

SERVICES INFORMATION

ONBOARDING

Our goal at TEF Design is to offer a streamlined process for both experienced builders and new homeowners. We believe this begins with budget understanding, the forming of precision construction schematics, and continued support throughout the building process.

SCOPE OF WORK

Every standard set of building plans we provide includes at minimum eight pages. Sets contain a cover sheet, exterior elevations, detailed floor, architectural features, and MEP plans. Full, non engineered structural drawings for the project are covered in the final three sheets of the documents. Plans are emailed to you in digital format.

CODE COMPLIANCE

Every attempt to meet the current requirements of the International Building/Residential Code and local building departments is made with every set of plans produced by TEF Design. We guarantee that our plans will be permit and construction ready.

PLAN REVIEW

Ultimately, our set of plans will be reviewed by a building official to ensure that the documents meet local code conditions. In the event of a discovered error or building code change, TEF Design will make the required plan review corrections at no additional charge.

RESIDENTIAL ENGINEERING

As technically complete as our building plans are, there are some projects in which services by a structural engineer are required. TEF Design will not be responsible for the retaining or payment for the

services of a technical registrant. However, we will assist you in the consultation and communication with the engineering professional.

RESIDENTIAL PRICING

To help keep the pricing simple and straight forward, TEF Design offers an easy to understand yet broad range of options and fees for each type of residential project.

RESIDENTIAL PLANNING

Livable: The base price for every home starts at \$1.00 per square foot livable. There is no minimum or limit to the square footage.

Garage: Included with base price up to 750 square feet. A \$50.00 design surcharge will be added for the garage that exceeds the base S.F. total. Attached RV Garages are charged an additional \$50.00.

Porches and Patios: Included with base price up to a combined 750 square feet. A \$50.00 design surcharge will be added for the porches and patios that exceed the combined base S.F. total.

Multi Story: A design fee of \$100.00 will be added for a home with a second story. This fee applies to the basement as well.

RESIDENTIAL SITE PLAN

TEF Design can provide a site plan that depicts the placement of your home on any given property. This site plan does not include any civil engineering, but is highly accurate, accepted in the building departments, and is required to obtain a permit. There is a charge of \$100.00 for the site plan.

RESIDENTIAL PLAN CHANGES

Now while great lengths are taken to ensure accuracy and client satisfaction with every set of plans, we understand that ideas can never stop coming! TEF Design will accommodate the client through several alterations of the project through three design levels. These approval moments are explained in the planning schedule subsection.

Adjustments after each of these stages are charged at an hourly rate of \$50.00 per hour. The scope of work can vary greatly depending on your requirements and will be handled on a case-by-case basis. All requested changes must be sent by email.

PRELIMINARY DESIGN SERVICES

Should a customer require a proof of concept floor plan for study or bidding purposes, a one time design fee will be charged. This surcharge is \$100.00 per 500 square feet livable. The floor plan will be basic in nature, drawn in one quarter inch per foot scale, have no doors, windows, finish dimensions, and will be emailed in PDF format only. This fee will apply to the final plans moving forward.

STAND ALONE GARAGE PLANNING

We offer design and drafting services for detached garages, and in a similar manner to homes, an easy-to-understand list of options is available to meet your needs.

Standard Garage: The base price for every type of garage begins at \$200.00. This includes four walls, a two-car wide garage door, and doors and windows as required. Square footage is unlimited.

RV Garage Option: Should the garage need to be large enough to park a recreational vehicle inside, a \$100.00 charge will be added. This additional fee includes the design and drafting of a larger structure and communication with the structural engineer.

Patio and Carport: A charge of \$100.00 will be added to any patio or carport for the structure. There is no limit to square footage.

Additional Spaces: A charge of \$100.00 per added item should the client need another garage bay, living area, and storage locations.

PRINTING SERVICES

Permit Set: Should the client need assistance in the printing of your new schematics, TEF Design can aid you in doing the leg work. This option includes physically printed sets of documents on 24" x 36"

paper. Each sheet that needs to be printed will cost \$3.00 per page. Most plans consist of eight pages and permitting requires two sets of plans. One set of the plans on 24" x 36" paper are provided for at no charge to the customer.

PROPOSAL TERMS

Projected Livable Square Footage_____

Projected House Levels_____

Projected Garage Stall Quantity_____

Detached Structures_____

Projected Porch/Patio Square Footage_____

Projected Engineering_____

Required Printing Services_____

PROPOSAL RETAINER

Payment scheduling for the client is made uncomplicated with TEF Design. Upon acceptance of the terms and the conditions for the design of your plan, the required payment timetable is as follows.

Deposit: A 50% deposit based on the estimated livable square footage is required up front to begin the design and plan phase.

Projected Amount of Deposit_____

Balance Due: At plan completion, the remaining balance will be due prior to plan release to client. The amount due will be based on final

square footage totals, change orders, and any selected options. The plans will be released once final payment is received.

PLANNING SCHEDULE

Now this is where the fun begins! We believe that designing your home is one of the most important facets of the entire building process. TEF Design provides an easy-to-follow scheduling method that assists the owner in making this crucial stage manageable. The design schedule involves three detailed stages with direct customer involvement.

FLOOR PLAN DEVELOPMENT

Designing the floor plan is the beginning of every plan. The first-floor plan preliminary the customer receives is where the ideas and concepts are put to scale in a drawing for review. The second version of the drawing will feature the door and window schedules. The final version is for ironing out any details and allows for a fine tune of the design. During this phase, the customer will be allowed to have **three** opportunities to change the floor plan and overall design.

ELEVATION DEVELOPMENT

Once the floor plan has been approved by the client, we move to the exterior elevation stage of the design. This is where the customer can see their home from all four views. These are the front, rear, and side elevations. At this moment, overhang style, stone location, exterior materials, and confirmation of roof design occurs. During this phase, the customer will be allowed to have **two** opportunities to change the exterior elevations.

ELECTRICAL DEVELOPMENT

When the floor plan and exterior elevations have been finalized, the last phase of customer involvement in the schematics is the electrical plan. At this stage, we define the locations of switches, electrical plugs,



lighting locations, hose bib placements, and a general HVAC layout. During this phase the customer will be allowed to have **two** opportunities to change the electrical layout.

PROPOSAL ACCEPTANCE

TEF Design Representative:

Name_____

Date_____

Client Representative:

Name_____

Date_____

OUR CONTACT INFORMATION

TEF Design

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