



www.arkadesignso.com
hello@arkadesignso.com
(720) 403 6872

ARCHITECTURAL DRAFTING GUIDE & CLIENT POLICIES

From Existing Conditions to Build-Ready Plans

Thank you for considering **Arka Design Studio** for your architectural drafting needs.

Our drafting services are designed to help homeowners, builders, contractors, and other professionals clearly visualize and develop residential projects through accurate drawings and presentation materials.

Whether you're planning a remodel, addition, renovation, or new project, our goal is to create clear, practical documentation that supports the next stage of your project.

This guide explains what to expect throughout the drafting process and the responsibilities of both the client and Arka Design Studio.

Please note: This guide is provided for general information and does not replace the terms of your signed service agreement or proposal. In the event of a conflict, the signed agreement will control.

01 OUR ARCHITECTURAL DRAFTING SERVICES

Depending on your project, Arka Design Studio may provide:

- Floor Plans
- Existing-Condition Plans
- Proposed Floor Plans
- Exterior Elevations
- Interior Elevations
- Site Plans
- Remodel Plans
- Addition Plans
- 3D Renderings
- Design Development Drawings
- Other drafting deliverables agreed upon in writing

Every project is different.

The exact drawings and deliverables included in your project will be identified in your proposal or invoice based on the project's scope, complexity, scale, and requirements.

02 THE INITIAL CONSULTATION

Every project begins with an initial consultation.

Initial Consultation Fee: \$250

The consultation allows us to:

- Discuss your project goals;
- Review the existing Property;
- Understand the proposed scope;
- Discuss your ideas and priorities;
- Identify potential project requirements;
- Determine what drawings may be necessary;
- Discuss the expected deliverables;
- Review potential permitting considerations; and establish the appropriate next steps.

The \$250 consultation fee is **applied toward the total project fee if you move forward with the project.**

If you decide not to move forward, the consultation fee is **non-refundable.**

03 PROJECT PRICING

Architectural drafting projects are priced individually.

We do not use a single standard price because every project can differ significantly in:

- Size;
- Complexity;
- Existing conditions;
- Scope;
- Number of drawings;
- Level of detail;
- Deliverables;
- Site conditions;
- Permitting requirements; and
- Client needs.

Your project will receive a customized flat-fee proposal based on the specific scope of work.

The proposal will identify the agreed-upon services and deliverables.

Additional work outside the agreed scope may require an additional fee.

04 PROPERTY SITE VISITS & MEASUREMENTS

When required, Arka Design Studio will visit the Property to document existing conditions and gather information necessary for the drafting process.

Depending on the project, this may include documenting:

- Room dimensions;
- Wall locations;
- Door and window locations;
- Ceiling heights;
- Exterior dimensions;
- Existing structures;
- Property features;
- Site conditions; and
- Other relevant information.

Clients should provide access to all areas necessary for the agreed scope of work.

Please make sure:

- The Property is accessible;
- Rooms and relevant areas can be measured;
- Areas requiring documentation are reasonably clear;
- Pets are secured when necessary; and
- We are informed of any known conditions that may affect measurements.

Existing conditions can sometimes be difficult to fully document. If concealed conditions, inaccessible areas, or inaccurate existing information are discovered later, additional work may be necessary.

05 FROM CONSULTATION TO DESIGN

After the consultation, we will determine the appropriate scope and deliverables for your project.

If you decide to proceed, you will receive a proposal or invoice outlining the agreed-upon scope and project fee.

Once the required initial payment is received, the project can move into the drafting phase.

06 PROJECT PAYMENTS

Architectural drafting projects are generally divided into **two payments**:

Initial Payment

The initial payment is due before drafting work begins.

Final Payment

The remaining balance is due upon completion of the agreed project deliverables.

Final deliverables are provided according to the terms of the project agreement.

The exact payment amounts will be identified in your project proposal or invoice.

07 PROJECT DELIVERABLES

Your project proposal will identify the drawings and materials included in your project.

Depending on your project, deliverables may include:

- PDF floor plans;
- PDF elevations;
- PDF site plans;
- PDF remodel drawings;
- PDF construction drawings;
- 3D renderings; and/or
- Other agreed documentation.

We strive to provide clear, organized drawings appropriate for the intended use identified during the consultation.

08 PDF & CAD FILES

Standard project deliverables are provided in **PDF format**.

Homeowners and builders/contractors will generally receive PDF copies of the completed drawings.

