



ADDITION/RENO DESIGN PROCESS

BEN NORKIN ARCHITECTURE

BEN NORKIN

- ARCHITECTURE -

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I'M BEN.

LICENSED ARCHITECT IN MD + DC • PARENT • HOMEOWNER • NAVY VETERAN

BEN@BENNORKINARCHITECTURE.COM



I love helping people turn their wants and needs into an actionable plan for getting their ideas built.

I love space planning a renovation, addition or new home. I love helping you pick colors and finishes and helping your builder figure out the difficult construction details.

I love being a part of turning your house into the home you want it to be.

The only thing I don't love about my job is that when the project is done I don't get to live there with you...probably.

FREQUENTLY ASKED QUESTIONS

WHAT IS YOUR PROCESS?

That's what this book is about! Check out the following pages for information about the project phases, a client questionnaire and more. I think my process is fun, collaborative and informative for homeowners.

CAN YOU COME OVER AND GIVE ME SOME ADVICE?

All projects start with a free Zoom call. We will talk about the design, permitting and construction process. We can talk about working with architects and selecting contractors. We can review photos of your house and talk specifics about your project and your location. In just an hour I can give you tons of actionable advice (for free) and get a feel for the scope of work required for your goals.

If we're a good fit, I'll write up a proposal and deliver it to you in person to see the house.

Get started right here: <https://bennorkinarchitecture.com/projectconsult>

HOW MUCH DOES IT COST TO HIRE YOU?

My minimum fee for an addition or whole home renovation is \$18,000. It may end up being more, but it won't be less. You can hire me for just the initial phases before committing to the whole project. See my post about [Architectural Master Plans](#).

Homeowners who hire me are generally doing major whole-home renovations or large additions with a construction budget of \$360,000 or more. See the sheet on architectural service tiers a few pages down.

FREQUENTLY ASKED QUESTIONS

FAQs CONTINUED...

WHAT IS INCLUDED?

My fee includes the architectural design process, as outlined on the following pages, from right now through receiving your building permit. This includes documenting the existing conditions, multiple rounds of schematic design to get the perfect plan, help selecting a contractor, doing the structural drawings and selecting a structural engineer, applying for your building permits (and other stuff you might need, like Historic approval) and finally, conducting a thorough pre-construction conference with me, you and the builder.

I can also assist throughout construction, with finish selections and construction observation. See the next page for a comparison of tiers of architecture professional services .

There are a few reimbursable expenses along the way, like printing and permit costs, and my fee does not include the cost of the structural engineer.

DO WE NEED AN ARCHITECT?

Homeowners are always allowed to submit their own drawings (or those done for them by a draftsman) to receive a permit. If there is any structural work you will need a structural engineer to stamp the drawings.

If the plans you have do not meet the basic submission requirements of the building department they might direct you to have an architect prepare and submit the drawings. These requirements vary between DC and MD and from county to county within MD.

For homeowners working with a draftsman or licensed architects not familiar with Montgomery County drawings requirements I offer a [plan review service](#), in lieu of hiring me to design your project.

You might also consider hiring a Design-Build firm. They would have their own process for hiring either an architect or a draftsman on your behalf. More about Design-Build on my blog [right here](#).

ENERGY EFFICIENCY IS IMPORTANT TO US. CAN YOU HELP WITH THAT?

Yes! I am a Certified Passive House Consultant and I would love to incorporate some of these concepts into your house. Even if you don't intend to go the full Passive House route, your home can still benefit from some of the Passive House best practices, like improved air-tightness and above-code-minimum insulation.

HOW DO WE HIRE YOU?!

Great decision! Email, call, text or [visit my calendar](#) to set up a free Zoom consult. We can talk more about your project, your goals, needs and wants. I can tell you all about design, construction, working with architects, finding a builder, getting permits, some ideas for your specific project and property and more!

If we're a good fit I will schedule a site visit and bring along a formal proposal for your consideration.

