



**Lynn Taylor**  
Residential Designer

# the Taylor Made Plans PROCESS

For a Smooth and Successful  
Renovation Project



**Designing and renovating your home is exciting. This time can also be fulfilling with the right guidance resulting in streamlined design, stress-free construction and an improved end result.**





## We take the intimidation and guess work out of beginning your home renovation with our 4-Step Taylor Made Plans Process

Our process will clear up some of the grey areas in the residential design building industry which, if left unaddressed, may lead to unfulfilled expectations and misunderstandings.

### Benefits of Taylor Made Plans services:

- Pre-construction problem solving so you can **proceed with confidence**
- Up-to-date construction materials and methods for **lower home maintenance**
- Detailed construction drawings for the **most accurate** construction bids
- Assisting with contractor and team selection to **get the right people** for your project
- Years of specific experience, **reducing your risk** in the process

## Consultation

Our services begin with an on-site consultation meeting, which is considered **pre-construction planning**. Our purpose is to evaluate the current state of the existing house and property conditions for your new renovation project and determine the budget. We may even need to climb into the attic if it's possible! There is a flat fee associated with this on-site consultation meeting. We can discuss your project over the phone prior to this meeting; however, it can be difficult to give exact design fees or recommendations without seeing the existing conditions firsthand. *(You are not obligated to hire Taylor Made Plans after this initial consulting visit. The initial consultation fee will not be credited toward design fees.)*

### **This is the time for you to get to know Lynn Taylor and the Taylor Made Plans Process.**

We could be working very closely with you for *several months* on what undoubtedly will be an intensely personal project. It is important for you, the homeowner, to understand all aspects of the Taylor Made Plans Process, and to feel comfortable communicating with Lynn about your needs.

### **This is also the time for Lynn Taylor to get to know the you and your home.**

Lynn will learn more about your project requirements and determine if we can assist you. Occasionally, Lynn may recommend another residential design professional better suited for you and your project, such as an interior designer.





## Consultation

During an on-site consultation meeting, Lynn Taylor will be visually surveying the existing house and property for any obvious construction difficulties.

### **We will also discuss with the homeowner such questions as:**

- Is the project feasible for your budget and future goals?
- Are there any construction difficulties with your property?
- Will the existing property conditions increase the construction cost?
- What is your property zoned? Is it located in a historic or UZO overlay?
- What is the process of obtaining a historic permit?
- Do you need to spend \$10,000+/- on delayed home maintenance issues?
- Is remodeling the best option versus moving to a different home?
- Will the existing house plus renovation suit your family's future lifestyle?
- How long will you have to stay in the home for return on investment?
- Will the money spent on remodeling give you a good return on investment when you later sell the house?
- Should you consider having a structural engineer conduct a home inspection before starting any preliminary drawings?
- How does the bidding process work for your project?
- How do you find, interview, and hire contractors for your project?
- Will you have to move out during the remodel?
- Do you want to incorporate energy efficiency and/or green building in your home?

**Lynn will give what she calls a “guesstimate” of the project cost after visually surveying the existing property conditions and discussing the type of renovation project you need.**



Moving?  
Starting a Family?  
RETIREMENT?  
Older Children—  
Staying or Going?  
SPACE FOR AGING  
PARENT?



