

Erica B. Smith Architect



EricaBrobergArchitect.com



Our architectural services are comprised of TEN phases to ensure a successful progression from inception to the day you move into your new home.

We hope you will find this packet helpful in your navigation of the process. Please feel free to call us with any questions or comments.

We personally look forward to meeting, and then exceeding your expectations.

Here we go...

Step 1.

We meet you in person, or have an introductory call/Zoom to share ideas about your residence. Erica will explain how Erica Broberg Architect works and the designing and building process.

Step 2.

When you request to begin, we send you our standard Architect's Agreement for you to sign and return with a retainer.

Step 3.

Information gathering. We have discussions with you about your 'wish list' and the specifics of how you envision living in your space. We assist you in creating a detailed 'scope of work' which will use to create your design.

Step 4A.

(Skip to step 4B if you are building a new house.) Our first task is to measure the existing structure in plan, elevation and section. We then input the findings/dimensions into Autocad. You will receive a hard copy of the drawings upon completion.

Step 4B.

Simultaneously, we visit the building department and research all zoning calculations and requirements. We will report these findings to you and coordinate with your surveyor.

If we need to address any environmental or Health Department issues, we gather the information and present options to you.

Step 4C.

Once we have gathered the zoning information and have a thorough understanding of your needs and style, we begin to sketch and create plan layouts for your review.

From here onward, we continue to develop the architectural design in plan, elevation and section. We transition into the details of each room to tailor the spaces to your specific needs.

Step 5.

Once you receive your final ‘design’ set of drawings, we send these drawings out to three reputable builders for ‘ball-park’ estimates. Upon receipt of these cost valuations, we can proceed into Construction Documents and prepare for Building Permit.

At this time, we can also expand or contract the scope of work and design to narrowly focus your project budget.

Step 6.

We finalize Construction Documents.

We create a detailed specification book that lists every material and product to be used in the building of your house. These details are neatly organized in online spreadsheets for access by you, us, the contractor, all sub-contractors, and interior designer.



Step 7B.

We often design the interior millwork, cabinetry and finishes for our projects. We are flexible in the way that we work, and can limit or expand our scope of architectural services to meet your specific needs.

Step 7.

We procure, coordinate and review bids from contractors.

Step 8.

We file for permits.

Step 9.

We award bid, receive permit and *break ground!*

Step 10.

Throughout the construction project we are 'on call' to visit the site, email, have meetings and generally be available when we are needed.

Our job is to 'get the ball down the field' and efficiently provide information and details as needed.

We are available for meetings, calls, emails, Zooms, Facetimes, Skypes, WhatsApps...you name it.

Whatever we can do to make the process easier, more efficient and more fun, we will do!

Warmest Regards, Erica. 516.443.8616