

# Drafting & Design Services, LLC

## Residential Design and Drafting

### Plan Process

A design and floor plan, with owner input, will be developed for approval by the owner. This is called the "Design Phase". Since we don't know how much back and forth, tweaking, changing, etc. will take place, this is charged simply at time and expenses. For an owner who knows exactly what he or she wants this might take very little time. Generally the range seems to be between 5 – 20 hours for this phase. The better you know what you are after, the quicker it can go. Once we have agreed on a plan it is "signed off" and we will give you a more accurate estimate of the number of hours required to create the final construction documents. Once we know more accurately what the building will look like and include, we can make a more accurate hourly estimate than the wider estimate given at our initial meeting. This does not mean you cannot make changes after the end of the design phase, simply that such changes may alter the number of hours it takes to produce the plan set and your final bill. The final drawings and documents are generally completed about four weeks after the close of the design phase. Plan sets will include a site plan, floor plans, a foundation plan, floor framing, roof framing, and all necessary elevations. The owner should provide a plot plan that includes the following: lot dimensions, location of septic system and well (if not in the city), easements and setbacks, adjacent streets, the parcel number, and the street address. If the project is an addition or remodel, the owner should provide "As Built" drawings of the existing structure, if available. In any event, in the case of an addition or remodel, we will be required to produce As Built drawings as part of the construction documents and any existing As Built plans will need to be re-drawn by us as a part of the addition or remodel's plans. For this and other structural reasons, additions and remodels are more expensive to design and produce plans for than for new structures.

### Estimated Cost

An estimate of the number of hours required to design the structure, and generate the full set of plans, will be given for owner approval. While this estimate of time should be accurate, unforeseen site issues, required engineering, and owner changes can influence the final cost of the set of plans. Any changes or deviations from the first estimate will be discussed with the owner prior to additional work being done.

### Engineering

Required engineering for glulam beams, headers, concrete retaining walls, prow front design, and sheer walls will be billed by the consulting engineer. Some engineering is required on just about all new buildings in Chelan County. Expect costs between \$1000 and \$3000 for engineering, or more, depending on the complexity of your project.

### Geo-hazard Areas

A soils assessment and report may be required if the property is in or near a geo-hazard area and will be billed by the consulting engineer. (Usually this cost is about \$450.00)

### Plan Changes

Changes requested after the completion of the design phase will be billed at \$68 per hour, plus the cost of copies if we have reached that stage. Any changes requested by the city or county, with the exception of additional engineering, can usually be noted on the final set of plans and will be made at no charge.

### Plan Sets

Plan sets generally include 8 to 12 pages, or more, and are printed on 24 x 36 paper. At least three sets of plans will be needed, two for the County, and one to archive. Plan sets cost \$28 - \$30 each, so figure on \$120 or more going to this. Additional plan sets will be produced at your request so you have additional copies for getting contractor bids, etc. It is usual to order several extra sets of plans, which is best done (cheapest) at the time all of the plan sets are printed.

### Retainer fee

A retainer of \$500 will be requested to cover partial up front costs, copies and computer time. Hours are billed at the end of each month. The remaining cost, including the design fee, sets of plans, and any required engineering, are due and payable upon submittal of the completed plans.

Drafting & Design Services, LLC  
8181 Williams Canyon Road  
Cashmere, WA 98815

Jay Bender  
(509)433-1090  
jay@jaybender.com

## Additional information about the process...

Generally, once we have met and discussed the process, we leave you with a sample contract to peruse while we investigate the property in the Chelan County Building and Planning Department. We will find out if your property is in a Geo-Hazard zone, what the zoning designation is, setback requirements, building height limitations, and any other factors influencing your project.

A remodel / addition is usually more time consuming to do because of the need for a set of "As Built" drawings of the original structure. This structure will be included in all of the newly produced drawings as the addition will influence the structure of the original building. How the addition meets and ties in with the original building is particularly important and must be shown in detail. The original building also must be drawn in all of the elevation views so the building department can see how the addition is oriented relative to the original building. All of this just takes additional time and makes an addition / remodel project more expensive than a similar sized new building.

