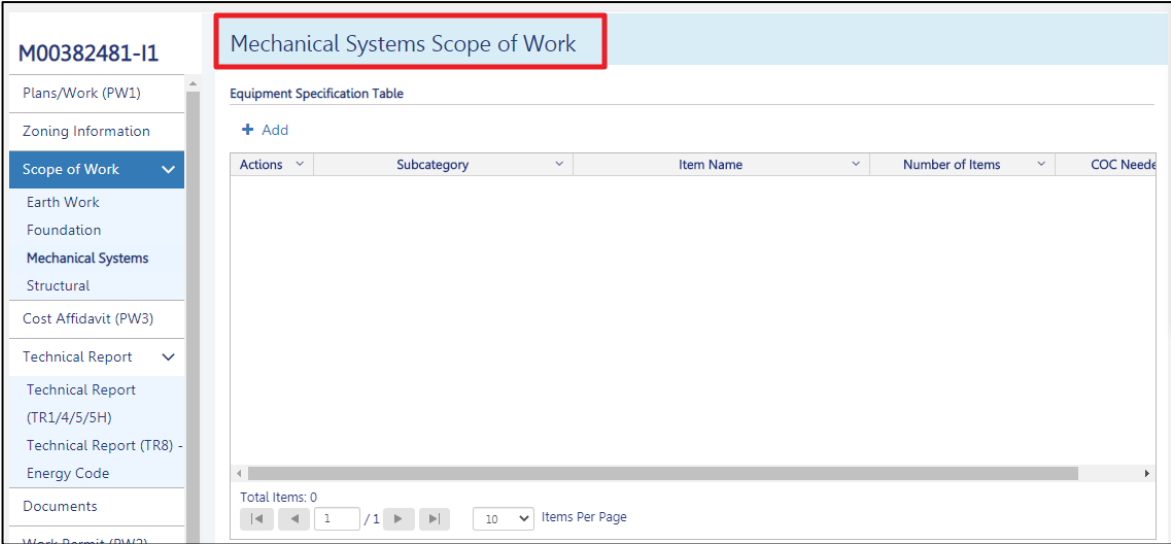
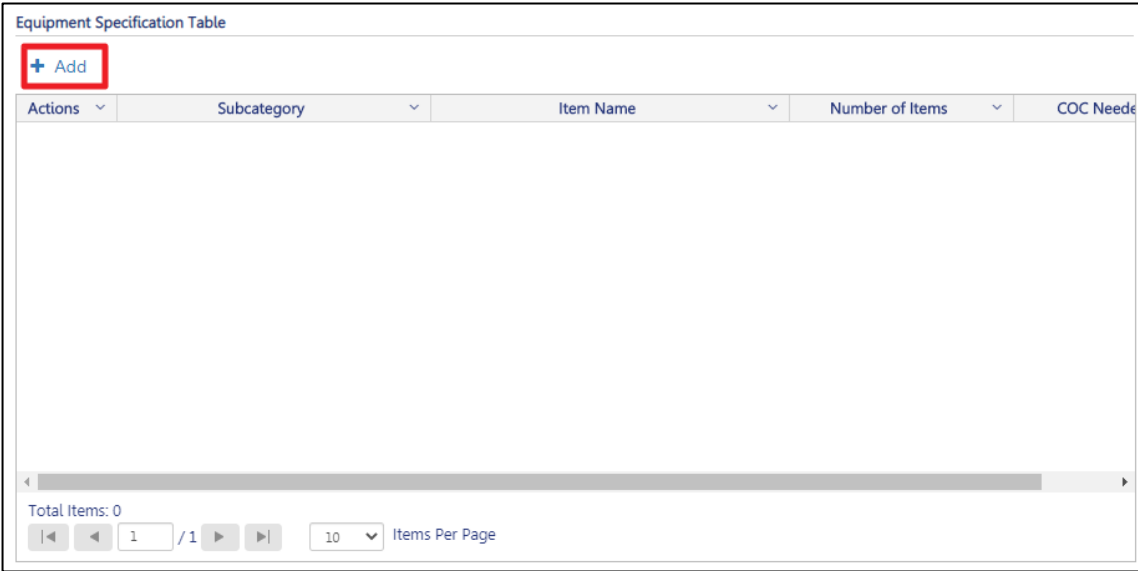

