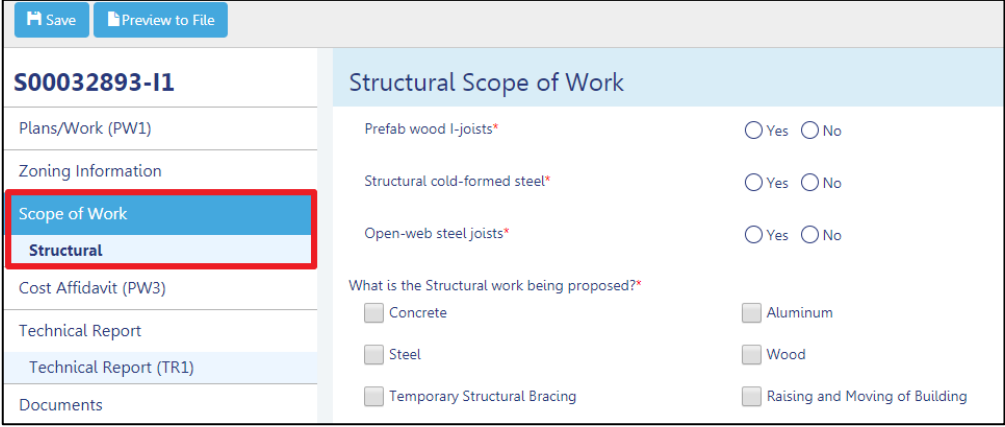

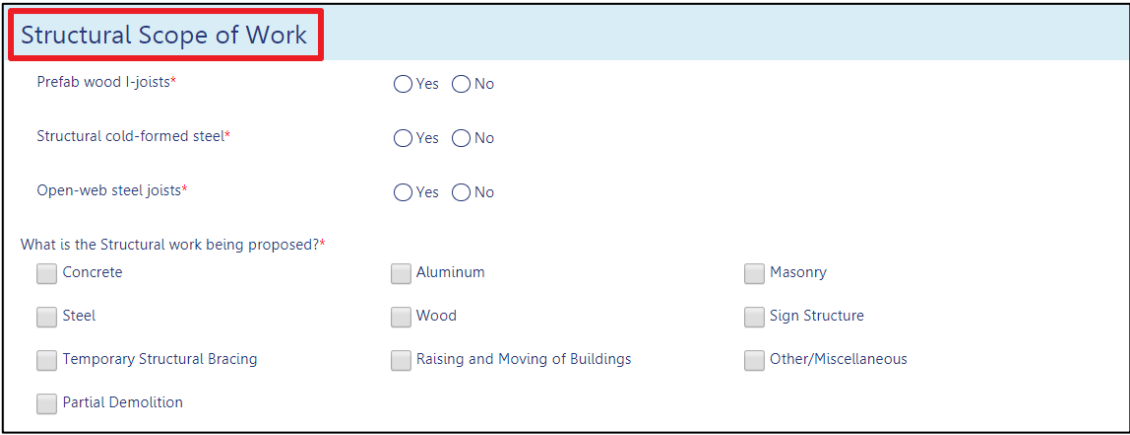



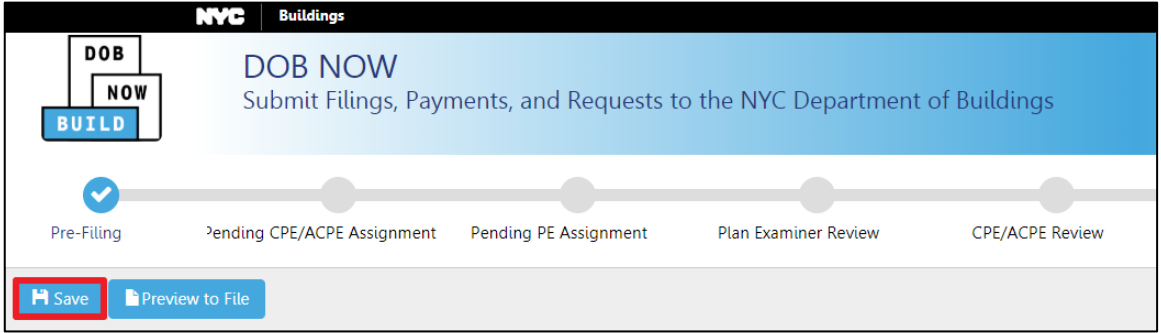
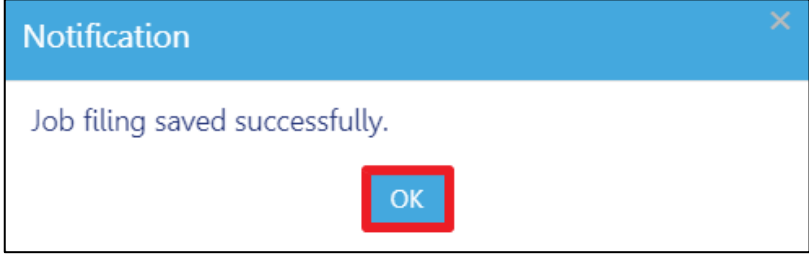
# DOB NOW: *Build* – Enter Scope of Work Step-By-Step Guide