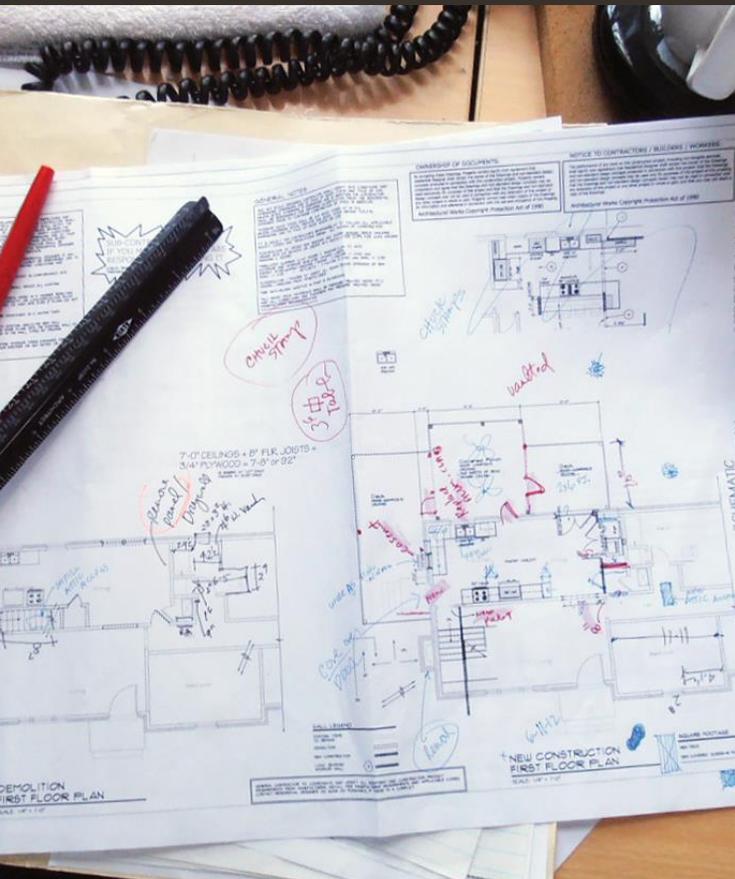
## Consultation

Lynn Taylor will provide samples of construction drawings (blueprints) during your meeting that are similar to your type of project. She can provide references and several before and after photographs. If the homeowners are able to define the scope of their renovation project at this time, by the end of the initial consultation visit Lynn Taylor will quote a design fee range (plus expenses) for your design services. If the homeowner changes the scope of work during any of the design periods, additional design drawing fees may apply.

### **Prior to this initial consultation, it is helpful for you to consider:**

- What works and what doesn't work with the current space? Make a list of your wants and needs for this new project.
- What are the family's needs—now, and for the next five years?
- What is the maximum budget?
- Approximately what is the house worth (in terms of cost per square foot)?
- How much money do you have invested in the house and property?
- Collect photographs and pictures from magazines or the internet (Pinterest is a great visual resource) of aspects liked and disliked.
- Find your mortgage survey, if you have one it will be with your mortgage papers when you bought the house.

Before starting the Schematic Design Phase or any drawings, if Lynn has concerns about whether the project is feasible based on your budget, she will recommend a trusted contractor to visit the house and give an idea of construction cost.



## Schematic Design (SD) Phase

During this phase, we will have two to four meetings to consult with you and to photograph and measure the space. In addition, we will have phone calls and virtual meetings.