Step	Action
3.	<p>For each Work Type the Scope of Work may vary.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the applicable checkboxes.</li> <li><input type="checkbox"/> Select the applicable Radio buttons (Yes or No)</li> <li><input type="checkbox"/> Type in the applicable Information.</li> </ul> <p><b>Earth Work</b></p> <div data-bbox="282 632 1040 877" style="border: 1px solid black; padding: 5px;"> <p><b>Earth Work Scope of Work</b></p> <p>What material is being included in the scope of work?*</p> <p><input type="checkbox"/> Concrete                      <input type="checkbox"/> Steel                      <input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Masonry                      <input type="checkbox"/> Other</p> <p>Will dewatering be required for this application?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Does the proposed work consist of brownfield remediation/ soil abatement?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Are excavations proposed into the public right-of-way?                      <input type="radio"/> Yes   <input type="radio"/> No</p> </div> <p><b>Foundation</b></p> <div data-bbox="282 968 1057 1335" style="border: 1px solid black; padding: 5px;"> <p><b>Foundation Scope of Work</b></p> <p>What material is being included in the scope of work?*</p> <p><input type="checkbox"/> Concrete                      <input type="checkbox"/> Steel                      <input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Masonry                      <input type="checkbox"/> Other</p> <p>Does the foundation work include support of excavation?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Please provide the maximum depth of the proposed excavation relative to grade level/project datum.*</p> <p><input type="text"/> Feet (NAVD88)</p> <p>Will dewatering be required for this application?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>What class of soil will the foundation bear?*</p> <p><input type="text"/> Select: -</p> </div> <p><b>Structural</b></p> <div data-bbox="282 1430 1092 1745" style="border: 1px solid black; padding: 5px;"> <p><b>Structural Scope of Work</b></p> <p>Prefab wood I-joists*                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Structural cold-formed steel*                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Open-web steel joists*                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>What is the Structural work being proposed?*</p> <p><input type="checkbox"/> Concrete                      <input type="checkbox"/> Aluminum                      <input type="checkbox"/> Masonry</p> <p><input type="checkbox"/> Steel                      <input type="checkbox"/> Wood                      <input type="checkbox"/> Sign Structure</p> <p><input type="checkbox"/> Temporary Structural Bracing                      <input type="checkbox"/> Raising and Moving of Building                      <input type="checkbox"/> Other/Miscellaneous</p> <p><input type="checkbox"/> Partial Demolition</p> </div>

