

Office & Design Process

OWNER BUILDER SUPPORT - CLIENT GUIDE

CLIENT REQUEST

- * CONCEPTUAL DESIGNS & 3D RENDERS
- * TOWN PLANNING DRAWINGS
- * BUILDING PERMIT DRAWINGS
- * OVERLOOKING & SHADOW DIAGRAMS

- * POOL & SPA SAFETY BARRIERS
- * RAISED DECKS
- * FRONT SIDE & REAR FENCING
- * RETAINING WALLS
- * VERANDAHS & PERGOLAS

- * CARPORTS & DETACHED GARAGES
- * LARGE SHED LOCATIONS
- * STRUCTURAL HOME RENOVATIONS
- * OFFICE LAYOUTS
- * CAFE & RESTUARANT LAYOUTS

- * SINGLE & DOUBLE STORY NEW HOME DESIGNS
- * SPLIT LEVEL NEW HOME DESIGNS
- * KNOCK DOWN REBUILD NEW HOME DESIGNS
- * DUAL OCCUPANCY NEW HOME DESIGNS
- * NEW MULTI-UMIT DEVELOPMENTS DESIGNS

DESIGN & ADMIN PROCESS

- * FREE BASIC PROPERTY REPORT
- * FREE BASIC BUSHFIRE REPORT
- * FREE BASIC TERMITE REPORT
- * PROJECT ADDRESS RESEARCH

- * PROVIDE QUOTE & PRELIM AGREEMENT
- * PROVIDE ADMIN & CERTIFICATE SELECTION
- * PROVIDE BUILDING SURVEYOR APPLICATION

OUR MAIN DESIGN FIRM

- * IF A REQUEST FOR A NEW HOME DESIGN HAS BEEN CHOSEN, A REPRESENTATIVE FROM OUR MAIN DESIGN & DRAFTING FIRM WILL BE IN CONTACT WITH YOU FOR A DESIGN BRIEF, QUOTATION & SET UP A MEETING

CLIENT AGREEMENT

- * DOCUMENT & CONSTRUCTION TYPE SELECTION
- * SIGNED AGREEMENT FORM
- * SIGNED CERTIFICATE SELECTION FORM (OPTIONAL)
- * FULL ADMIN FEE PAYMENT - IF REQUESTED
- * 50% PROJECT PAYMENT BEFORE ANY WORK TO START

CLIENT DESIGN REVIEW

- * CLIENT MAY REVIEW & AMEND DRAWINGS UP TO 5 TIMES FREE OF CHARGE. CHARGES MAY OCCUR AFTER FIFTH REVIEW DEPENDING ON SIZE OF AMENDMENT.
- * ONCE CLIENT HAS APPROVED THE DESIGN, A 45% PROJECT PROGRESS PAYMENT IS TO BE MADE BEFORE DRAWINGS ARE PROVIDED TO ENGINEERS, ENERGY RATERS OR BUILDING SURVEYOR.

TOWN PLANNING SUBMISSIONS

- * ANY PROJECT REQUIRING TOWN PLANNING IS AN ADDITION FEE. CONTACT OWNER BUILDER SUPPORT FOR QUOTATION

ENGINEERS & ENERGY RATERS

- * RETAINING WALLS
- * CARPORTS & DETACHED GARAGES
- * STRUCTURAL HOME RENOVATIONS
- * NOTE: ENGINEERING REQUIRED FOR ANY STEEL STRUCTURES

BUILDING PERMIT PROCESS

- * IF ANY AMENDMENTS ARE REQUIRED FROM BUILDING SURVEYOR FOR THE BUILDING PERMIT TO BE OBTAINED, IT WILL BE TAKEN CARE OF FROM OWNER BUILDER SUPPORT FREE OF CHARGE.
- * IF THE CLIENT DECIDES TO CHANGE THE DESIGN FOR HIS OR HER OWN BENEFIT AFTER THE APPROVED DESIGN HAS BEEN SIGNED, A FEE MAY BE CHARGED.
- * ONCE BUILDING PERMIT HAS BEEN APPROVED, THE REMAINING 5% FEE IS TO BE PAID