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A R C H I T E C T



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## GUIDE TO THE PLANNING PROCESS & ARCHITECT'S SERVICES

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### Stage 1

the 'info'...

#### PRE DESIGN

- Desktop study to understand zoning and planning restrictions.
- Visit site to review existing conditions, take notes and photographs.
- Establishment of the project scope or extents and client budget.

### Stage 2

the 'ideas'...

#### SKETCH PLANS

- Meetings with client to discuss design ideas.
- Development of Sketch Plans showing general concepts and room layouts for client approval.

### Stage 3

the 'what'...

#### PLANNING PERMISSION

- Submission of an application for Planning Permission.
- These drawings show the size, shape and location of the development, exterior views to describe what is being proposed to ensure it meets the requirements permitted by the Bermuda Plan.
- Once Planning Permission has been received an owner has two years to begin building or renew the application otherwise the permission lapses.

### Stage 4

the 'how'...

#### BUILDING PERMIT

- Submission of an application for a Building Permit after Planning Permission has been received..
- These are more detailed drawings showing exactly how the project is to be built by the contractor, including structural, electrical & plumbing plans in accordance with the Building Code.
- Need building permit in order to start construction.

### Stage 5

The 'details'...

#### CONTRACT DRAWINGS & TENDER (optional)

- Creation of the final construction drawings for the contractor to base his tender price upon.
- These drawings build upon the requirements of the Building Permit and add further information such as interior finishes and detailed kitchen and bathroom design.
- Allows contractor to more accurately price project and reduces the risk of overspending your budget.
- Architect obtains quotations from contractors and reviews the received tenders providing advice to the owner on best value.

### Stage 6

the 'money'...

#### CONTRACT ADMINISTRATION (recommended)

- Produces contract documents for signing by Owner & Contractor.
- Reviews payment applications on behalf of owner to check that contractor's billings accurately reflect work done on site.
- Observation of works on site and attend site meetings with owner and contractor.
- Generally act on the owners behalf in dealing with the contractor.

Stage 5 and/or Stage 6 can always be added to our scope of work at any time if desired.

Our invoices are usually billed at the completion of each stage and amounts at each stage are clearly shown in our fee proposal.