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MY PROPOSAL WILL LOOK SOMETHING LIKE THIS

01.01.2022

TYPICAL FEE PROPOSAL

\$18,000

PREDESIGN (2-3 WEEKS)

\$2000

initial consult • zoning research • matterport 3d house scan • existing conditions drawings • conceptual design meeting • pre-design questionnaire • budget discussion & recommendation

SCHEMATIC DESIGN (6-12 WEEKS)

\$5000

FUN! • design testing and iteration • floor plans, elevations and 3d • basic schedules and room areas • pre-bid drawing set and contractor estimates

DESIGN DEVELOPMENT (4-6 WEEKS)

\$2000

refinement of selected design • initial structural layout • structural engineer site visit* • selection of contractor • historic area work permit (if applicable)

CONSTRUCTION DOCUMENTS (6-8 WEEKS)

\$9000

complete architectural drawing set • electrical + lighting layout • structural drawings and coordination w. structural engineer* • coordination w. other consultants • permit filing and receipt • pre-construction meeting • advice and Q&A availability throughout construction • drawing clarification for builder

CONSTRUCTION EVALUATION (OPTIONAL)

(HOURLY)

final finish selections and interior design • regular site visits and construction observation • showroom visits • design changes

* This proposal is for architectural professional services only and does not include: permit fees, printing costs or structural and MEP engineer services.

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HERE'S WHAT HAPPENS WHEN YOU ACCEPT

Great decision! Here's what happens next...

1 - LET ME KNOW THAT YOU ACCEPT THIS PROPOSAL

Email, text, call or stop by to let me know that you want us to move forward with this project together. I'll need a current property survey to get started, so start looking through your closing documents now. If we need to get a survey completed let's schedule that ASAP.

2 - RETAINER INVOICE

I'll send you a retainer invoice of \$500 to schedule this project and to pay my photographer for the house scan and virtual tour I need to complete the existing conditions drawings.

3 - MATTERPORT SCAN

My photographer will need access to the house for a couple of hours. I'll have him coordinate a time with you. I don't need to be there for this, but I might be able to stop by for a bit. We can do this at any time, but best to get it done soon. I need the 3D scan in order to complete the drawings of the existing conditions.

4 - FORMAL AGREEMENT AND FIRST PAYMENT

I will be in touch with our formal agreement (contract) and first invoice. The total price for my professional services is as indicated on the first page of this proposal, but that does not align 1:1 with the billing.

My fee is paid in four installments:

25% to begin | 30% end of Schematic Design | 30% permit filing | 15% pre-construction meeting

5 - PROJECT START AND FIRST DESIGN MEETING

We get to work! Our first conceptual design meeting will take place at the project location. I will have the existing drawings by then and we'll burn through a bunch of trace paper as we begin to think about what's possible. I will accept the signed formal agreement and first payment at this meeting.

A ROUGH GUIDE TO ARCHITECTURAL SERVICE TIERS

You're considering a major home construction project, and interviewing architects, but not sure how to compare apples to apple pie. This might be the second biggest investment in your life, and you're not even clear on what it is you're paying an Architect for..

POSSIBLE DESIGN FEES ON A \$400,000 ADDITION/RENOVATION



DRAFTSPERSON / ENGINEER

- Bare minimum drawings for a building permit
- Draftsperson may have to hire an architect or engineer to stamp certain drawings
- Best if you know exactly what you want and how to build it
- Good choice if you are a dentist who flips houses on the side and already know everything about design and construction, you just need someone who can do the CAD stuff and get a permit. You probably won't follow the drawings anyway
- You might be interested in my [Plan Review](#) service

SELF-EMPLOYED ARCHITECT

- Complete, coordinated drawing set of your bespoke design
- You work directly with the architect/owner of the practice
- Contract typically runs from concept through receiving your building permit
- Multiple iterations of Schematic Design (aka Master Plan) so you get to see all the possibilities
- Architect's home office is in unfinished basement not suited for client visits, but they're about to start construction on their own dream home with an amazing home office they can't wait to have clients visit (generally speaking)
- Will design your kitchen layout and provide drawings and 3d views, but leave the actual selection of appliances, cabinets, pulls, counter material etc. to owner and/or cabinet rep
- Architect is available beyond permit receipt, but actual construction administration is usually hourly
- Drawings may generally describe finishes as "engineered hardwood" or "shiplap accent wall" etc. Owner will make most selections based on an allowance determined during contractor selection
- Fee likely does not include structural engineer or other consultants

