

GLOBE RESIDENTIAL DESIGN STUDIO, INC

The Design and Permitting Process

For most projects there are 3 payments:

- 1.) Payment #1 is for the agreement, signed and mailed with a retainer check to GLOBE. You can wait until I come out to measure to provide the signed agreement and retainer.
- 2.) We'll set up a time for me to come out and measure the exterior.
- 3.) With my measurements and photos of the exterior, I create a true actual model in the computer of the existing home and then a model of what the new addition will look like.
- 4.) We will use ZOOM for me to show you – real time – what your home will look like from the exterior.-----
- 5.) With your approval I will then come out to measure the interior and make notes of how we might get from the first floor to the second floor.
- 6.) I'll then work on the interior part of the model that has been created to get the new floor plan figured out.
- 7.) Payment #2 occurs when we meet again, on ZOOM, for me to show you what your idea will look like and you approve that set of drawings.-----
- 8.) With your approval I'll then create the Preliminary Construction Drawings.
- 9.) We'll meet again, on ZOOM, for me to show you what the drawings look like and for you to make final changes, if any.
- 10.) Providing there are no changes I'll issue the Construction Drawings that will be used to start the Permitting Review.
- 11.) Payment #3 occurs for the drawings to be released to you and start the Permitting Process.

Please note the following:

- > The drawings are sent for a PLAN REVIEW to the local Building Department by you. Depending on the local Building Department, the drawings might require more information that you will be invoiced for. The possibility of engineering might also be required and will be invoiced to you directly as necessary.
- > With all required information now on the drawings a Building Permit would likely be issued from the local Building Department. The drawings will also be sent, by you, to any builders you choose and to supply stores. Each has the opportunity to ask for information be added to the drawings. It might be possible that the requested information can be covered in a letter from the designer. It is also possible that the two other entities want the information be added to the drawings. GLOBE will only provide that service with your approval and invoice you for the additional work.

With information now on the drawings for permitting and by all parties, you should be on your way for having your project built. There are times when an owner wants a change during construction. GLOBE can be engaged to make changes with the understanding that you the client will be invoiced. Keep in mind, the drawings are copyrighted. Any changes to the drawings must be completed by GLOBE. No part of the drawings can be used to create any new project.

If you have any questions please reach out to GLOBE.