

TYPICAL DESIGN PROCESS

1 REVIEW OF INITIAL DESIGN FEATURES DOCUMENT:

[TASK BY CLIENT]

HOW I DEFINE DESIGN SCOPE

- POTENTIAL CLIENT TO EDIT/MAKE CHANGES TO INITIAL DESIGN FEATURES ROOM BREAKDOWN [LIST CREATED FROM INITIAL SITE VISIT]

2 DESIGN FEE BREAKDOWN + DESIGN CONTRACT

[TASK BY CHRIS SNOWDEN]

- FINAL DESIGN CONTRACT SENT TO CLIENTS FOR REVIEW
- FEES OUTLINED ARE GOOD FOR 2 MONTHS FROM DATE OF CONTRACT

3 CLIENTS TO REVIEW & SIGN DESIGN CONTRACT

[TASK BY CLIENT]

- CLIENTS TO SIGN AND EMAIL BACK SIGNATURE PAGE AGREEING TO DESIGN CONTRACT FEES AND LEGAL CONDITIONS

4 DESIGN INSPIRATION IMAGES SENT TO CHRIS

[TASK BY CLIENT]

- CLIENTS TO SEND CHRIS AS MANY INSPIRATION IMAGES IN FORM OF SAVED PHOTOS, PINTEREST BOARD, HOUZZ BOARD, INSTAGRAM OR FACEBOOK POSTS

- CLIENT TO THEN PICK A LIMITED NUMBER OF THESE IMAGES AND DESCRIBE SPECIFICS OF PREFERRED DESIGN ELEMENTS

5 DESIGN DOCUMENT [GOOGLE SPREADSHEET DOCUMENT]

[TASK BY CHRIS + CLIENT]

SET FEE

DURATION: 1-2 DAYS TO CREATE

- CHRIS TO CREATE DESIGN DOCUMENT SPREADSHEET FROM INITIAL DESIGN FEATURES DOCUMENT [*INTERACTIVE GOOGLE SHEETS DOCUMENT*]
- THIS DOCUMENT IS INCREDIBLY SPECIFIC TO THE DETAILS FOR EACH SPACE/ROOM IN YOUR RESIDENCE

6 DESIGN DOCUMENT REVIEW [GOOGLE SPREADSHEET DOCUMENT]

[TASK BY ALL]

SET FEE

DURATION: 1-2 DAYS/SESSIONS

- CHRIS + CLIENT TO FILL IN THE DESIGN DOCUMENT SPREADSHEET
- THIS GROUP TASK CAN BE IN PERSON OR OVER ZOOM/GOOGLE MEET
- [SAMPLE INTERIOR DESIGN DOCUMENT](#)
 - ***ADJUST ZOOM FROM UPPER RIGHT DROPDOWN FROM 100% TO 50/ 75% TO SEE ENTIRE DOCUMENT

7 DESIGN DOCUMENT FINAL REVIEW [GOOGLE SPREADSHEET DOCUMENT]

[TASK BY CLIENTS]

- SOME ITEMS DURING THE GROUP REVIEW OF THE DESIGN DOCUMENT WILL BE UNKNOWN
- CLIENTS TO FILL IN THE DESIGN DOCUMENT REMAINING ITEMS THAT WILL BE HIGHLIGHTED IN ORANGE + WILL HAVE AN ACTIVE OR OPEN DESIGNATION ON RIGHT COLUMN

8 SITE ANALYSIS + MODELING OF EXISTING RESIDENCE *[TASK BY CHRIS SNOWDEN]*

SET FEE

DURATION: 1-4 DAYS

- CHRIS TO CREATE ARCHITECTURAL MODEL OF ALL EXISTING CONDITIONS OF EXISTING RESIDENCE
 - LASER MEASURING
- SITE CONDITIONS [SITE SURVEY] REQUIRED [TO BE PAID FOR BY CLIENT]

9 CONCEPTUAL DESIGN PROCESS *[TASK BY CHRIS SNOWDEN]*

SET FEE

DURATION: 5-10 WEEKS

- CHRIS TO CREATE CONCEPTUAL FLOOR PLAN OPTIONS + IMAGES OF 3D ARCHITECTURAL MODEL

10 CONCEPTUAL DESIGN PRESENTATION *[TASK BY ALL]*

DURATION: 1 DAY

- CHRIS TO PRESENT 1-2 CONCEPTUAL DESIGN SCHEMES IN PERSON TO CLIENT [24" X 36" PLAN SHEETS + DIGITAL 3D MODEL IMAGE SNAPSOTS]