Editable CAD files are **not automatically included** with standard drafting services.

CAD files may be requested separately and may be provided at the Company's discretion.

CAD files may also be shared when Arka Design Studio is collaborating directly with another architect, engineer, or professional where editable files are reasonably necessary for the project.

The release of editable files is not guaranteed and may be subject to additional terms or fees.

09 WORKING WITH CONTRACTORS & BUILDERS

Our drafting services can be used to support contractors and builders during the construction process.

Drawings may be developed to provide contractors with clear documentation of the intended project.

Contractors and builders are responsible for reviewing the drawings and determining whether additional professional information, engineering, specifications, or documentation is required for construction.

Contractors should communicate any discrepancies, conflicts, or questions before beginning affected work.

10 PERMITTING

Arka Design Studio may be able to assist with permit submissions depending on:

- The project location;
- The applicable municipality;

- Local regulations;
- Building codes;
- Permit requirements; and
- The scope of the project.

Permit services are not automatically included in every drafting project.

Where permit submission assistance is included, the specific scope will be identified in the project proposal.

Important:

Permit requirements vary between cities and jurisdictions.

A project may require additional documentation, engineering, structural calculations, energy documentation, surveys, or other professional services that are outside the Company's drafting scope.

When required, the Client may need to retain a licensed architect, engineer, surveyor, or other qualified professional.

11 STRUCTURAL & ENGINEERING SERVICES

Arka Design Studio does not provide structural engineering services unless specifically stated otherwise in writing.

Depending on the project, structural elements may require review, calculations, drawings, or approval from a licensed structural engineer.

Where engineering services are required, the Client may retain an engineer directly or coordinate with one through the project team.

Arka Design Studio can work collaboratively with architects, engineers, contractors, and other professionals when appropriate.

12 CLIENT INFORMATION & EXISTING CONDITIONS

The accuracy of project documentation depends partly on the information available to us.

Clients are responsible for providing accurate information that is within their knowledge, including:

- Property information;
- Existing plans;
- Surveys;
- Previous drawings;
- Known structural conditions;
- Previous permits;
- Property restrictions; and
- Other relevant documentation.

If information provided by the Client is inaccurate or incomplete, additional work may be required to correct the drawings.

13 REVISIONS & CHANGES

The project proposal will define the agreed scope and deliverables.

Reasonable changes within the agreed scope may be accommodated during the project.

However, significant changes to the project after drafting has begun may require additional fees.

Examples include:

- Changing the overall layout;
- Adding rooms;
- Removing rooms;
- Changing the project scope;
- Adding new drawing types;
- Requesting additional renderings;

- Changing previously approved design decisions; or
- Expanding the project beyond the original proposal.

We will communicate additional scope and applicable fees before proceeding whenever reasonably possible.

14 PROJECT PAUSES

Projects may sometimes need to be paused because of:

- Client decisions;
- Contractor scheduling;
- Permit requirements;
- Engineering;
- Financing;
- Material selections;
- Changes in project direction; or
- Other circumstances.

Where possible, projects may be paused and resumed at a later date.

Pausing a project does not create an automatic right to a refund.

When a project resumes after a significant period, additional time or fees may apply if the scope, requirements, regulations, or project conditions have changed.

15 CANCELLATION & REFUNDS

The \$250 consultation fee is non-refundable if the Client chooses not to proceed with the project.

Once the Client has approved the project and the initial project payment has been received, payments are non-refundable for work performed, time reserved, or project services committed.

If the Client chooses to stop or pause the project after work has begun, the project may be paused and resumed later where practical.

No refund is automatically provided because the Client decides not to continue the project.

16 CLIENT COMMUNICATION & APPROVALS

Timely communication helps keep projects moving efficiently.

Clients are responsible for reviewing information, providing decisions, and communicating changes within a reasonable timeframe.

Delays in receiving necessary information, approvals, measurements, documents, or decisions may affect the project timeline.

Arka Design Studio is not responsible for delays caused by the Client, contractors, municipalities, permitting authorities, engineers, or other third parties.

17 PROJECT TIMELINES

Project timelines vary based on:

- Project size;
- Complexity;
- Scope;
- Number of deliverables;
- Client responsiveness;
- Revisions;
- Permit requirements;
- Contractor coordination;
- Engineering requirements; and
- Other project-specific factors.

An estimated timeline may be provided with your proposal.

Timelines are estimates and may change when project conditions or scope change.