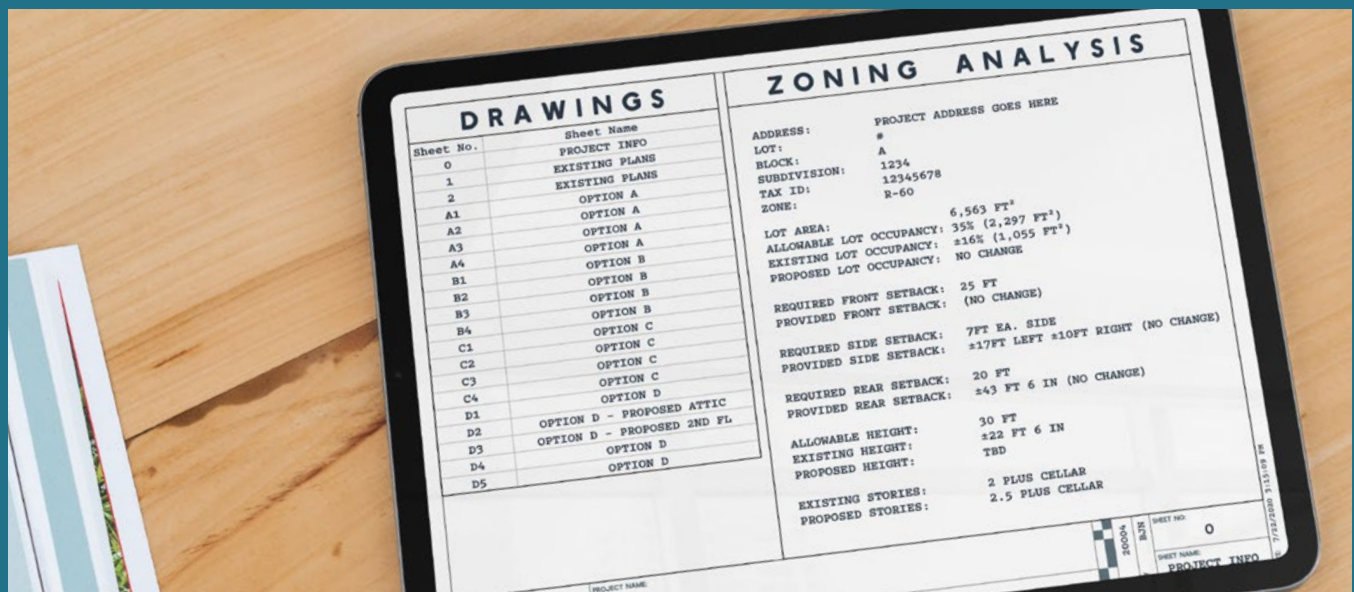
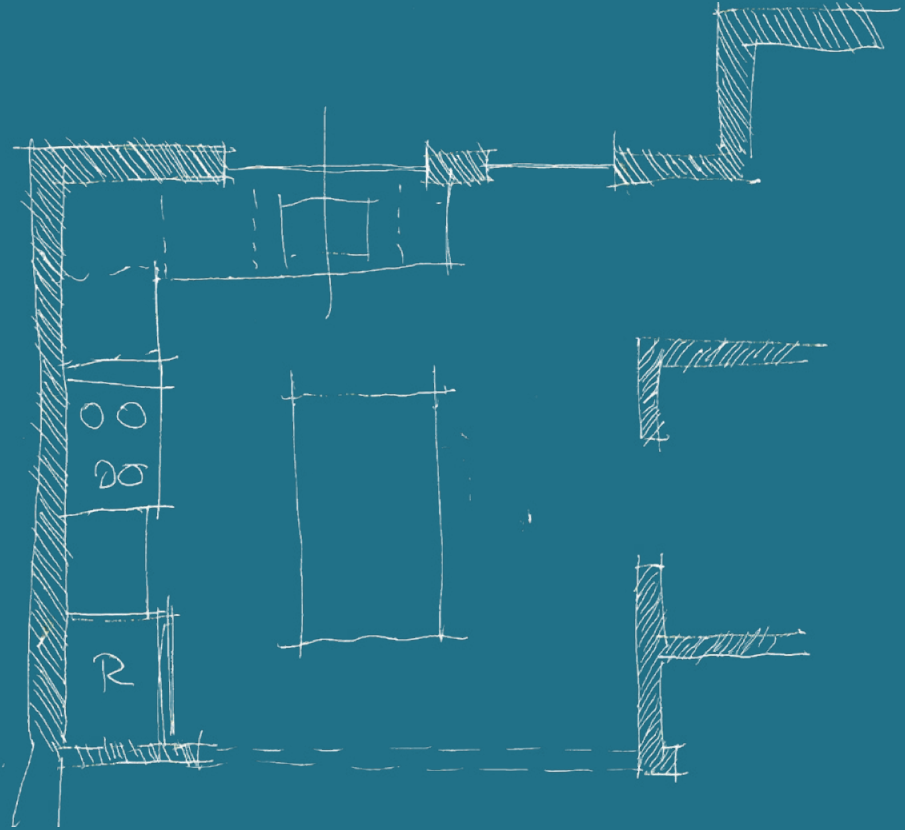
FULL SERVICE ARCHITECTURE FIRM