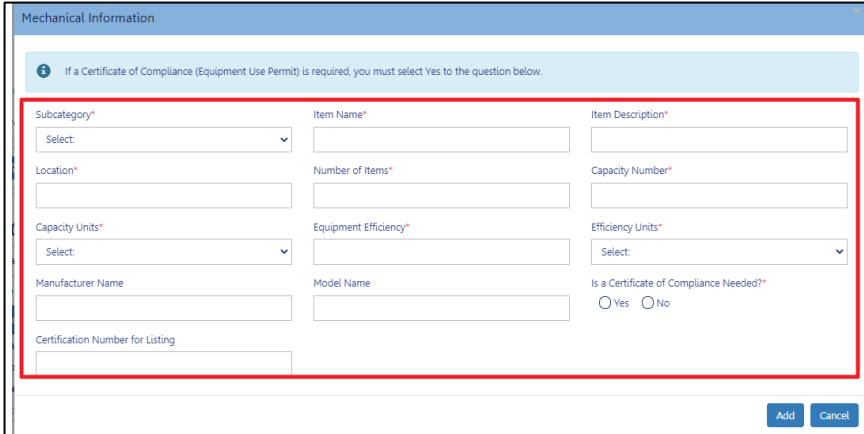

Step	Action						
4.	<p><b>Support Excavation</b></p> <div data-bbox="284 331 1112 703" style="border: 1px solid black; padding: 5px;"> <p><b>Support of Excavation Scope of Work</b></p> <p>What material is being included in the scope of work?*</p> <p> <input type="checkbox"/> Concrete                      <input type="checkbox"/> Steel                      <input type="checkbox"/> Wood  <input type="checkbox"/> Masonry                      <input type="checkbox"/> Other                 </p> <p>Please provide the maximum depth of the proposed excavation relative to grade level/project datum.*</p> <p><input type="text"/> Feet (NAVD88)</p> <p>Will dewatering be required for this application?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Please provide the design ground water table elevation*</p> <p><input type="text"/> Feet (NAVD88)</p> </div> <div data-bbox="284 724 1112 1144" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Are there adjacent historic structures within 90 feet of the project lot lines?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Are there adjacent buildings within a distance from the edge of the excavation that are equal to or less than the maximum depth of the excavation?                      <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Please provide the bottom of existing footing elevations for all adjacent buildings/BINs relative to the project datum/grade level. (Exposures 1, 2, 3, 4)</p> <p>+ Add</p> <table border="1" data-bbox="284 871 1088 1081"> <thead> <tr> <th>Actions</th> <th>Adjacent BIN</th> <th>Existing Elevation Value</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 40px;"> </td> </tr> </tbody> </table> <p>Total Items: 0</p> <p> <input type="button" value="1"/> / 1    <input type="button" value="10"/> Items Per Page                 </p> <p>Are projections or other construction proposed into the public right-of-way affecting sidewalks, streets, utilities, etc. (e.g. tie-backs into the street)?                      <input type="radio"/> Yes   <input type="radio"/> No</p> </div>	Actions	Adjacent BIN	Existing Elevation Value			
Actions	Adjacent BIN	Existing Elevation Value					

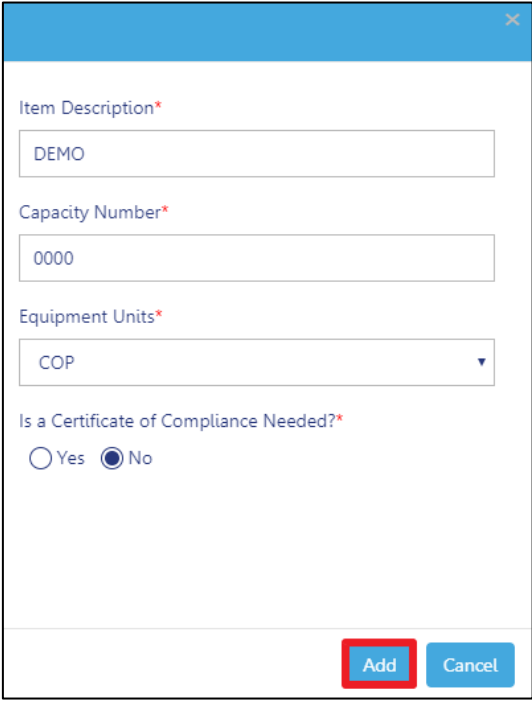
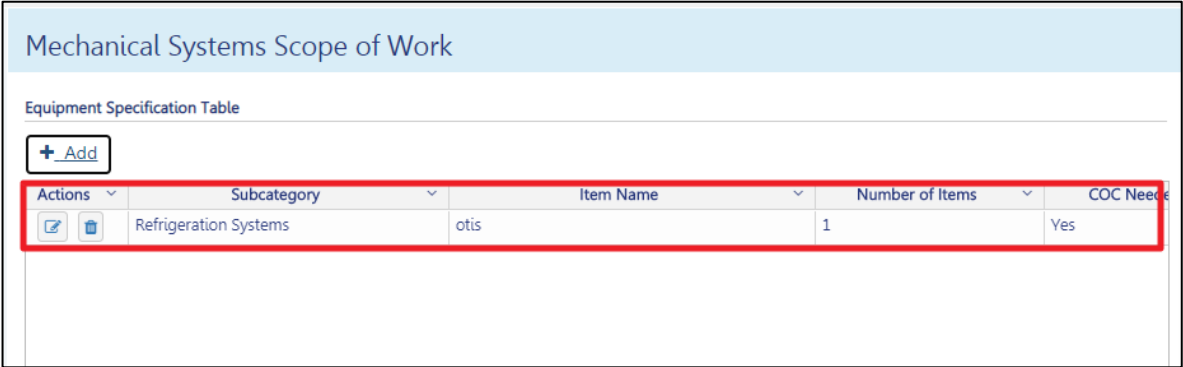

## DOB NOW: *Build* – SCOPE OF WORK STEP-BY-STEP GUIDE

Step	Action
5.	<p>Concrete</p> <p>Concrete tab will display additional data entry fields. The values selected will determine if the Testing and Sampling (TR2) tab and or Concrete Design Mix (TR3) is required for the respective job filing or not.</p>  <p>The screenshot shows a software interface for project X00382070-P2. On the left is a navigation menu with categories: Plans/Work (PW1), Zoning Information, Scope of Work (dropdown), Foundation, Mechanical Systems, <b>Concrete</b> (highlighted with a red box), Technical Report (dropdown), and Technical Report (TR1/4/5/5H), Concrete Sampling &amp; Testing (TR2), and Concrete Design Mix (TR3). The main content area is titled 'Concrete' and contains the question: 'Is the proposed total concrete placement on a given project (including associated filings) less than 50 cubic yards?' with radio buttons for 'Yes' and 'No'.</p>