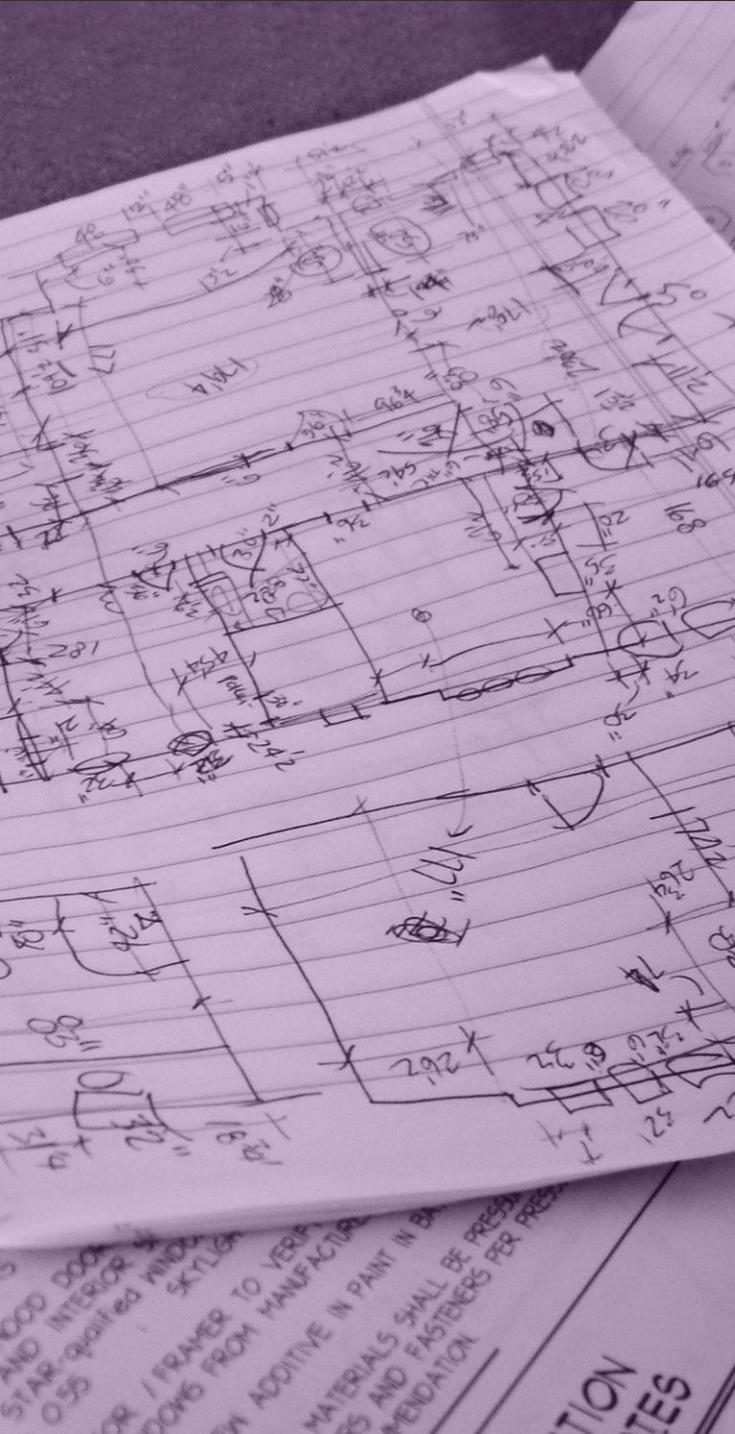
If the home is located within a historical district, these plans will be used for obtaining historic commission approval. This also includes submitting drawings and all necessary applications to the Metropolitan Historical Zoning Commission. And if necessary, we will present before the MHZC monthly meeting when your plans are considered. This service is included in the design fees.

### Schematic drawing will include:

- Minimally detailed demolition floor plan(s)
- Minimally detailed new construction floor plan(s)
- Minimally detailed exterior elevations
- Computer Drawn (CAD) to scale plans and elevations (We believe it's a waste of time and your money to sketch drawings, which usually aren't drawn to scale)

### TAYLOR TIP:

*Some call my schematic design phase drawings a "builder's set." Some builders will say, "You only need a builder's set." This is mainly because the builder wants to build what they want. I believe this option may not be in your best interest. It's your house and your money, build what you want to build!*



## Schematic Design (SD) Phase

On larger, more extensive addition and renovation projects, Lynn recommends getting a “ball park” estimate before proceeding further with the project, Although your schematic design drawings will not include details or notes suitable for construction bidding purposes, these drawings will be sufficient for obtaining a “ball park” estimate from one of Lynn’s selected contractors once this phase is complete.

This “ball park” quote can take up to two weeks, but it is well worth it. Construction costs can be difficult to figure out, and if the budget is tight, Lynn does not want you to spend more money than you have to on design drawing fees before we have a clear picture of the total cost. This is just one of the ways we look out for your pocketbook!

If you are comfortable with the “ball park” estimate, Taylor Made Plans will proceed with the Construction Drawing (CD) Phase.

It is difficult to stop drawings on some smaller projects and get a “ball park” estimate such as attic build outs, renovations, kitchen and bath remodels.



## Construction Drawing (CD) Phase

These documents form the basis of the contract with your builder. Think of the CD's as a "graphic contract" between you and the builder. You will receive better bids when the drawings are properly detailed and noted. This phase consists of refining the previous schematic drawings and adding more detailed construction plans.

### Construction Drawings include:

- Demolition floor plan(s)
- New construction floor plan(s)
- Exterior elevations
- Electrical layout plan(s)
- Wall sections and details
- Foundation layout plan
- Foundation details and sections
- Framing Plans: floor, ceiling, and roof framing plan(s)

There will be three to five meetings (depending on project size) with the you to review the CD designs as they progress. These meetings may be conducted in person, online (via joinme, etc) and/or over the phone. At this CD phase, we will schedule a licensed structural engineer to review the site and/or CD foundation and framing drawings.