- Complete drawing set and likely a specification book.
- You work with a Project Architect and possibly a few other team members
- Contract typically runs from concept through the end of construction, with Construction Administration being a required component of the fee
- Have a really nice office with a big conference room, probably
- Fee may already include structural engineering
- Drawing set may include detailed technical drawings of all casework, bathroom vanities, showers and more
- Drawings may indicate specific finishes, fixtures and installation quality standards before a builder is selected

PREDESIGN

INITIAL CONSULT • ZONING RESEARCH • EXISTING CONDITIONS DOCUMENTATION

1. You tell me all about your needs, wants and secret desires (for your home). See the client questionnaire at the end of this book.
2. I'll research your property and confirm that the zoning laws allow us to build what you want to build. We will also identify any additional constraints on the project, like whether or not you are in an historic district.
3. I will measure your house and create a set of drawings that show the existing conditions. I need an accurate set of plans to begin the work of doing your new design. See an example set of [existing conditions](#).



SCHEMATIC DESIGN

FUN! • DESIGN TESTING AND ITERATION • INITIAL FLOOR PLANS AND 3D • SELECTION OF BEST DESIGN OPTION

Maybe the most fun of the entire process! I create a virtual model that shows you a few different possibilities for your addition or renovation. You get to see the floor plans, sections, elevations and 3D views to help you understand the proposed designs.

Usually two to three concepts get us headed in the right direction and most clients end up liking a little bit from each design. We will test out everything and you will be involved all the way through so there are no surprises and the design works for you. A round or two of revisions and we have a winner!

The drawings will look similar to the ones on this page. Follow the link for an example of a [full set of schematic drawings](#).



DESIGN DEVELOPMENT

REFINEMENT OF SELECTED DESIGN • INITIAL STRUCTURAL LAYOUT • IDENTIFICATION OF CONTRACTOR

This phase is all about refinement. We improve the plan we chose at the end of Schematic Design and begin thinking more about structures, systems and constructability. We can also start thinking more seriously about finishes.

At the end of Design Development you have a quality set of plans that can get more accurate bids from contractors.

