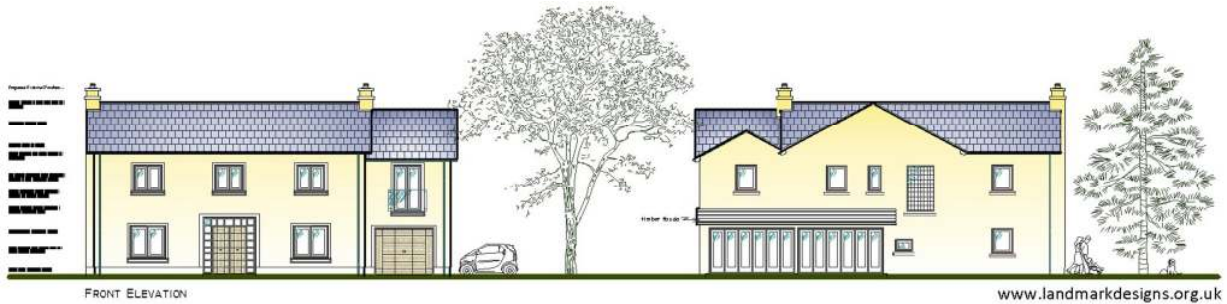


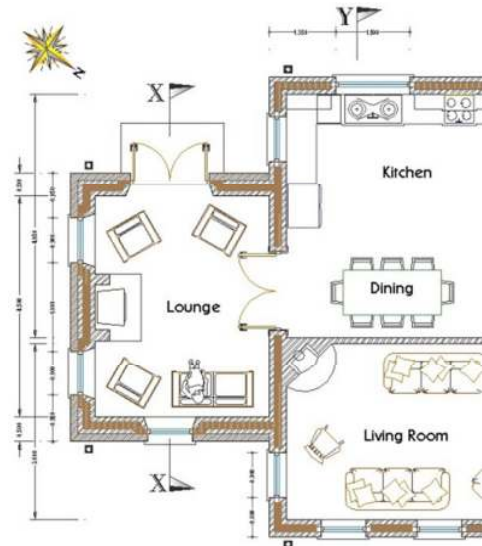
Services Typically Provided by a Design Office



Design Services Checklist

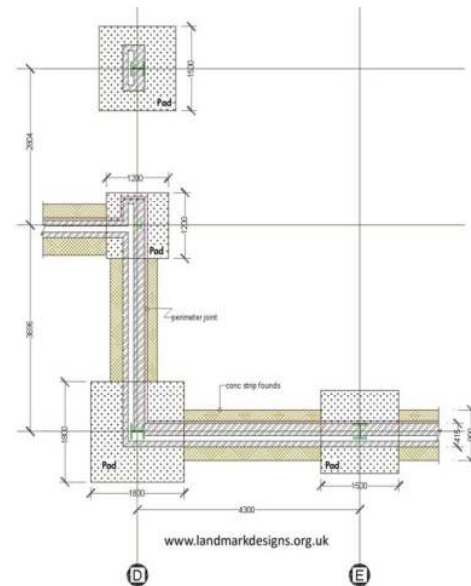
The following list is extensive (but not exhaustive); however all the services are rarely required together for a single project. Some design offices will not be able to supply all of these services. If you read this and still do not know for sure what you require, please feel free to contact us and we will help you to decide what you need. (Check the website for contact details.)

1. Professional Indemnity Insurance (All professional designers must have this cover.)
2. Professional Help & Advice at all stages of the construction project
3. Certificates for each phase of building works, as required by your Mortgage Lenders / Solicitors
4. Preliminary Site Inspection & Analysis of planning policy requirements; for Planning Applications
5. Consultations & Meetings at your site, home or office
6. Detailed Site Surveys
7. Site Analysis for Renewable Energy Installations and passive house design requirements
8. Survey of Site Levels and contours
9. Tree Survey & Report (position, species, condition, dimensions, actions required, etc.)
10. Preliminary Conceptual Design to help you make decisions for a final design solution
11. Multiple or Repeat Preliminary Designs
12. Site Concept & Analysis Statement in support of the planning application
13. License to reproduce Ordnance Survey maps (a crown copyright requirement)
14. Standard Working Drawings – as a minimum these will include:
 - ✓ Floor Plans
 - ✓ Drainage Layout
 - ✓ All Elevations
 - ✓ Sectional views through buildings
 - ✓ Construction Details
 - ✓ Detailed notes and specifications
 - ✓ Site Plan
 - ✓ Location Map
15. Additional Drawings & Specifications – these can include:
 - ✓ Structural Engineering Design Drawings
 - ✓ Landscape Design / Detailed Planting Schedules
 - ✓ Deed maps / Transfer maps
 - ✓ Detailed Tree Planting Schedule
 - ✓ Sectional & Contoured Site Drawings
 - ✓ Roof Configuration Plans
 - ✓ Ceiling Plans
 - ✓ Electrical & Services Layouts



- ✓ Foundation Plans
- ✓ Non-standard foundation design (piles, pads, raft, etc.)
- ✓ Dimensioned Site Plan for Setting-Out
- ✓ Drawings for garage, outbuildings and other structures
- ✓ Retaining wall design
- ✓ Door & Window Schedules
- ✓ Internal Door & Ironmongery Schedule

16. Making detailed application to Planning Service.
17. Providing such additional information as deemed necessary by the planners
18. Making detailed application to Building Control
19. SAPs (Standard Assessment Procedure) for thermal efficiency rating of building (UK).
20. Amending drawings as required by Building Control.
21. Making application to Environmental Health for Effluent Discharge Approval
22. Carrying out percolation tests for consent to discharge effluent to an underground stratum
23. Making Application to Rivers Agency for Surface Water Discharge to a Waterway
24. Application for a new Electricity Supply
25. Application for Making a New Entrance to a Public Road
26. Printing and copying all application documents,
27. Paper copies of drawings for obtaining builders' prices
28. Electronic copies of drawings for obtaining suppliers prices
29. Laminated copies of drawings for the builder on site
30. Structural Engineer's Calculations & Design Drawings
31. Structural Surveys & Reports for Existing Buildings
32. Environmental Impact Assessment. This can include:
 - ✓ Acoustic Survey & Report
 - ✓ Odour Assessment
 - ✓ Visual Impact Assessment & Report
 - ✓ Flora / Fauna survey & report on potential impact on protected / endangered species
 - ✓ Pollution Assessment (brownfield sites, bogs, etc.)
 - ✓ Assessment for Hazardous Materials or Processes
 - ✓ Flood Risk Assessments



33. Checking of Timber Frame manufacturers' drawings to protect the integrity of the original design
34. Written Specifications
35. Tender Documents
36. Contract Documents
37. Bills of Quantities / Materials Lists
38. Site Inspection Service
39. Liaison with Contractors / Contract Management
40. Supervision & Project Management

Remember, if what you want is not listed – just ask!
With best wishes for an inspiring and enjoyable building project!

Les O'Donnell

