



## Pre-Construction Checklist for Homeowners & Contractor Clients of S&EE for Structural Renovations & Additions

**1. Getting Started:** before we can begin the design consultation you must provide all necessary documentation, including current photos, as-built drawings, a topographical site survey, and geo-tech report if applicable.

### 2. As-Built Drawing

- **Your Options:**
  - **Existing Plans:** You can send us any previously existing drawings of the property to use as a reference.
  - **General Contractors:** General contractors can provide LIDAR scans, with an additional fee for converting point-cloud data to a CAD file.
  - **Manual/Digital Sketch:** Contractors can also provide manual "hand drawn" or digital sketches, including dimensions of rooms, windows, doors, and ceiling heights using a laser measure or measuring tape.
- **Trusted Partner:** Kesha Koleslov is available for as-built drawings or design consultations. Kesha can also provide proposed layouts/designs for renovations. If you choose to use Kesha's services for design and layout, step 4 of this checklist can be skipped, and Kesha will coordinate directly with us for the permit drawings to streamline the process.
  - **Contact:** Kesha Koleslov, Blueprint Studio Design, (727) 481-7322, [kesha@blueprintstudiodesign.com](mailto:kesha@blueprintstudiodesign.com)  
<https://www.blueprintstudiodesign.com/services>

### 3. Topographical Site Survey

- **Purpose:** Essential for determining the precise elevation and layout of your property, critical for planning any construction, especially if building upwards.

#### 4,. Geo-Technical Report (If Applicable)

- **When It's Needed:** Required for constructions of 2+ stories or those located in coastal flood zones. For less complex projects, presumptive values may be used.
- **Our Expert:** Rodolfo Sucre, P.E., President of RSP Engineers.
- **Contact:** Office Phone: 786-687-2677, Cell Phone: 786-503-4731, Email: rsucre@rspengineers.com
- **Cost:** Typically between \$3000 and \$5000, depending on specific requirements.
- **Savings:** Receive a 10% discount up to \$250 when referred by Janine at S&E Engineering.
- **Coordination:** confirm the necessary data with our team before proceeding.

#### 5. Design Consultation Stage (for complex renovations and additions)

- **Process:** After all necessary documentation is ready, we will discuss potential layouts and design alterations. **Please reach out to us to schedule a video call consultation.** If you have provided us with other architectural/design drawings you may skip this step.
- **What to Expect:** During the consultation, we will review your potential design based on the documentation provided. Please supply reference materials such as hand sketches, photos, or renderings.
- **Optional Layout Phase:** We can offer proposed structural layouts & elevations for a fee ranging from \$500 to \$1800, depending on the complexity of your requested design. This is mostly beneficial in cases when there are multiple potential design options or ideas.

#### 6. Permit Drawings

- **Provided by:** Strategic & Efficient Engineering (S&EE).
- **Cost:** Ranges from \$1125 to \$4000 for structural renovations, and from \$3000 to \$8000 for home additions please see our services tab on our website for more information. We ask for a 50% deposit up front and final 50% upon client approval of drawings.
- **Revision policy:** you're entitled to one round of revisions based on initial feedback, with details provided through a scheduled video call with our team. Building department comments are included, but additional fees may be incurred for revisions after Sign and Seal subject to discussion with the client.
- **Approval Process:** Your chosen general contractor and you must review the drawings to ensure they meet your expectations before they are officially signed and sealed for permitting.

- **Post-Approval:** HVAC Energy calculations must be purchased after you approve the structural drawings. We recommend Fred van den Broecke of Tampa Bay Calcs.
  - **Contact:** Fred van den Broecke, Owner, Tampa Bay Calcs, Cell Phone: 813-713-7255, Email: fred@tampabaycalcs.com

## 7. Permit Management and Submittal

- **Handled by:** Your chosen General Contractor.
- **Includes:** Coordination and submission of all necessary documents required to obtain construction permits.

## 8. Formal Construction Cost Estimation and Contract Discussion

- **Process:** After finalizing the drawings and project details, your general contractor will discuss detailed construction cost estimation and the terms of the construction contract.
- **Permitting by Private Provider:** Your contractor can send the complete set of drawings and documents to a private provider or third-party engineering company for a quote on services and permit fees. This entity functions akin to a building department, issuing permits and conducting inspections.
- **Permitting by building department:** contractor can apply for permitting directly from local authority.
- **Final Submission:** Your contractor will manage the submission of all necessary paperwork and fees to the private provider to get your construction permit issued.