



Phone: 1-888-945-9206

Email: contact@thebungalowcompany.com

The "Getting Started" Form

Instructions: Click an item's white box to select it, then enter text from your keyboard.

Press the tab key to move from item to item. When finished, print the form and either fax or scan and email it to contact@thebungalowcompany.com

You may also choose to print the blank form, complete it by hand, then fax or mail it to us.

Complete the form as best you can. Items marked with a ♦ are optional, but helpful.

CLIENT INFORMATION

Client Name

Today's Date

Mailing Address

Home Phone

Cell Phone

Email Address

FAX

Site Address

BUNGALOW PLAN

Plan Name(s)

CONSULTANTS

♦ **Structural** *(Contact Name and Phone Number)*

♦ **Contractor/Builder** *(Contact Name and Phone Number)*

♦ **Other**

Job # *(Internal Use Only)*

JOB SITE INFORMATION

Job Site Address

Job Site County

Tax ID and Legal Description

Lot Zoning

Lot Access

Easements

Right of Way's

◆ View Corridor

Building Height Limitations

Building Setbacks

Solar Setbacks?

Yes

Lot Survey Available?

Yes

◆ Accurate Topographical Survey/Map of Site Available?

(Preferred for lots with more than 8% slope or other conditions)

Yes

Lot Dimensions w/Bearings? Yes. Details:

Maximum Lot Coverage % *(Building footprint, or impervious surfaces, or both)*

Storm Water Movement *(Is this a public or an onsite design?)*

Solid Site Items (Rocks) *(Non-movable, natural features)*

AVAILABLE UTILITIES

◆ Water Supply?

Public

Private

◆ Sewer System

Public

Septic Sewer

◆ Power Available?

Yes. Location:

◆ Natural Gas Provided?

Yes. Location:

◆ Cable & Phone?

Yes. Location:

◆ Items Located Overhead *(Power, phone lines, etc.)*

Job # *(Internal Use Only)*

SITE REQUIREMENTS

- ◆ **City Design Review?** Yes ◆ **CC & R's?** Yes ◆ **Local Ordinances?** Yes
- ◆ **Architectural Review Committee?** *(If Yes, then please provide guidelines)* Yes
- ◆ **Wetlands, Shore, River Access Requirements?** Yes
- Fire Suppression?** *(Is it required by the building Department?)* Yes

BUILDING DEPARTMENT INFORMATION

Building Department Address

Phone

FAX

Website Address

Contact Person

BUILDING CODE DATA

Applicable Building Code/Year

Number of Print Sets Required for Permit Submittal

Seismic Zone

Snow Load

Frost Depth

Wind Exposure *(3 second gust or fastest mile)*

Soils Test Required? *(By local ordinance or other)* Yes

Energy Calculations Required? Yes

Stamped Calculations Required? Yes

Building in a Flood Plane? Yes

◆ **Flood Plane & FEMA Map?** Yes

MECHANICAL AND UTILITY

Heat Source Forced Air Radiant in-Floor Ductless Mini Split

Ventilation ERV HRV Whole House Fan

Water Heater Electric Gas

Fuel Type Propane Natural Gas Electric

Alternate Energy Solar Hot Water Solar Passive Solar Photovoltaic Wind

Ground Source Heat Pump Back-Up Generator