DOB NOW: *Build* – Zoning Information Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to complete the following steps to enter Zoning Information.

Step	Action
ⓘ	**Note** All required fields on the Plans/Work (PW1) tab must be completed and saved before entering the Zoning Information. Fields denoted with a red asterisk (*) are required fields and must be completed in order to successfully submit a filing.
1.	Select the **Zoning Information** tab. Plans/Work (PW1) **Zoning Information** Scope of Work Cost Affidavit (PW3) Technical Report Technical Report (TR1) Documents Work Permit (PW2) Statements & Signatures

Step	Action
(i)	**Note** **For Mechanical Systems, Plumbing, Sprinkler and Standpipe Job Filings** The Zoning Information tab in Job Filings that include the Mechanical Systems, Plumbing, Sprinkler and Standpipe Work Types causes the Building Characteristics section to display. Enter all required fields in the Building Characteristics section: ☐ Occupancy Classification – **Does the 2014 Code designation apply?** ☐ Occupancy Classification – **(Existing/Proposed)** ☐ Construction Classification – **Does the 2014 Code designation apply?** ☐ Multiple Dwelling Classification ☐ Building Type ☐ **"Mixed use building?"** ☐ Dwelling Units – **(Existing/Proposed)** ☐ Structural Footprint – **(Existing/Proposed)**

Zoning Information

13. Building Characteristics

	Existing	Proposed
Occupancy Classification*	Does the 2014 Code designations apply?* ○ Yes ○ No	
	Select Type: ▼	Select Type: ▼
Construction Classification*	Does the 2014 Code designations apply?* ○ Yes ○ No	
	Select Type: ▼	Select Type: ▼
Multiple Dwelling Classification*	Select Type: ▼	
Building Type*	Select Type: ▼	
Mixed use building?*	○ Yes ○ No	
Dwelling Units*	[ ]	[ ]
Structural Footprint*	[ ]	[ ]

Step	Action
ⓘ	**Note** **For Structural Job Filings** The Zoning Information tab in Job Filings that include the Structural Work Type causes the Building Characteristics section to display. Enter all required fields in the Building Characteristics section: ☐ Primary Structural System ☐ Structural Occupancy\Risk Category – **(Existing/Proposed)** ☐ Seismic Design Category – **(Existing/Proposed)** **13. Building Characteristics** Primary Structural System* Select Type: ▾ **Existing** **Proposed** Structural Occupancy\Risk Category* Select Type: ▾ Select Type: ▾ Seismic Design Category* Select Type: ▾ Select Type: ▾

Step	Action
ⓘ	**Note** **For Sidewalk Shed and Construction Fence Job Filings** The Zoning Information tab in Job Filings that include the Sidewalk Shed and Construction Fence Work Types causes the Building Characteristics section to display. Enter all required fields in the Building Characteristics section: ☐ Building Type ☐ Mixed use building? ☐ Dwelling Units – **(Existing/Proposed)** <table><tr><td colspan="3">**13. Building Characteristics**</td></tr><tr><td></td><td>**Existing**</td><td>**Proposed**</td></tr><tr><td>Building Type* Select Type: ▾</td><td></td><td></td></tr><tr><td>Mixed use building?*</td><td>◯ Yes ◯ No</td><td></td></tr><tr><td>Dwelling Units*</td><td>[ ]</td><td>[ ]</td></tr></table>

Step	Action
ⓘ	**Note** **For Sign and Curb Cut Job Filings** The Zoning Information tab in Job Filings that include the Sign and Curb Cut Work Types causes the Zoning Characteristics section and the Building Characteristics section to display. Enter all required fields in the Zoning Characteristics section: ☐ District ☐ Overlay(s) ☐ Special Dist(s) ☐ Map Number **12. Zoning Characteristics** District(s)* Select Type: Overlay(s)* Special Dist.(s)* Map Number* Enter all required fields in the Building Characteristics section: ☐ Building Type ☐ Mixed use building? ☐ Dwelling Units – **(Existing/Proposed)** **13. Building Characteristics** Existing Proposed Building Type* Select Type: Mixed use building?* ◯ Yes ◯ No Dwelling Units*
2.	Click **Save** 💾 Save

Step	Action
3.	A Notification pop-up window with the message **"Job filing saved successfully"** displays. Click **OK** to close the Notification pop-up window.

You have completed the Zoning Information Step-by-Step Guide. Continue to the Scope of Work Step-by-Step Guide.