



What We Need From You at Each Stage

Projects move faster when each side knows its part. At each stage there are a few things we need from you, and a few you can expect from us.

This is how we work in our studio. Other offices may ask for different things, so ask any architect for their list.

01 At the start

We need your lot documents, your brief and a rough budget. A clear idea of who decides for the family also helps.

In return, you can expect a written scope and a clear schedule. The start of a project sets the tone for the rest. Example: a clear lot document and a rough budget let us say early whether the plan fits. Why this works: both sides begin with the same facts.

02 During design

Fastest way: Deciding on time helps you finish on time.

We need your comments on the sketches within a few days and in one list, so we can keep moving. Late or scattered feedback is a common cause of delay.

In return, you can expect clear options and honest advice. Feedback is the main thing that moves design forward. Example: send your comments as a single list within a few days, instead of in many messages. Why this works: one list lets us revise everything at once.

03 Before permits and construction

We need your approval of the drawings, final choices on key materials and any documents the permit office requires. Please check the details before you approve.

In return, you can expect a complete, coordinated set. Approval is the moment to look closely. Example: check the room sizes and door positions before you sign the set. Why this works: a change after approval costs far more than a check before it.

04 During construction

We need quick answers when a decision comes up on site, and payments made to schedule. We also need you to route changes through one channel.

In return, you can expect clear records of every change. Fast answers on site keep the crew working. Example: a quick reply on a tile choice avoids a day of waiting. Why this works: your speed

becomes the schedule's speed.

05 Why this helps both sides

When each side knows its part, there are fewer delays and fewer disagreements. It also makes it easier for you to plan your own time.

Ask us for the list at the start so you can plan ahead.

Remember that you do not need to be technical. You only need to be clear and prompt, and we will explain the rest in plain words.

Share this list with everyone in the family so no one is surprised by what is expected at each stage. Each side knowing its part reduces friction. Example: share the stage list with everyone in the family at the start. Why this works: no one is surprised by what is asked of them.

06 A simple rule

1. **Comment in one list.**
2. **Decide within a few days.**
3. **Change things on paper, not on site.**

Have a project in mind? Book a free 15-minute consultation.

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