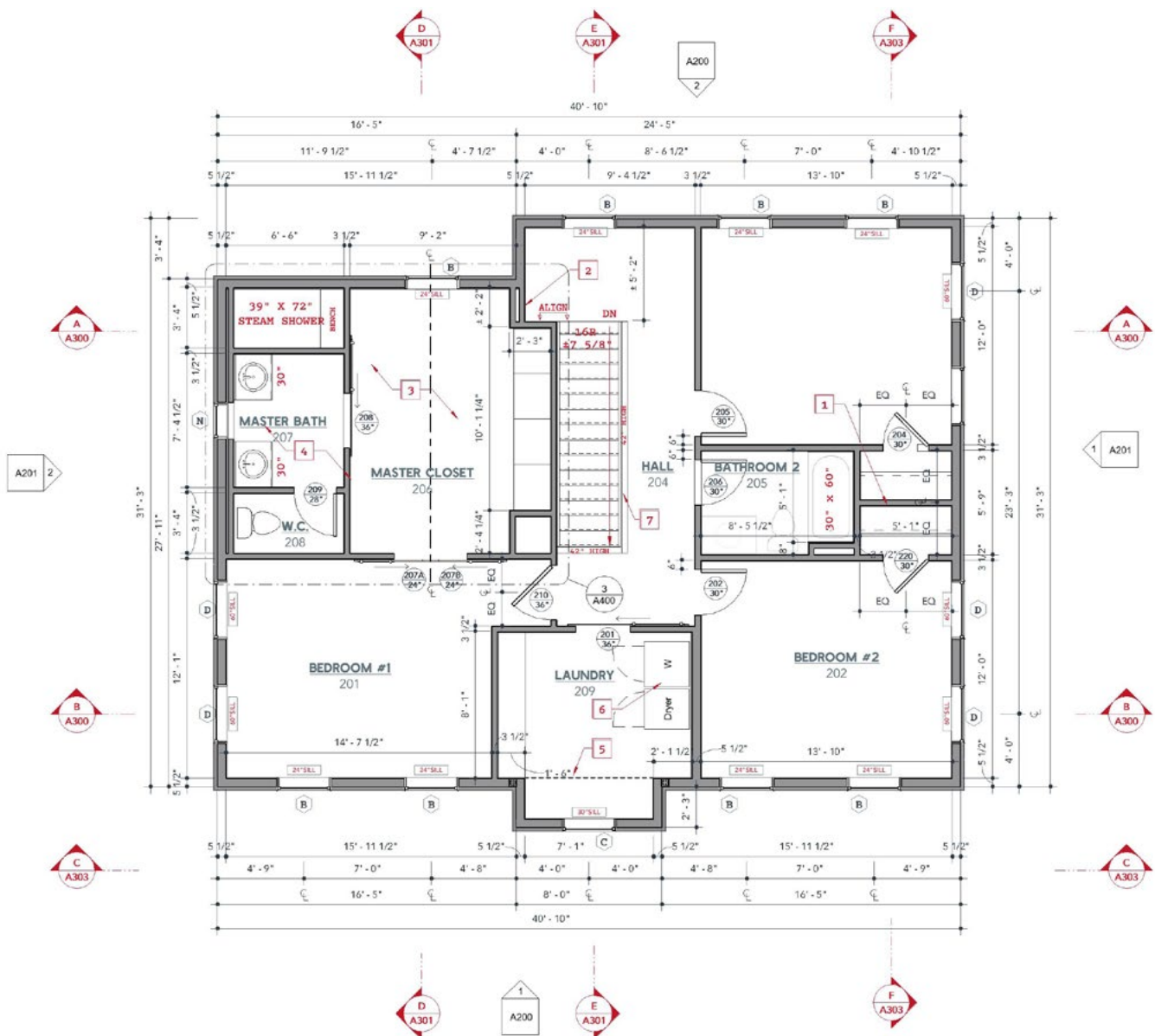


CONSTRUCTION DOCUMENTS

COMPLETE ARCHITECTURAL + STRUCTURAL DRAWINGS • ELECTRICAL LAYOUT • PERMITS • CONTRACTOR SELECTION

This is the full permit-ready plan set. All the dimensions and details you need to get your project built. Also known as Contract Documents, the plans I create serve as the basis for the contract you sign with your builder. The more complete the drawings, the less room there is for differing interpretations by all parties involved.

Think of the Construction Documents as the ultimate design drawings, because design isn't just about what your house looks like, it's also about how it gets built. The drawings at this stage will look something like this.



CONSTRUCTION OBSERVATION

FINAL FINISH SELECTIONS • COORDINATION WITH CONTRACTOR

Your dream home is under construction!

I can help you manage the relationship with your contractor and make sure that what is being built matches what we designed. I'm also still involved at this point in case the contractor needs additional details drawn to help them construct our design.

We can also make the final selection of finishes at this point, from backsplash tiles, paint colors and accent walls to kitchen cabinets and more. Now, did you want the 60" flat screen or the 65"?



OWNER QUESTIONNAIRE

YOUR TURN! TELL ME ABOUT YOUR PROJECT. HERE ARE SOME THINGS TO THINK ABOUT:

WHAT ROOMS DO YOU WANT IN YOUR HOME? THIS IS OFTEN CALLED THE "PROGRAM".

WHAT DO YOU NEED? WHAT WOULD YOU LIKE? WHAT'S THE CRAZY DREAM YOU WOULD LOVE TO HAVE BUT ARE AFRAID TO ASK...FOR?

WHAT IS YOUR BUDGET FOR CONSTRUCTION?

WHEN DO YOU WANT TO START? FINISH?

HAVE YOU DONE A MAJOR PROJECT LIKE THIS BEFORE?

WHAT'S YOUR STYLE? WHAT KIND OF LOOK DO YOU WANT? (WE CAN GET ON HOZZ AND PINTEREST TO GET INSPIRATION)

IS THERE ANYTHING ELSE YOU THINK YOU MIGHT WANT TO ADD/BUILD/RENOVATE IN THE FUTURE?

HOW DO YOU FEEL ABOUT JEEPS? (ASKING FOR A FRIEND)

WHAT DO YOU WANT TO TELL ME THAT I DIDN'T ASK?

WHAT DO YOU WANT ME TO KNOW ABOUT YOU?

HOW CAN I HELP YOU TODAY AND IN THE FUTURE OF THIS PROJECT?

