

## *Overview of Remodel Project*

### ***Initial meeting (No charge)***

- Discuss scope, style, schedule, and architect's services

### ***Base Drawings***

- Collect existing building information
- Measure existing structure, if necessary
- Prepare base drawings (existing conditions) by hand or on CAD

### ***Schematic Design***

- Discuss project goals and schedule – begin defining scope of project
- Review styles, finishes, details, equipment
- Sketches showing your ideas
- Focus the design – develop up to 3 schemes
- Preliminary cost estimates
- Mix and match pieces – decide which scheme fits needs and budget
- Complete the schematic design

### ***Design Development***

- Refine the design
- Construction and project cost estimate

### ***Construction Documents and Permit Drawings***

- Prepare documents for estimate and construction
- Prepare documents for City of Seattle construction permit
- Fill out permit application materials
- Submit, then follow through until DCLU grants permit

### ***Construction Contract***

- Select a contractor
- Negotiate construction contract – cost and schedule

### ***Construction Administration***

- Answer contractor questions
- Regular visits to check on construction
- Review contractor pay requests
- Final punch list and project sign-off



**Brian Johnson AIA  
Architecture Studio**

Tel (206) 782-5800 | Cel (206) 850-3163

**RESIDENTIAL DESIGN • NEW AND REMODEL • BUILDING PERMIT ASSISTANCE**

[www.brianjohnsonaia.com](http://www.brianjohnsonaia.com)