



## GREENBELT HOMES

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# Home Addition Project Guide

Thank you for giving us the opportunity to present our services. We hope you will find our step-by-step home addition project guide useful and informative.

## Contracts:

Greenbelt Homes projects consist of two main agreements.

- 1. First Contract:** This contract includes a deposit fee of \_\_\_\_\_, which is refundable during the research phase. Once we complete the research phase and the client decides to proceed, the deposit fee will be applied to the project. Before signing the first contract, Greenbelt Homes will provide a rough estimate based on factors such as price per square foot, recent projects, number of bathrooms, and the complexity of demolition, electrical work, HVAC unit, etc. We will provide you with both a low and high ballpark project cost.
- 2. Second Contract:** This is our main agreement, where we finalize the estimate, sign the contract, and begin construction.

## Phases:

Greenbelt Homes workflow consists of six phases which are as follows.

- 1. Research Phase:** (refundable deposit)
  - Analyze and research your proposed project for compliance.
  - Check city codes, zoning, easements, setbacks, covenants, and restrictions.
  - Take all necessary measurements.
  - Analyze your electric panel capacity.
  - Analyze your H-VAC unit.
  - Analyze your plumbing and slope.
  - Analyze roof pitch and symmetry.
  - Conduct various onsite meetings with electrician, plumber and excavation crews.

- Inspect your exterior walls, trusses and foundation if necessary.

## **2. Design Phase:**

- We provide you with one of our architect designers or you may bring your own. (The architect designer will provide their own agreement.)
- If you don't have an original set of blueprints, we will work with an architect to replicate your home layout for city approval.
- We work closely with an architect and our client to produce a first set of blueprints.
- We submit your Manual J for engineering at an early stage.
- We work through material selection forms to achieve your desired design.
- We submit blueprints to the city as soon as they are ready.

## **3. Estimating Phase:**

- We submit your plans to all our subcontractors for a bidding process.
- We provide you with a detailed estimate that includes our fixed labor quote and approximate material cost. (If the project qualifies, we sometimes offer a fixed rate on both labor and material.)
- We do not markup material costs; the client pays our discounted contractor's price.
- We provide you with an approximate project start and finish date.

## **4. Finalizing Estimate Phase:**

- We finalize customer material selection, colors etc.
- Finalize an approximate project start and finish dates.
- Create a payment schedule.
- We sign the second contract.
- We collect your first deposit payment.

## **5. Building Phase:**

- We submit your blueprints for the permitting process. (If the customer decides not to submit blueprints at an early stage, this could significantly delay our process.)
- Begin demolition and breaking Ground.
- We work closely with our client to coordinate all deliveries.
- Pour Foundation, frame and dry-in.
- Install Exterior doors, windows.
- Begin plumbing, electrical work, roofing and Insulation.
- Drywall, Texture, and Paint.
- Cabinetry, Flooring and Trim.
- Finalize electrical, HVAC, and plumbing work.

- Complete all inspections.

#### **6. Building Final Phase:**

- Conduct a final walk-through
- Complete all touch-ups.
- Collect the final payment. (Per second contract, the final payment constitutes the completion of the project.)

#### **Contact Us**

We're excited to help you build your home addition! If you have any questions or need further information, please reach out.