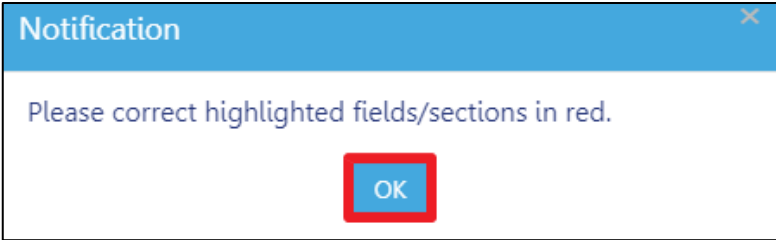
Complete the following steps to enter the Structural Scope of Work:







Step	Action
1.	<p>Select the <b>Scope of Work</b> tab.</p> 
	<p>The Scope of Work section includes Structural work which was selected when the Job Filing was created.</p> <p>To change the <b>Work Type</b> or proposed scope of work included, create a new Job Filing. See the <i>Create a New Job Filing Step-by-Step Guide</i>.</p> 

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

Step	Action												
2.	<p>Select the applicable radio button (e.g., <b>No</b>) and complete the following required fields:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Prefab wood I-joists</b></li> <li><input type="checkbox"/> <b>Structural cold-formed steel</b></li> <li><input type="checkbox"/> <b>Open-web steel joists</b></li> </ul> <div data-bbox="365 483 1388 892" 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> <table border="0"> <tr> <td><input type="checkbox"/> Concrete</td> <td><input type="checkbox"/> Aluminum</td> <td><input type="checkbox"/> Masonry</td> </tr> <tr> <td><input type="checkbox"/> Steel</td> <td><input type="checkbox"/> Wood</td> <td><input type="checkbox"/> Sign Structure</td> </tr> <tr> <td><input type="checkbox"/> Temporary Structural Bracing</td> <td><input type="checkbox"/> Raising and Moving of Buildings</td> <td><input type="checkbox"/> Other/Miscellaneous</td> </tr> <tr> <td><input type="checkbox"/> Partial Demolition</td> <td></td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure	<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Buildings	<input type="checkbox"/> Other/Miscellaneous	<input type="checkbox"/> Partial Demolition		
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<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Buildings	<input type="checkbox"/> Other/Miscellaneous											
<input type="checkbox"/> Partial Demolition													
3.	<p>Select the applicable checkbox for <b>“What is the Structural work being proposed?”</b></p> <div data-bbox="267 976 1388 1417" 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 checked="" type="radio"/> No</p> <p>Structural cold-formed steel* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Open-web steel joists* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>What is the Structural work being proposed?*</p> <table border="0"> <tr> <td><input type="checkbox"/> Concrete</td> <td><input type="checkbox"/> Aluminum</td> <td><input type="checkbox"/> Masonry</td> </tr> <tr> <td><input type="checkbox"/> Steel</td> <td><input type="checkbox"/> Wood</td> <td><input type="checkbox"/> Sign Structure</td> </tr> <tr> <td><input type="checkbox"/> Temporary Structural Bracing</td> <td><input type="checkbox"/> Raising and Moving of Buildings</td> <td><input type="checkbox"/> Other/Miscellaneous</td> </tr> <tr> <td><input type="checkbox"/> Partial Demolition</td> <td></td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure	<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Buildings	<input type="checkbox"/> Other/Miscellaneous	<input type="checkbox"/> Partial Demolition		
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<input type="checkbox"/> Partial Demolition													

