

Residential Drafting Project Starter Checklist

A simple way to organize what you already know before your first project conversation.

You do not need every answer or document before contacting Accudrafters. Share what you have, leave anything uncertain blank, and we can help identify what may be needed next.

1 Project basics

Project address _____

City/community

Homeowner _____

Best phone or email

What type of project are you considering?

- | | |
|---|---|
| ☐ New custom home | ☐ Casita, guest house, or ADU |
| ☐ Home addition | ☐ Primary suite addition |
| ☐ Interior remodeling | ☐ Garage, workshop, or outbuilding |
| ☐ Porch, patio cover, deck, or outdoor space | ☐ Accessibility or aging-in-place improvements |
| ☐ Other: _____ | |

2 Rooms, spaces, and approximate size

List the spaces you want. Approximate answers are completely fine.

- | | |
|---|--|
| ☐ Bedrooms: _____ | ☐ Bathrooms: _____ |
| ☐ Kitchen or kitchen changes | ☐ Living or family room |
| ☐ Dining area | ☐ Laundry or utility room |
| ☐ Home office | ☐ Garage or covered parking |
| ☐ Storage | ☐ Outdoor living area |
| ☐ Other: _____ | ☐ Other: _____ |

Approximate project size, if known _____

Special priorities - such as accessibility, multigenerational living, energy efficiency, views, natural light, storage, or future expansion:

3 Helpful information you may already have

Check anything you can share. Missing items are not a reason to delay contacting us.

- | | |
|--|--|
| ☐ Photographs of the property or project area | ☐ Hand-drawn sketches or inspiration images |
| ☐ Basic room or building measurements | ☐ Existing floor plans or construction drawings |
| ☐ Property survey or site plan | ☐ Real-estate listing information |
| ☐ Well, septic, or utility information | ☐ Previous permit documents |

4 HOA or subdivision requirements

- ☐ The property has an HOA or subdivision design rules ☐ The property does not have an HOA
☐ I am not sure ☐ Documents attached or available

HOA/subdivision name, if known _____

Known rules or approval requirements - such as size, height, exterior materials, colors, roofs, fencing, or design review:

5 Contractor, permit, schedule, and budget

Contractor status

- ☐ I already have a contractor ☐ I am speaking with contractors
☐ I have not selected a contractor ☐ I may act as my own contractor
☐ I am not sure yet

Permit status

- ☐ No permit application has been started ☐ I have contacted the permitting office
☐ A permit application has been started ☐ I received review comments or correction requests
☐ I am not sure whether a permit is required

Preferred construction start _____

Known deadline _____

Known construction budget range

- ☐ Under \$50,000 ☐ \$50,000-\$100,000
☐ \$100,000-\$250,000 ☐ \$250,000-\$500,000
☐ More than \$500,000 ☐ Not yet determined
☐ Prefer to discuss privately

A preliminary range is helpful and does not need to be exact.

6 Property and site conditions

Check anything you already know. It is fine to select "I am not sure."

- ☐ City water and sewer ☐ Private well
☐ Septic system ☐ Propane
☐ Natural gas ☐ Utility equipment near the proposed work
☐ Narrow driveway or limited construction access ☐ Steep, uneven, rocky, or landscaped site
☐ Drainage, flooding, or arroyo concerns ☐ Areas where construction may be restricted
☐ Existing structures affecting the project ☐ None known
☐ I am not sure

How are utilities provided to the property? (choose one)

- ☐ Overhead utilities ☐ Underground utilities

Describe any known utility, septic, access, drainage, terrain, or other property concerns:

7 Your goals and questions

What are the most important things you want this project to accomplish?

What questions or concerns would you like Accudrafters to address?