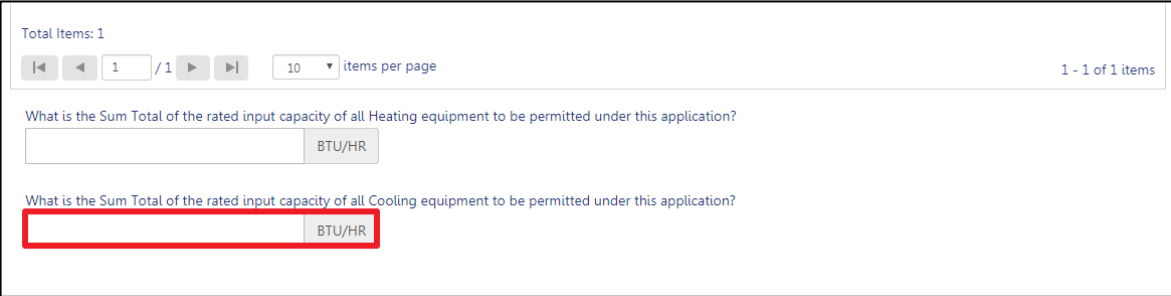
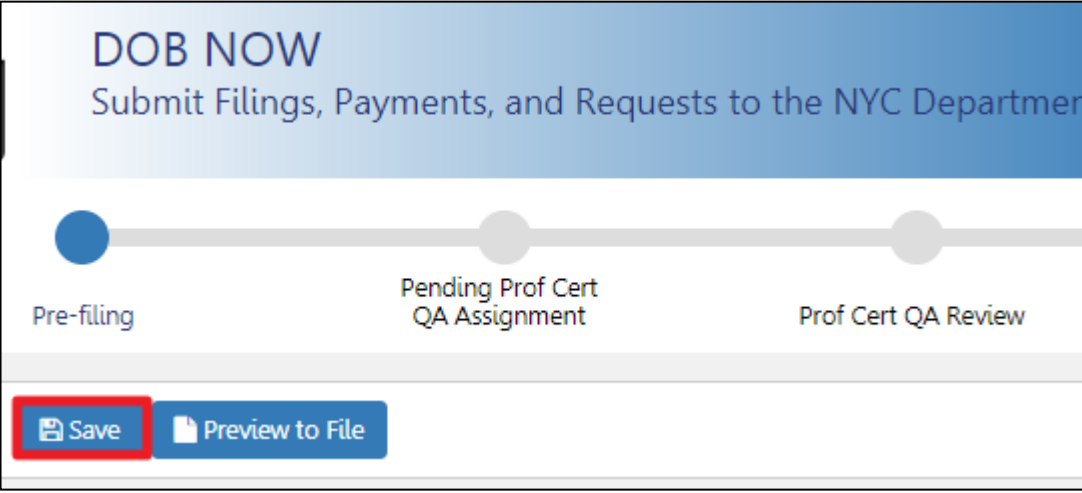


Step	Action
	<p>The <b>Mechanical Information</b> pop-up window displays.</p> <p>Click <b>+Add</b> in the <b>Equipment Specification Table</b>.</p> 
	<p><b>Note</b> Complete the <b>Manufacturer Name</b>, <b>Model Name</b> and <b>Certification Number for LISTING</b> as soon as available before the permit is issued.</p>

