



10 STEPS TO SUCCESSFULLY DESIGN YOUR SPACE

“Service-Oriented Design”

Whether you are a business owner, a director or board member of a non-profit organization, or a representative of an investor, there is a way to expedite the process. In the course of searching for commercial space to lease and finalizing the lease agreement, there are important questions and issues to address as you prepare to design, build out and start business operations. You may be familiar with all or some of the key steps outlined below.

The following steps generally summarize the basic architectural services required for commercial tenant improvement projects when building permits are needed. Since each jurisdiction has different requirements, some adjustments to the steps are anticipated based on the specific project location, proposed use/occupancy, project size/budget and existing building construction type.

This checklist is provided as a guide or refresher as you move forward. This process can be initiated before, during or after you find space for your business. Many business owners find it beneficial to address these sooner rather than later in their search for space.

<u>Your Question</u>	<u>Action/Task</u>
Is it feasible?	Set a meeting to discuss conceptual ideas for your future space.
What do I need?	Prepare a “Program”...the list of wants, needs & general ideas for your space.
What will it look like?	Sketch a basic floor layout (the conceptual design) of your ideal space.
Will the space work?	Field measure the existing space and prepare a background drawing.
Will it fit?	Prepare a floor plan drawing (to scale).
I want to make a change!	Refine floor plan to fit space, define scope/budget and schedule.
What will it cost?	Obtain Landlord approval and get contractor construction pricing.
What else do I need?	Prepare Permit Drawings and finalize Contractor bids.
Now can we start?	Obtain permits and start construction. (You order your fixtures/equipment)
What are the final steps?	Finalize construction, get your systems installed, and obtain occupancy.

MOVE-IN AND GRAND OPENING!