

Our Design Process



Expectations for each project phase and scheduled meetings

Phase 1



Pre Design

Work we will be doing:

1. **Schedule:** Develop a project schedule outlining each phase, key deliverables, and setting dates for meetings
2. **Zoning Research:** looking up and/or talking to the city staff to see what is allowed and what rules apply to the project
3. **Survey:** coordinate hiring of a licensed surveyor to create a survey of your property
4. **Programming:** work with you to create a document that lists all of the spaces and features to be designed into your project
5. **Site Plan:** create an existing conditions site plan and drawings of the existing structure interiors if necessary

PreDesign Meetings

1. **Programming Meeting:** We meet with you to discuss all of the spaces and features to include in the design of your project. This is your chance to tell us any goal and ideas, rooms, sizes, style, etc. This meeting is usually done prior to our site visit and sometimes the two meetings can happen simultaneously.
2. **Site Visit for Existing Conditions:** Our team comes to your site to measure and document the existing conditions. We will bring a measuring tape and a camera. We've done these a lot and don't usually require any assistance for this portion of the meeting.

Phase 2



Schematic Design

Work we will be doing:

1. Develop up to three design options to discuss with you
2. Our drawings will include site plans, floor plans, sections, elevations and 3D views necessary to describe the design intent
3. Refine your preferred option based on your feedback
4. The overall form, look and feel, along with the wall, window, and door placements should be 90% there
5. A conversation on materials and mechanical/electrical/plumbing should be started, but will be finalized in the next phase

Schematic Design Meetings

1. SD Meeting #1 - review several design options and discuss likes/dislikes of each option in order to narrow it down to one plan. The plan layout and exterior design look should be the focus of this meeting.
2. SD Meeting #2 - review refined design option
3. SD Meeting #3 - review final design and discuss pricing update.

Phase 3



Construction Documents

Work we will be doing:

1. Develop the design to include more details and information - we are creating the instructions for the builders to follow
2. Dimension all plans, sections, elevations, etc.
3. Create all of the detail drawings needed to describe key aspects to the construction
4. Specify materials, finishes, fixtures, and equipment. We work with you to select interior and exterior materials
5. Coordinate our work with the Structural Engineer and other consultants
6. Develop drawings and information required for the permit review process

Construction Document Meetings

1. CD Meeting #1 - Materials review and selection
2. CD Meeting #2 - Review 75% Construction Documents and continue discussion on material and finishes
3. CD Meeting #3 - Review final Construction Document set and go over construction pricing

Phase 4



Permitting

Work we will be doing:

1. Fill out the permit submittal application
2. Compile all drawings and documents required by the local jurisdiction
3. Submit the permit package for review - this could be a digital submission or printing physical copies depending on the local requirements
4. Respond to questions or requests for additional information by the review staff
5. Make edits or add notes to the drawings as needed to obtain approval
6. Keep you updated on progress throughout the review process - this can be a lengthy phase and the schedule is outside of our control

Permit Meetings - if necessary

Most of this phase is completed by the design team communicating with the city review staff. Typically we don't have meetings with the clients unless significant changes are requested by the city.

1. Discuss review comments from the city if major changes are needed
2. We will meet with review staff if necessary

Phase 5



Construction Administration

Work we will be doing:

1. Communicate with the Contractor as they mobilize the site and begin work
2. Design team will be available to assist with any last minute decisions
3. Design team will communicate with contractor to verify any details or supply additional information that is requested
4. Design team will conduct site meetings as needed to observe the construction progress
5. Designer team will communicate with you to discuss any issues or changes if necessary.
6. Client to notify the design team if they have any questions or want any changes to the permitted design drawings.

Construction Administration Meetings

1. Construction Meeting #1 - Kickoff Meeting with Owner, Designer, and Builder
2. Construction Meeting #2 - Progress Meeting - Foundations
3. Construction Meeting #3 - Progress Meeting - Framing
4. Construction Meeting #4 - Progress Meeting - Electrical and Plumbing
5. Construction Meeting #5 - Progress Meeting - Interiors
6. Construction Meeting #6 - Punch List Walkthrough

Occasionally, additional meetings may be needed throughout the construction phase.

Project Closeout



What happens when construction is complete?

Final tasks to wrap up the project:

1. **Thank You Party:** we will host an event to thank all of the people that put in the hard work to make the project a success. This include the clients, the design team, the consultants that we worked with, and the contractors who turned the drawings into reality!
2. **Professional Photography:** our team will come with a photographer to stage the project and photograph the end results.
3. **Client Reviews:** if you had a great experience working with us please leave a review on Google, Houzz, Facebook, or other platform. And you can always email us a testimonial for us to use on our website. Support from our clients and word of mouth referrals are always the best way to find our next clients.