



*MJ Drafting & Designs*

*Turning Lines Into Visions*



# Documentation Services

simplifying **ARCHITECTURE**

design  
drafting  
documentation  
approval  
construction

In order for MJ Drafting & Designs to complete putting your thoughts onto paper and turn your lines into visions, and to complete all the relevant documentation, we will engage the services of a number of different professionals.

The following consultant's services are required and recommended.



## What is **REQUIRED?**

MJ Drafting & Designs will co-ordinate the following consultants as required to provide their specific professional services to assist us in preparing the plans and documentation required for your project.

Before each service is engaged, MJ Drafting & Designs will obtain a competitive quote from the required professional/s and seek approval from you. Upon your acceptance, we will issue an invoice covering the fees required, plus a small co-ordination fee, which will require full payment before the professional is engaged.

The consultant's services will assist during the preparation of plans, but their services can be engaged once the project plans have been completed. By having the consultants engaged during the architectural drawing process, it will prevent the need for rework if the consultants request critical changes to the plans and drawings.

If you do not wish to have the consultants complete the required work, or have them complete the work at a later date, please inform us in writing as soon as possible.





## Site **SURVEYING**

In order to determine accurately the site parameters and boundaries, a feature survey is required. This will determine and locate the site boundaries, easements, any existing structures and large vegetation as well as any existing services (such as water, sewer, etc) to the site. All this information is important to allow us to determine the correct and accurate scale and foot print for the project. It will allow us to determine appropriate setbacks from boundaries, existing services (such as sewer easements).

If you already have a recent site survey completed, this service will not be required. If the site survey is required, we will co-ordinate the survey during the concept design phase of your project.

Approx. cost - \$500 – 1200+gst

## Structural Engineering **CERTIFICATION**

Before any project can be constructed, a certified structural engineer must assess the plans to determine the structural viability of the project. The engineer will determine the composition and size of all concrete footings, slabs, beams and the like and also engineer the size of roof beams and any other structural member. The engineer's signature and stamp is required by the local council to be on plans and reports.

Approx. cost - \$500 – 1000+gst

## Geotechnical **REPORT**

Geotechnical reporting is generally known as soil testing. This process will determine the type of soil that is located on site and will assist the engineer in determining the footing composition and sizing. Engineer do have a database of soils in the general Perth metropolitan area, but is always best to determine the soil type accurately to avoid costly construction fees if the wrong soil type is assumed.

Approx. cost - \$300 – 500+gst

## Energy Efficiency **ASSESSMENT**

A report generated by an accredited assessor will detail the overall energy efficiency of the building such as a dwelling, as well as specifying any particular specifications required to enable the building to achieve the minimum energy ratings as determined by the building codes. Energy efficiency reports are also required by council to before submission for building license.

Approx. cost - \$300 – 500+gst

## Bush Fire **ASSESSMENT**

Over the recent year and with the devastation of bush fire, the building code of Australia has now made provision to reduce the risk of damage by bush fire. Project sites within a bush fire prone area are assessed against the relevant Australian standards to access an attack level and recommendations are made. Bush fire attack levels (BAL) are used to determine the materials required to prevent a bush fire attack.

Approx. cost - \$300 – 500+gst



Note:

- cost indicative at time of quote for a typical single story residential project, all projects will be sent to consultants for quoting before the respective services are engaged to complete their services.
- a processing fee of 15% will be added to consultant's fees for the co-ordination work required

## Design **COMPLIANCE**

Under the building act, before any work can be started on the project, the proposed works must be certified by a licensed building surveyor or assessor, either by the local council or a privately certified building surveyor. They ensure that everything is designed and built to meet all relevant building codes and standards.

There is a number of ways to obtain certification:

- Private certifier – engaged prior to submission to council in order to obtain a 'Certificate of Design Compliance'. Fees and delivery times are dependent on each certifier.
- Local Authority Certification – plans are submitted to council for building licence and plans are accessed by the certifier delegated to assess the project. Council has 25 business days to determine compliance as opposed to 10 days if privately certified

Approx. cost - \$300 – 500+gst

## Building License **APPLICATION FORM**

A building permit must be obtained prior to any construction work. The Residential Building Act provides two types of applications: certified application or uncertified application.

MJ Drafting & Designs can prepare the documents for you by completing the required information. We will provide you with the form require which you will need to check and sign before you submit it to council along with the plans and the appropriate fees payable to council.

Cost : \$35.00 + GST

## Additional **DOCUMENTS & FORMS**

### Development **APPLICATION FORM**

Local planning approval is sometimes required before the building license will be issued. The planning approval process determines whether or not there are any issues with regard to the aesthetics and overall design of the project with regard to its surroundings.

MJ Drafting & Designs can prepare the documents for you by completing the required information. We will provide you with the form require which you will need to check and finalise before you submit it to council along with a clear set of plans an elevations.

Cost : \$35.00 + GST

### Health Department **APPLICATION FORM**

If your property is not connected to the deep sewer, you will be required to install a septic system. MJ Drafting & Designs can prepare a sewer plan to meet all the necessary requirements.

Two types of systems are available – traditional septic tanks and leach drains, or Automated Treatment units (ATU). Refer to your local council requirements and recommendations as to what unit is required.

Cost : \$335.00 + GST



## Building **SPECIFICATIONS**

A building specification describes in words the types of materials and workmanship to be applied to each aspect of building work including listing the relevant Australian Standards and Building Code references.

This technical description includes addenda or similar sections which make allowance for selections of the building materials including doors, tiles, and paint colours for example.

MJ Drafting & Designs can provide two different specification:

- Detailed specifications for large projects such as new homes, alterations & additions

Cost: \$150.00 + GST

- Brief specification for small domestic projects

Cost : \$35.00 + GST



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***MJ Drafting & Designs will organise and the co-ordinate all the required documentation unless noted otherwise.***

***Unless noted in writing, MJ Drafting & Designs will engage the required and recommended consultants at the appropriate time and invoice their costs accordingly before any consultants work is completed.***

***Putting your thoughts onto paper***

***Turning you lines into visions***

***MJ Drafting & Designs is a proactive Architectural Drafting and Design business which enables clients to design and plan their project – from new homes to alterations and additions, from small domestic projects to large commercial projects.***

***We pride ourselves in providing an honest and professional service to all our clients. All projects are treated as important and valuable to every client.***

***Our fast response and promise to start on all projects 7 days after the quote is accepted, proves that we are dedicated to providing a prompt and efficient service to all our clients.***



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