

Your Building Process

THIS SECTION IS DESIGNED TO HELP YOU UNDERSTAND WHAT IS INVOLVED IN BUILDING YOUR HOME ADDITION AND WHEN YOU NEED TO START THE PROCESS.

Write your preferred start date: _____ Based on your start date your job will be completed by: _____
 * add up the weeks below to get your estimated completion date.

	PROJECT STAGES	WHO NEEDS TO DO THIS?	STAGE TIME:	CUMULATIVE TIME:
1.	PRELIMINARY SITE VISIT	You and Apex	1 week	1 week
2.	FINANCE PRE-APPROVAL	Only You	1 week	2 weeks
3.	SITE MEASURE UP	Only Apex	1 week	3 weeks
4.	CONCEPT DESIGN & ESTIMATED BUDGET	You and Apex	3 weeks	6 weeks
5.	DESIGN & BUDGET APPROVED	Only You	2 weeks	8 weeks
6.	COUNCIL OR CERTIFIER PREPARATION	Only Apex	4 weeks	12 weeks
7.	FIRM QUOTATION	You and Apex	2 weeks	14 weeks
8.	COUNCIL OR CERTIFIER SUBMISSION	Only Apex	16 weeks	30 weeks
9.	FINAL CONTRACTS PREPARED & SIGNED	You and Apex	1 week	31 weeks
10.	PRE-CONSTRUCTION MEETING	You and Apex	1 week	32 weeks
11.	BUILDING COMMENCES	Only Apex	20 weeks	52 weeks
11a.	COUNCIL INSPECTIONS	Only Apex		
11b.	PROGRESSIVE PAYMENTS	You and Apex		
11c.	POSSIBLE JOB VARIATIONS	You and Apex		
12.	PRACTICAL COMPLETION	You and Apex	1 week	53 weeks
13.	JOB COMPLETED	You and Apex	1 week	54 weeks
14.	OCCUPATION CERTIFICATE	You OR Apex	1 week	55 weeks

* Please be aware that the above items are examples of things that can either delay or expedite your job timeline: eg: finance approval, council approval, material choices, inclement weather, building size, etc.

CREATING DESIGNS TO BUILD YOUR DREAMS



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