

## **PROJECT PROCESS OUTLINE**

For new construction and remodels. Specifics may vary with project.

### **GETTING STARTED**

- Initial meeting, visit project site with client
- Client wish list, space requirements, schedule, budget
- Review fees: Architect, Structural Engineer, other consultants
- Owner provides title report
- Land survey
- Agreement between Owner & Architect signed

### **PROGRAMMING AND EXISTING CONDITIONS**

- As-built measurements of existing conditions of building and site if required
- Develop project program and client goals
- Review zoning requirements: setbacks, height limits, lot coverage, parking, etc.

### **SCHEMATIC DESIGN**

- Review basic zoning issues with City Planner
- Develop rough sketches of initial ideas
- Design site plan, floor plans, exterior elevations, and building sections
- Client meets with Contractor to obtain preliminary construction cost estimate

### **DESIGN DEVELOPMENT**

- Input schematic design into computer
- Provide drawings to Structural Engineer
- Begin selection of materials, fixtures, and finishes

### **PERMIT DRAWINGS / CONSTRUCTION DOCUMENTS**

- Prepare basic drawings for permit submittal
- Incorporate structural engineering into drawings: framing, details, and notes
- Submit for building permit
- Incorporate permit review comments from City into drawings
- Provide drawings to Contractor for final construction cost estimate
  - Continue development of detailed information for construction
  - Complete interior elevations: cabinets, tile layout, etc.
  - Lighting and electrical plans
  - Develop written specifications to include materials, finishes, fixtures, etc.

### **CONSTRUCTION ADMINISTRATION**

- Pre-construction meeting with Owner, Contractor, and Architect
- Site visits during construction as required
- Answer contractor questions as required

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