### TAYLOR TIP:

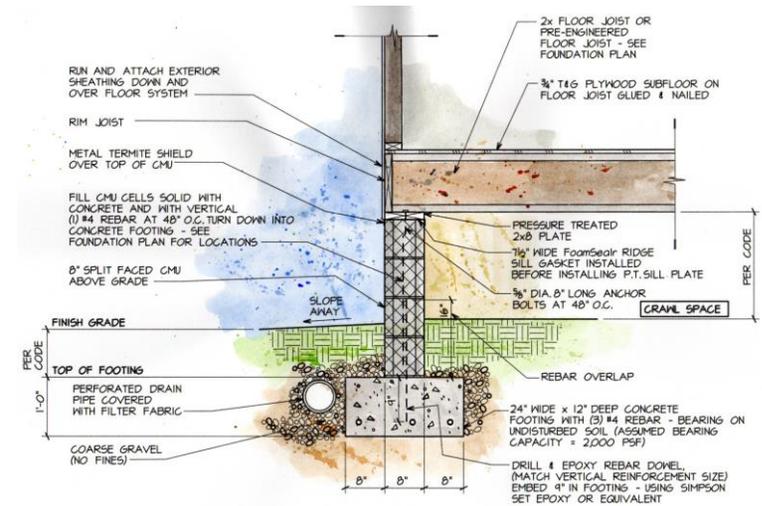
*One of the reasons for my success in the renovation design business is getting the RIGHT contractors to the bidding table. I am very selective about who I recommend.*



