

PHASE 1: Preliminary Planning

Document the existing house:

- Measure and photograph the space
- Perform preliminary check of the existing mechanical and structural systems

Check for any restrictions:

- Zoning
- Neighborhood / HOA easements

Explore various design options:

- Size and shape of new space
- Budget options and materials
- Layout ideas

Develop preliminary concepts / ideas:

- Floor plans
- Exterior elevations (if applicable)
- Perspectives

Develop preliminary budgets:

- Cost ranges for each design concept
- Material allowances

Preliminary Agreement Authorization:

- Sign Preliminary Design Agreement
- Development fee paid

PHASE 2: Detailed Planning

Refine the design:

- Size / location of rooms
- Window / door location
- Plan / elevation adjustments
- Fixture details
- Exterior refinements

Regular client meetings:

- Review preliminary drawings / plans for project
- Make necessary adjustments to plans and budget ranges

On site review / walk through:

- With all involved Integrity team members and Trades (if necessary)
- Narrow budget ranges with cost estimates
- Confirm agreed budget ranges and allowances

Initial Contract Authorization:

- Sign construction contract
- Down payment (applied to balance)
- Schedule anticipated project start week or month

PHASE 3: Pre-Construction Planning

Develop detailed drawings:

- Plans are finalized and approved by Homeowner
- All allowances are agreed upon and finalized

Pre-construction walkthrough:

- Homeowner meets with Production Team
- Plans are reviewed by all parties
- Amendments or final details placed in contract
- Discuss Change Order Process

Soft Schedule the project:

- Realistic scheduling for project start week
- Sequence of events timeline
- Important start dates and deadlines
- Order materials
- Discuss parking, bathroom, container location, lock box, etc.

Permits:

- Permit drawings developed
- Permits procured by IDB

PHASE 4: Construction

Weekly meeting with the production team:

- Clear communication
- Review progress
- Update forecast / flowchart

Project management:

- Thorough dust protection
- Check all materials
- Coordinate all inspections and trades

Walkthrough at 95% completion:

- Final inspection conducted by homeowner and production coordinator
- Completion list finalized and signed by all parties
- Completion list completed by production team

Final meeting:

- Review important warranty information
- Make final payment
- Helpful tips and advice
- Collect satisfaction survey