HOUSEPLAN COMPANY
House plans, renders & websites

# PLANNING PROCESS

## STEP 1

**Choose Plan**

1. Browse Plans and Brochures Online
2. Order by email PDF Plan Set. No Charge.

## STEP 2

**Markups**

1. Builder and Client Mark-up Modifications to Plans
2. Fill out Specification List and BASIX Checklist
3. Client Sign Authorization to Proceed 1
4. Client Pays Deposit to cover Survey, Geotechnical Report and Plan Modifications.
5. Builder Orders Survey and Geotechnical Report

## STEP 3

**Order Preliminary Construction Plans from House Plan Company**

Email House Plan Company (HPC) with the Following Documents:

- Mark-ups
- Provide Survey and Contour Plan in CAD
- Photos of Site
- BASIX checklist
- Specifications List

## STEP 4

**House Plan Company Design Works**

- Review Council Planning Codes
- Site Plan/ Cut and Fills
- Floor Plans, Elevations, Sections and 3D Views
- HPC Sends Preliminary Plans to Back to Builder

## STEP 5

**Tender Price and Authority to Proceed 2**

- Builder Finalizes Construction Costs
- Builder Prepare Preliminary Tender Price for Client
- Client Sign Authority to Proceed 2 and Pays Deposit to cover Planning/ Council Fees/ Engineering

## STEP 6

**Order Construction Plans and Engineering from HPC**

- Order Constructions Building Plans
- Order Structural Engineering
- Send Any Modifications to HPC

## STEP 7

**House Plan Company Design Works**

- Final House Plans
- Complete Engineering Plans
- HPC to Send PDF Copy of Finalized Architectural and Engineering Plans to Builder

## STEP 8

**Final Approvals**

- Client Final Approval of House Plans
- Home Owners Warranty and
- HIA Contract Signed

## STEP 9

**Council Submission/ Private Certification**

- Builder Submit Plans to Council or Private Certifier

## STEP 10

**Construction**

- DA and CC Approval
- Begin Construction