18 3D RENDERINGS

3D renderings are visual representations intended to help clients understand the proposed design.

Renderings may communicate:

- General spatial relationships;
- Materials;
- Finishes;
- Colors;
- Furniture;
- Lighting concepts; and
- Overall design intent.

Renderings are not necessarily exact representations of final construction conditions.

Actual materials, colors, lighting, products, and construction conditions may vary.

19 PROFESSIONAL SCOPE & LIMITATIONS

Arka Design Studio provides architectural drafting and design-related services within the scope identified in the applicable proposal.

Unless specifically stated otherwise, the Company is not acting as:

- A structural engineer;
- Surveyor;
- General contractor;
- Building inspector;
- Real estate appraiser;
- Attorney; or
- Other licensed professional outside the agreed scope.

Where a project requires services outside our scope, the Client may need to retain an appropriately licensed professional.

20 DRAWING USE

Completed drawings are prepared for the specific project and Property identified in the proposal.

The Client and authorized project professionals may use the provided PDF drawings for the intended project.

Drawings should not be modified, resold, transferred to another Property, or used for an unrelated project without written permission from Arka Design Studio.

21 PHOTOGRAPHY & PORTFOLIO

Arka Design Studio may photograph completed work, renderings, and project documentation for portfolio, website, social media, marketing, advertising, and promotional purposes, subject to applicable privacy considerations.

We may use completed project images to showcase our drafting and design capabilities.

22 QUICK CLIENT CHECKLIST

BEFORE YOUR CONSULTATION

- ☐ Gather any existing plans or drawings
- ☐ Gather property information
- ☐ Gather surveys or previous documentation, if available

- ☐ Prepare inspiration images or examples
- ☐ Identify your project goals
- ☐ Identify known problems or limitations
- ☐ Make sure the Property can be accessed if a site visit is required

DURING THE PROJECT

- ☐ Review drawings promptly
- ☐ Communicate changes clearly
- ☐ Provide requested information
- ☐ Review project deliverables carefully
- ☐ Notify us of any changes in project scope
- ☐ Coordinate with your contractor or other professionals as needed

BEFORE CONSTRUCTION

- Confirm the appropriate drawings are complete
- Confirm permitting requirements
- Confirm whether engineering is required
- Have contractors review the drawings
- Obtain any required professional approvals
- Confirm permit status before beginning work

FREQUENTLY ASKED QUESTIONS

What types of drawings do you provide?

We provide a variety of residential drafting services, including floor plans, elevations, site plans, remodel plans, and 3D renderings. The exact deliverables depend on the project.

Do you come to the property?

Yes. Site visits are available and may be required depending on the project. We use these visits to document existing conditions and gather information needed for the drawings.

How much does drafting cost?

Every project is individually priced based on its scope, scale, complexity, and required deliverables.

How much is the consultation?

*The initial consultation is **\$250** and is applied toward your project fee if you move forward.*

What if I decide not to move forward?

The \$250 consultation fee is non-refundable if you choose not to proceed.

Do you provide construction drawings?

Depending on the project scope, we can create drawings intended to support contractors and builders during construction.

Do you submit permits?

Permit assistance may be available depending on the project location and local requirements. Permit services must be confirmed as part of your project scope.

Do you provide engineering?

Structural engineering is not included in standard drafting services. If engineering is required, a licensed engineer may need to be involved.

Do you provide CAD files?

Standard deliverables are provided as PDFs. Editable CAD files may be available upon request and at Arka Design Studio's discretion.

How many revisions are included?

Revisions depend on the project scope and will be identified in your proposal. Changes that substantially expand the original scope may require an additional fee.

What happens if I change my mind halfway through the project?

We can often pause the project and resume later or discuss changes to the scope. Payments already made are not automatically refundable.

Can you work directly with my contractor?

Yes. We can provide drawings for contractor use and communicate with contractors as needed within the agreed project scope.

How long will my project take?

Every project is different. Timeline depends on the project's size, complexity, deliverables, revisions, and permitting or professional coordination requirements.

THANK YOU

Thank you for trusting **Arka Design Studio** with your project.

Our goal is to transform your ideas into clear, thoughtful documentation that helps move your project from concept toward construction.

ARKA DESIGN STUDIO LLC

Designing with purpose. Drafting with precision.

Website: www.arkadesignso.com

Email: hello@arkadesignso.com

Phone: (720) 403 6872