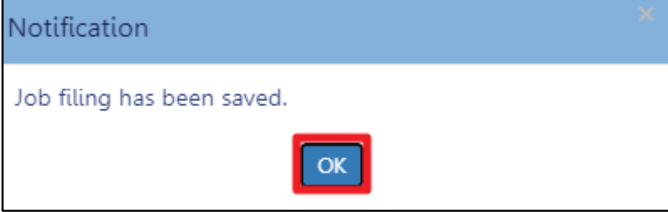
Step	Action
6.	<p>Complete the following fields:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sub-category (e.g., Refrigeration Systems)</li> <li><input type="checkbox"/> Item Name</li> <li><input type="checkbox"/> Item Description</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Number of Items</li> <li><input type="checkbox"/> Capacity Number</li> <li><input type="checkbox"/> Capacity Units (e.g. BTU)</li> <li><input type="checkbox"/> Equipment Efficiency</li> <li><input type="checkbox"/> Equipment Units (e.g., COP)</li> <li><input type="checkbox"/> Manufacturer Name</li> <li><input type="checkbox"/> Model Name</li> <li><input type="checkbox"/> Is a Certificate of Compliance Needed? (e.g., No)</li> <li><input type="checkbox"/> Certification Number for LISTING</li> </ul>  <p>The screenshot shows a form titled "Mechanical Information" with a blue header. Below the header is a light blue box containing an information icon and the text: "If a Certificate of Compliance (Equipment Use Permit) is required, you must select Yes to the question below." The main form area contains several fields: "Subcategory*" (dropdown menu), "Item Name*" (text input), "Item Description*" (text input), "Location*" (text input), "Number of Items*" (text input), "Capacity Number*" (text input), "Capacity Units*" (dropdown menu), "Equipment Efficiency*" (text input), "Efficiency Units*" (dropdown menu), "Manufacturer Name" (text input), "Model Name" (text input), "Is a Certificate of Compliance Needed?*" (radio buttons for Yes and No), and "Certification Number for Listing" (text input). A red rectangular box highlights the "Subcategory*", "Item Name*", "Item Description*", "Location*", "Number of Items*", "Capacity Number*", "Capacity Units*", "Equipment Efficiency*", "Efficiency Units*", "Manufacturer Name", "Model Name", and "Certification Number for Listing" fields. At the bottom right of the form are "Add" and "Cancel" buttons.</p>
	<p><b>Note</b> The <b>Sub-category</b> options that display are determined based on the Mechanical Work previously selected in the Plans/Work PW1 section.</p>

Step	Action
7.	<p>Click <b>Add</b> to save the details.</p> 
	<p>The equipment added displays in the <b>Equipment Specification Table</b>.</p> 
	<p><b>Note</b> PRE-DOB NOW, an application for a <b>Certificate of Compliance</b> occurs at the end of an Inspection.</p> <p>In DOB NOW: <i>Build</i>, the Applicant of Record can indicate within the Job Filing if the <b>Certificate of Compliance</b> is needed.</p> <p>Once issued, the <b>Certificate of Compliance</b> can be found on the Public Portal on the Property Profile page. There is no need to visit DOB in person anymore.</p>

**DOB NOW: *Build* – SCOPE OF WORK STEP-BY-STEP GUIDE**

Step	Action
8.	<p>Enter the respective quantity in the field labeled <b>“What is the Sum Total of the rated input capacity of all Heating equipment to be permitted under this application?”</b></p>  <p>The screenshot shows a form with a pagination bar at the top indicating 'Total Items: 1' and '1 - 1 of 1 items'. Below the pagination bar, there are two input fields. The first field is labeled 'What is the Sum Total of the rated input capacity of all Heating equipment to be permitted under this application?' and has a red rectangular box around it. The second field is labeled 'What is the Sum Total of the rated input capacity of all Cooling equipment to be permitted under this application?'.</p>
9.	<p>Enter the respective quantity in the field labeled <b>“What is the Sum Total of the rated input capacity of all Cooling equipment to be permitted under this application?”</b></p>  <p>The screenshot shows a form with a pagination bar at the top indicating 'Total Items: 1' and '1 - 1 of 1 items'. Below the pagination bar, there are two input fields. The first field is labeled 'What is the Sum Total of the rated input capacity of all Heating equipment to be permitted under this application?'. The second field is labeled 'What is the Sum Total of the rated input capacity of all Cooling equipment to be permitted under this application?' and has a red rectangular box around it.</p>
10.	<p>Located in the upper left-hand corner of the page, click <b>Save</b>.</p>  <p>The screenshot shows the 'DOB NOW' header with the text 'Submit Filings, Payments, and Requests to the NYC Department'. Below the header is a progress bar with three stages: 'Pre-filing', 'Pending Prof Cert QA Assignment', and 'Prof Cert QA Review'. At the bottom of the page, there are two buttons: 'Save' and 'Preview to File'. The 'Save' button is highlighted with a red rectangular box.</p>

## DOB NOW: *Build* – SCOPE OF WORK STEP-BY-STEP GUIDE

Step	Action
11.	<p>A Notification pop-up window with the message “<b>Job filing has been saved</b>” displays.</p> <p>Click <b>OK</b> to close the Notification pop-up window.</p> 
You have completed the Scope of Work Step-by-Step Guide.	