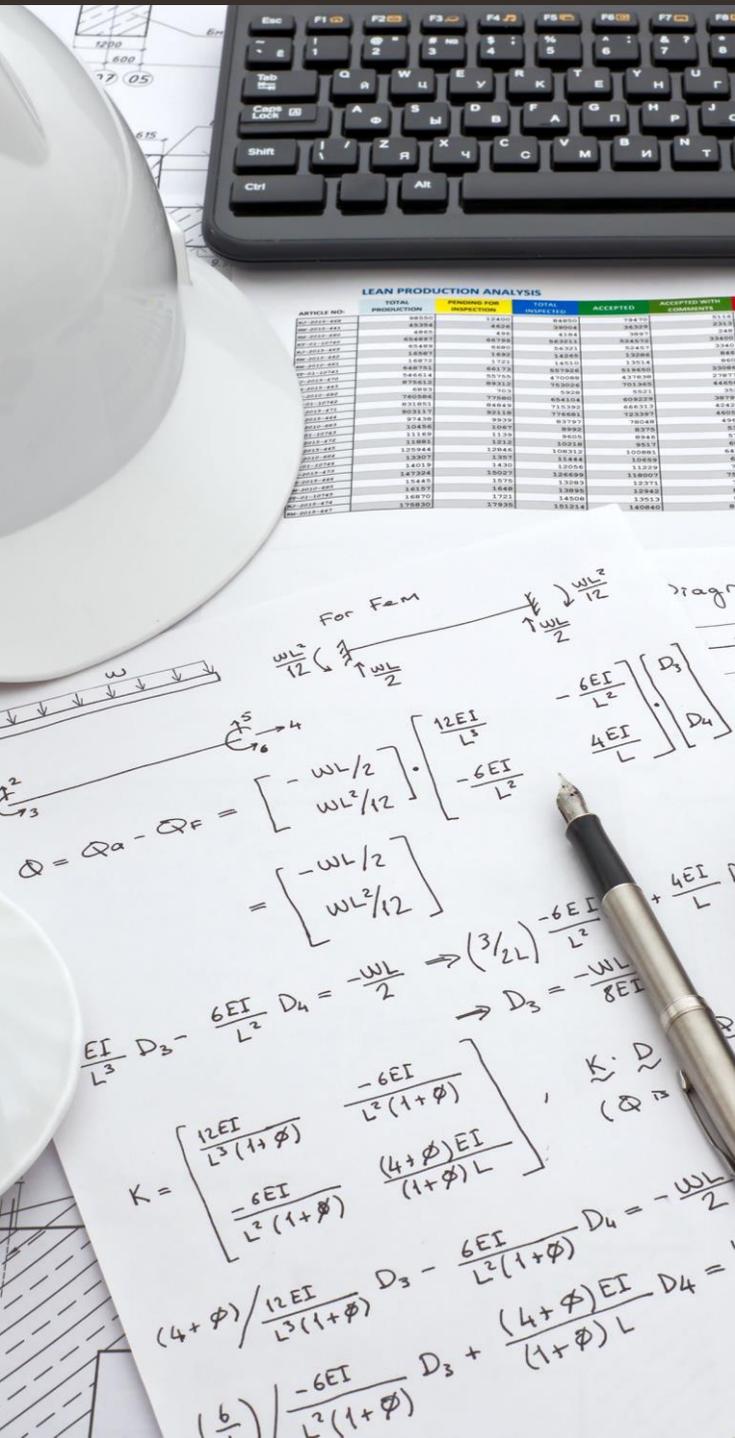
## Construction Drawing (CD) Phase

The CD design fee includes drawing the foundation, structural details, and framing construction drawings, which will be submitted to the structural engineer for review. We believe it is always in your best interest to have an engineer size all beams, footings, framing, etc. INSTEAD of a framer or subcontractor.

[Check out this video of the type of construction drawings we provide with an addition & renovation project.](#)



1 EXTERIOR FOOTING  
SCALE: 3/4" = 1'-0"



## Contractor Bidding Process

Lynn Taylor includes assistance in selecting a contractor as part of the design services package. We can provide contractor recommendations at the end of the Construction Drawing (CD) Phase, and Lynn will be available for questions during the bidding process and review of the bids.

**Lynn Taylor's process of contractor recommendation is based on several factors and include but not limited to:**

1. Project type and size
2. Your personality
3. Your budget
4. Contractor's experience, expertise and personality
5. Contractor's schedule

**We want you to get the RIGHT contractor for your project!**

The bidding process is your time to get to know each of the contractor's experience level, personality, business system, and plan of action for your renovation project.

*Please note that Taylor Made Plans does not make any money from referrals of contractors and provides them solely as a service to our clients. In addition, we do not recommend the cheapest contractors in the business. Keep in mind, you will ALWAYS find someone who can build it cheaper. However, this may not be in your best interest, as "cheaper" can often mean cutting corners and a reduction in job quality.*



## TAYLOR TIP:

*One of the reasons for my success in the renovation design business is getting the RIGHT contractors to the bidding table. I am very selective about who I recommend.*

## Contractor Bidding Process

**Select three qualified licensed contractors or remodelers out of your interviewing list from whom you will solicit written bids to start the bidding.**

Please keep in mind that it could take at least three weeks to get all the bids back from the contractors depending on the construction market in your area. Of course, you may take a week or more to decide who to hire and sign the contract.

It is the homeowner's responsibility to check and make sure all the referred contractors have a construction license, liability insurance, workman's comp and are bonded. They should be able to provide you with a license number. The contractors' insurance company will provide the liability insurance and/or workman's comp information directly to you.

Lynn Taylor provides much assistance during the bidding process. However, you are responsible for selecting the contractor and executing their own contract with that contractor. Ultimately, homeowners need to make their selection based on how comfortable they feel with the way the contractor communicates, conducts business, and his or her references.



## Contractor Bidding Process

Over the years in this industry, Lynn Taylor has found some important things that she recommends during the bidding process. Some of these items are about being fair and respectful to the contractors during the bidding process. There are many hours that go into a accurate bid for a renovation project. We can explain each of these recommendations further at any point during our Taylor Made Plans Process.

- Homeowners **SHOULD** obtain only two to three contractor quotes after construction drawings are complete.
- Homeowners **SHOULD NOT** share their budget with the prospective contractors.
- Homeowners **SHOULD NOT** share competing quotes with other prospective contractors in a way of trying to get the other contractor to “come down” or match the price.
- Homeowners need to be aware that contractor quotes often vary *significantly* due to their overhead structure and subcontracting arrangements.
- Homeowners **SHOULD NOT** tell the contractors whom they are bidding against during the process.

### TAYLOR TIP:

*I have found that if the contractor knows you are getting more than three bids, they may not bid on your project. This is one of the reasons I recommend no more than three bids.*



## Construction Administration

Another important benefit to the Taylor Made Plans Process is that Lynn can provide phone consultations with you and the contractors throughout the construction project. This includes being available to the homeowners and contractors for questions or clarifications on drawings, minor modifications due to unknown circumstances, or a change in codes or plans.