Armed with that information we can then make a broad estimate of the number of hours your project will take. This will be the less accurate, broad estimate with a generous range (as in "110 – 140 hours"). We will then print up two copies of the "Letter of Agreement", just like the one you have for review, but with all of the blanks and information filled in. Included on page two will be an estimate of the number of hours your project will take. Multiply those hours by \$78 and you can see what the range of your cost will likely be. It is very common for a project to be initially described as something simple and plain. During the design phase, where we are making sketches, throwing ideas back and forth, and refining the design, things can grow. "Let's add a deck on this side", or "Lets go out 14 feet farther so we can add a bedroom and a bath on this end". Any changes or additions that would trigger additional hours will be discussed with you prior to any work being done. Knowing that this is the process helps all of us cope with changes. Usually, the small additional plan cost is minimal when considering the cost of the whole project. It is more important to build what you will want. At the end of the design phase we can give you a much more accurate estimate of hours remaining (generally a much tighter range... as in "130 – 135 hours").

If you know who your contractor will be, we would like that information. Often this is not known beforehand, but if you have someone in mind it can help us to work with that contractor in the design and planning phase. Different contractors have different ways they like to do things and it helps to have communication between us.

In most cases you can make fixture, counter, trim, door size, and other changes during the building process. You will be communicating with your contractor on what brands of windows you'd like to use, what doors, what types of countertops and fixtures to install. None of these need to be specified to obtain a building permit, and the range of choices is quite large. It is not our place to dictate to you what you choose. Likewise, your electrical contractor will discuss lighting fixtures, locations of lights and switches, etc. with you. We will need to specify where the electrical line comes into the building, but even this is not cast in stone. Your set of building plans will show doors, windows, bathroom and other plumbing fixtures, basic heat and cold air return chases, but many of the specifics, such as brands, will be discussed with you by your contractor and sub-contractors.

The design phase is a series of meetings where we look at preliminary sketches on graph paper, make changes, talk about ideas, your use of the spaces, and your vision for the building. Once we get a plan on paper that looks good to you, you will be asked to "sign off" on the plan. Then we will turn that plan into a full set of building plans to submit to the county. We will likely also give you a list of documents you will need to locate amongst your real estate paper work, such as the well report, the septic system permit, your deed or other documentation which shows how you have access to the property, any easements, etc.

Plan on making a trip down to the Building and Planning Department offices when we are ready to submit your application for a building permit. Your signatures will be required, along with the initial permit application fees, and the county will have a notary on hand for that process. We will accompany you at that submittal meeting to make sure all goes smoothly.

## Building Permit Fees

Chelan County charges several fees which are difficult to calculate without knowing the full extent of the project, number of plumbing fixtures, square footage of house, garage and deck space.

There is a "Plan Review" fee which is based on the estimated cost of construction they've set:

Finished house space: # sq. ft. x \$59.30 =

Basement space: # sq. ft. x \$20.50 =

Garage space: # sq. ft. x \$21.50 =

Deck space: # sq. ft. x \$12.00 =

Post Frame Building # sq. ft. x \$15.00 =

Post Frame (enclosed) # sq. ft. x \$18.00 =

Add up these amounts to get an estimated construction cost for your project. The county then finds the amount on a chart to get your "Plan Review Fee", which is usually about .365% of the cost figure (multiply cost amount x .00365). On a \$122,169 project the fee was \$446.

There is a "Zoning Fee" of about \$100.

The two fees, "Plan Review" and "Zoning" get paid when the application for permit is made.

Once the plans have been reviewed and approved, the actual "Building Permit Fee", "Plumbing Permit Fee", and "Mechanical Permit Fee" are all due. The "Building Permit Fee" is the big one and on that same \$122,169 building was \$1122.00. The "Plumbing Permit Fee", based on the number of plumbing fixtures, was \$55.00, and the "Mechanical Permit Fee"(heating and cooling systems) was \$45.00.

So, expect to write one check when the plans are submitted, and another when the plans are approved and ready to be picked up. The first one may be in the \$500 to \$700 range, the second may be in the \$1200 to \$2000 range. We tell you all this because it is better not to be surprised by these fees when we get to these points in the process.