11 CHANGES TO CONCEPTUAL DESIGN [DESIGN DEVELOPMENT] *[TASK BY CLIENT]*

BILLED AT HOURLY RATE

DURATION: 1-3 WEEKS

- CLIENT TO INTERNALLY REVIEW CONCEPTUAL DESIGN OPTIONS PRESENTED AND APPROVE OR SUGGEST EDITS OR SUGGEST COMBINATION OF 2 CONCEPTUAL PLANS

12 FINAL EDITS TO CONCEPTUAL DESIGN

[TASK BY CHRIS SNOWDEN]

BILLED AT HOURLY RATE

DURATION: 1-3 WEEKS

- FINAL CHANGES MADE TO CONCEPTUAL PLANS

13 FINAL CONCEPTUAL DESIGN APPROVAL

[TASK BY CLIENTS]

DURATION: ??

- CLIENT TO APPROVE FINAL CONCEPTUAL DESIGN!
- POSSIBLY WISE TO BRING A CONTRACTOR ON AT THIS POINT TO MAKE SURE PRICING IS NOT TOO WILD...
- BRING INTERIOR DESIGNER ON AT THIS POINT TO BEGIN INTERIOR DESIGN FINISHES

14 PERMIT SET DRAWINGS

[TASK BY CHRIS SNOWDEN]

SET FEE

DURATION: 5-10 WEEKS

- CHRIS WILL COMPLETE THE PERMIT/PRICING SETS
- THESE DRAWING REPRESENT THE REQUIRED INFORMATION NEEDED TO SUBMIT FOR PERMIT TO BUILD

15A PUT PRICING SETS OUT TO BID WITH BUILDERS

[TASK BY BUILDERS]

DURATION: 3-8 WEEKS

- BUILDER(S) WILL PRICE OUT THE SET OF DRAWINGS BEFORE WE PROCEED TO THE PERMIT PHASE WITH THE CITY/COUNTY

15B SUBMIT PERMIT SET DRAWINGS TO CITY

[TASK BY BUILDER]

DURATION: 1.5-5 WEEKS

- BUILDER WILL SUBMIT THE PERMIT SET OF DRAWINGS TO THE CITY FOR REVIEW
 - CAN TAKE UP TO 8 WEEKS FOR PERMIT REVIEW

OR...

- WE CAN USE AN APPROVED 3RD PARTY PERMIT REVIEWER FOR A \$1,200 FEE
 - 10 DAY TURN AROUND

16 PERMIT APPROVED / BUILDING BEGINS

[TASK BY BUILDER]

DURATION: 8 MONTHS-1.5 YEAR

- BUILDER TO BEGIN WORK ON CONSTRUCTION
- CHRIS WILL PROVIDE FREE BI-WEEKLY SITE VISITS/MEETINGS WITH CONTRACTOR/CLIENTS THROUGHOUT CONSTRUCTION TO MAKE SURE EVERYTHING IS STAYING ON TRACK
- CHRIS TO REVIEW ANY SHOP DRAWING OR RFIs [REQUESTS FOR INFORMATION]
- **BILLED AT HOUR RATE** FOR ANY SITE VISITS

17 CONSTRUCTION DOCUMENTS

[TASK BY CHRIS SNOWDEN]

BILLED AT HOURLY RATE

DURATION: 3-12 WEEKS

- REQUIRED DETAILED DRAWINGS OF STAIR RAILINGS, LIGHTING PLANS, BATHROOM AND KITCHEN ELEVATIONS, WALL SECTION DETAILS, ETC

18 CONSTRUCTION ADMINISTRATION

[TASK BY BUILDER, CHRIS & CLIENT]

BILLED AT HOURLY RATE

DURATION: ALL OF CONSTRUCTION

- BI-WEEKLY SITE VISITS AT CRUCIAL STAGES OF CONSTRUCTION

19 CONSTRUCTION FINAL WALK THROUGH

[TASK BY BUILDER, CHRIS & CLIENT]

DURATION: 1-4 DAYS

- FINAL WALKTHROUGH [BLUE TAPE AT THE READY FOR ANY UNFINISHED OR POORLY EXECUTED DRAWINGS]

20 DRINKS ON PORCH

[TASK BY ALL INVOLVED]

DURATION: 1 NIGHT

- CELEBRATORY DRINK(S) WITH ALL PARTIES INVOLVED