Lynn Taylor will also make one or two site visits that will help keep the construction on track according to the needs of the homeowners. We always encourage you or the contractors to call with any questions or concerns.

**NOTE:** *Some of the above services are included in the design fees. However, if you need or require extra site visits, extra drawings or hands-on construction administration, we can discuss this during your consulting site visit.*



## Additional Professionals or Team Members

You need to be aware that different building or government municipalities have varying requirements for the issuance of building permits, and these requirements may necessitate the use of other professional services. In some cases, these services may not be required, but it may be *in your best interest* to hire these professionals. Should the services of any of the professionals listed in the next few pages be required, Lynn Taylor can provide referrals and will coordinate with these individuals in order to facilitate their work on your project.

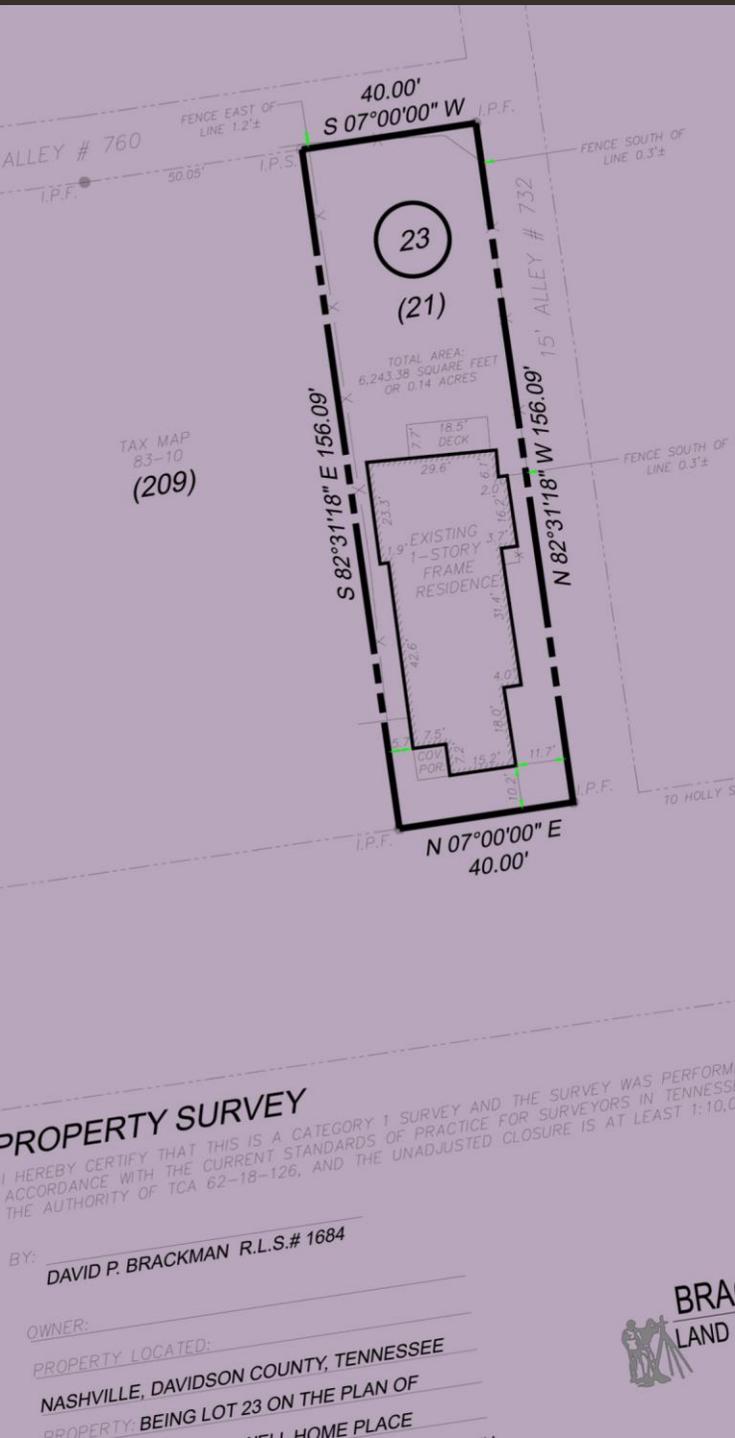
### Why so many different professionals?

