

Our Design Process

Expectations for each project phase and
scheduled meetings

Research
Design
Documentation
Permit
Construction
Wrap Up

Phase 1: Research

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 building department 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 (you will contract with the surveyor directly).
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 any existing structures if necessary.

Research Phase 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 about your goals and ideas, desired 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: 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 occasionally 3D views to describe the design intent.
3. Refine your preferred option based on your feedback.
4. A conversation on materials and mechanical/electrical/plumbing should be started, but will be finalized in the next phase
5. Goal is to set the overall project plan, form, look and feel, and set the location of all walls, windows, doors, and any structural elements.

Design Phase Meetings

1. **Meeting 1:** review the design options and discuss likes/dislikes of each concept in order to narrow it down to one preferred direction. The plan layout and exterior design look should be the focus of the conversation during this meeting.
2. **Meeting 2:** review the refined design option and discuss general materials and systems.
3. **Meeting 3:** review final design and discuss pricing update.

Phase 3: Documentation

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 detail drawings needed to describe key aspects of the construction and assemblies.
4. Identify 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 as needed.
6. Develop the drawings and information required for the permit review process

Documentation Phase Meetings

1. **Meeting 1:** Materials review and selection for exterior and key interior rooms (bathrooms, kitchen, feature walls, etc.).
2. **Meeting 2:** Review 75% Construction Documents and continue discussion on material and finishes.
3. **Meeting 3:** Review final Construction Document set and go over construction pricing estimates.

Phase 4: Permitting

Work we will be doing:

1. Fill out the permit submittal application forms.
2. Compile all drawings and documents required for submission.
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 building department 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

Permitting Phase Meetings – if necessary

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

1. Discuss review comments from the city if major changes are needed.
2. We will meet with review staff if necessary.
3. Coordinate with consultants as needed.
4. Keep you updated on progress and schedule.

Phase 5: Construction

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 is available to verify any details or supply additional information that is requested by the contractor.
4. Design team will conduct site meetings as needed to observe the construction progress - typically we do this monthly or at key milestones.
5. Design 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 (changes to the design during the construction phase will incur additional design costs).

Construction Phase Meetings

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

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

Phase 6: Wrap Up

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 includes 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 we kindly ask that you leave a review on Google, Houzz, Facebook, or other platform, and email us a testimonial for use on our website. Support from our clients and word of mouth referrals are always the best way to find our next clients.