Step	Action									
	<p><b>Note</b> If Concrete or Partial Demolition is selected, additional required fields display.</p> <div data-bbox="365 367 1356 903" style="border: 1px solid #ccc; padding: 10px;"> <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> <hr/> <p>What is the Structural work being proposed?*</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Concrete</td> <td><input type="checkbox"/> Aluminum</td> <td><input type="checkbox"/> Masonry</td> </tr> <tr> <td><input type="checkbox"/> Steel</td> <td><input type="checkbox"/> Wood</td> <td><input type="checkbox"/> Sign Structure</td> </tr> <tr> <td><input type="checkbox"/> Temporary Structural Bracing</td> <td><input type="checkbox"/> Raising and Moving of Buildings</td> <td><input type="checkbox"/> Other/Miscellaneous</td> </tr> </table> <p><input checked="" type="checkbox"/> Partial Demolition</p> <p><input type="radio"/> Mechanical <input type="radio"/> Non-Mechanical</p> <hr/> <p>Is the concrete to be placed for footings that will be fully supported on earth or rock?*</p> <p>Is the concrete placement less than 50 cubic yards?*</p> </div>	<input checked="" type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure	<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Buildings	<input type="checkbox"/> Other/Miscellaneous
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<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Buildings	<input type="checkbox"/> Other/Miscellaneous								
4.	<p>Located in the upper left-hand corner of the page, click <b>Save</b>.</p> <div data-bbox="267 1045 1421 1375" style="border: 1px solid #ccc; padding: 10px;">  </div>									
5.	<p>A Notification pop-up window with the message “<b>Job filing saved successfully</b>” displays. Click <b>OK</b> to close the notification.</p> <div data-bbox="267 1522 1071 1774" style="border: 1px solid #ccc; padding: 10px;">  </div>									

Step	Action
	<p><b>Note</b> If <b>YES</b>, is selected for “Is the concrete to be placed for footings that will be fully supported on earth or rock?” after selecting the Save button, the Concrete Sampling &amp; testing (TR2) display.</p> 
	<p><b>Note</b> If applicable, after the job is approved, the Concrete Lab Directors (or Quality Manager) will be able to take ownership on section 2 of TR2/TR3/P forms accordingly.</p>
<p>6.</p>	<p>If any required fields are incomplete, a Notification pop-up window with the message “<b>Please correct highlighted fields/sections in red</b>” displays.</p> <p>Click <b>OK</b> to close the notification.</p> 

Step	Action												
	<p>The <b>red exclamation</b> () icon displays in the section header to indicate there are incomplete fields or incorrect entries to address.</p> <div data-bbox="267 394 1425 856" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> <span>Save</span> <span>Preview to File</span> </div> <div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="width: 30%; padding: 5px;"> <p><b>S00029259-I1</b></p> <p>Plans/Work (PW1) </p> <p>Zoning Information </p> <p style="background-color: #007bff; color: white; padding: 2px;"><b>Scope of Work</b> </p> <p>Cost Affidavit (PW3)</p> <p>Technical Report</p> <p style="background-color: #e6f2ff;">Technical Report (TR1)</p> <p>Documents</p> <p>Work Permit (PW2)</p> <p>Statements &amp; Signatures </p> </div> <div style="width: 70%; padding: 5px;"> <p style="background-color: #e6f2ff; padding: 2px;"><b>Structural Scope of Work</b></p> <p>Prefab wood I-joists* <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span></p> <p>Structural cold-formed steel* <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span></p> <p>Open-web steel joists* <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span></p> <p>What is the Structural work being proposed?*</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Concrete</td> <td><input type="checkbox"/> Aluminum</td> <td><input type="checkbox"/> Masonry</td> </tr> <tr> <td><input type="checkbox"/> Steel</td> <td><input type="checkbox"/> Wood</td> <td><input type="checkbox"/> Sign Structure</td> </tr> <tr> <td><input type="checkbox"/> Temporary Structural Bracing</td> <td><input type="checkbox"/> Raising and Moving of Buildings</td> <td><input type="checkbox"/> Other/Miscellaneous</td> </tr> <tr> <td><input type="checkbox"/> Partial Demolition</td> <td></td> <td></td> </tr> </table> </div> </div> </div>	<input type="checkbox"/> Concrete	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Sign Structure	<input type="checkbox"/> Temporary Structural Bracing	<input type="checkbox"/> Raising and Moving of Buildings	<input type="checkbox"/> Other/Miscellaneous	<input type="checkbox"/> Partial Demolition		
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<p>You have completed the Structural Scope of Work Step-by-Step Guide.</p>													