### Why can't Lynn Taylor provide all these services?

Some of these professional team members have special training, academic degrees and/or years of experience and talent. Lynn believes in matching the RIGHT team professionals to your specific project and personality.

Many companies or people get themselves into trouble when they take on projects they do not have much experience in doing, and YOU usually pay for their learning curve. Lynn believes in doing what she does best and hiring others to do what they do best!

**NOTE:** *Lynn Taylor of Taylor Made Plans does not make or receive any money from referrals and provides them solely as a service to our clients. The referrals are meant help with your search for the proper companies for your home. However, you will need to conduct proper investigation of their credentials. Lynn believes in doing what she does BEST and hiring others to do what they do BEST!*



## Additional Professionals or Team Members

### Civil Land Surveyor

Most projects require that a civil surveyor conduct a property survey to pull a building permit. A residential property survey is a drawing or map of a property showing its boundaries and other physical features, such as location of a house, out buildings, trees, driveways, and fences. Lynn may recommend the survey include topography with site grade lines, depending on your property. The survey usually includes the position of any public or municipal easements. These fees could range between \$600 and \$1,500 (+/-)\*.

**\*The fees given in this section for the listed professionals are estimates; each project is different. Fees for these professional services are individually determined and are *in addition to Taylor Made Plans design fees.***

## TAYLOR TIP:

*I strongly recommend a residential property survey with all addition projects to your home, even when you are just installing a fence, garage, driveway or outbuilding. Knowing the exact property boundaries beforehand is far less expensive than discovering that you've accidentally encroached onto your neighbor's property.*



## Additional Professionals or Team Members

### Structural Engineer

While not always required to review or stamp residential drawings, Lynn Taylor believes that it is important for a structural engineer to make a site visit and inspect the existing condition of your home. In addition, we recommend a structural engineer review the foundation and framing plans in order to size the beams and review the foundation and framing members. The design fee for these services varies, but homeowners could expect to pay between \$200 and \$1,500 +/-\* for addition/renovation projects. It is truly a small amount of money for peace of mind. Once your renovation is complete, retain a copy of all drawings and inspection reports to show you had professionals involved in your project for when you sell your home.

**\*The fees given in this section for the listed professionals are estimates; each project is different. Fees for these professional services are individually determined and are in addition to Taylor Made Plans design fees.**



## Additional Professionals or Team Members

### Interior Designers

Interior designers can bring great value to your home renovation project. Not only can interior designers assist you in selecting the right finishes to show off your new project to its best advantage, but an interior designer can help you visualize how you will really live in the space day to day and help furnish it accordingly. Since interior design selections are not specified in the house designs, Lynn Taylor can also assist you in evaluating whether an interior designer should participate in the project. If homeowners need assistance in selecting interior finishes (this includes paint colors, cabinetry style, flooring surfaces, hardware, trim, countertops, lighting fixtures, plumbing fixtures, etc.), they should consult with an interior designer, for whom we would be happy to provide referrals.

### Landscape Designers

Some homeowners may decide to use the services of a landscape designer to complete the total design of the property. Lynn Taylor can provide referrals and explain the difference between Landscape Architects, Landscape Designers, and landscaping companies.

**\*The fees given in this section for the listed professionals are estimates; each project is different. Fees for these professional services are individually determined and are *in addition to Taylor Made Plans design fees.***



# Thank you for your interest in the Taylor Made Plans Process!

Renovations aren't always easy, and living through a house under construction can be incredibly stressful! But we're here to act as **your personal advocate**, saving you time and money while giving you peace of mind during the renovation process.

**If you have any additional questions or are ready to start your project, send us an email [info@taylormadeplans.com](mailto:info@taylormadeplans.com)**

Residential Designer  
Taylor *Made* Plans

**Stuff our lawyers like us to say:** Lynn Taylor is a Residential Designer and member of the American Institute of Building Design, a national association. Lynn Taylor is not an architect. No employee of Taylor Made Plans is an architect. In most states, including Tennessee, the practice of Residential Design is exempt from the laws governing the practice of architecture. Lynn Taylor and Taylor Made Plans will perform no work outside the exemptions from the practice of architecture listed in Tennessee Code Annotated Section 62-2-102(b). [www.aibd.org](http://www.aibd.org)