

# PERSONALIZED CREATIVE ADDITIONS

## RESIDENTIAL PROJECT QUESTIONNAIRE

### CLIENT INFORMATION —

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Family Profile (This information is useful for understanding your needs.) —

Children and Ages \_\_\_\_\_

Special Needs Considerations? \_\_\_\_\_

Pets? \_\_\_\_\_

Work-at-Home? \_\_\_\_\_

Age of Structure \_\_\_\_\_ Approximate Value \_\_\_\_\_

Year Purchased \_\_\_\_\_

Scope of Project (Very brief description) \_\_\_\_\_

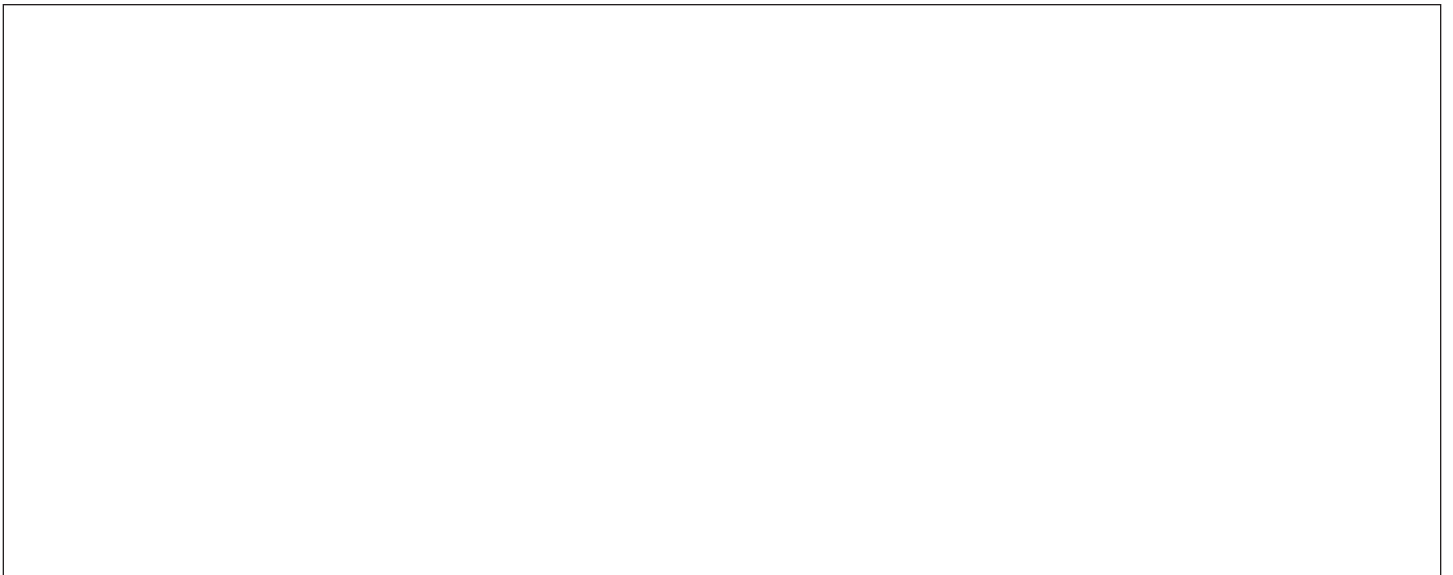
\_\_\_\_\_

\_\_\_\_\_

Lot Address \_\_\_\_\_

**SITE PLAN** — Contours, Utilities and Approximate Locations (Electric, Gas, Water, Sewer, Septic, Well) —

If you can, please provide any site plan drawings, or sketch these below.



Are there any available drawings? If you are able to provide these, please indicate — Y\_\_\_\_ N\_\_\_\_

Please give a general description of the desired design or renovation. \_\_\_\_\_  
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**FOR RENOVATIONS AND ADDITIONS**

Checklist of additional items for a renovation / addition —

If you can, please provide any existing drawings or information about the items below.

Please provide photographs of —

- All sides of the building from grade to peak of roof.
- An overview of the entire lot.
- Interior views of the framing in the attic and basement.
- Adjoining walls adjacent to the proposed addition or renovation.

Plot plan with contour elevations or indicate approximate slopes from foundation. North arrow direction.

Septic tank and field location.

Utility locations on the site from boundary to foundation (electric, gas, sewer / septic, water / well).

Type(s) of heating: Electric\_\_\_\_ Gas or Oil Furnace\_\_\_\_ Hot Water Baseboard\_\_\_\_  
Solar\_\_\_\_ Wood\_\_\_\_ Heat Pump\_\_\_\_ Geothermal\_\_\_\_

Existing items in need of replacement (If so, a brief description.) —

Roof \_\_\_\_\_

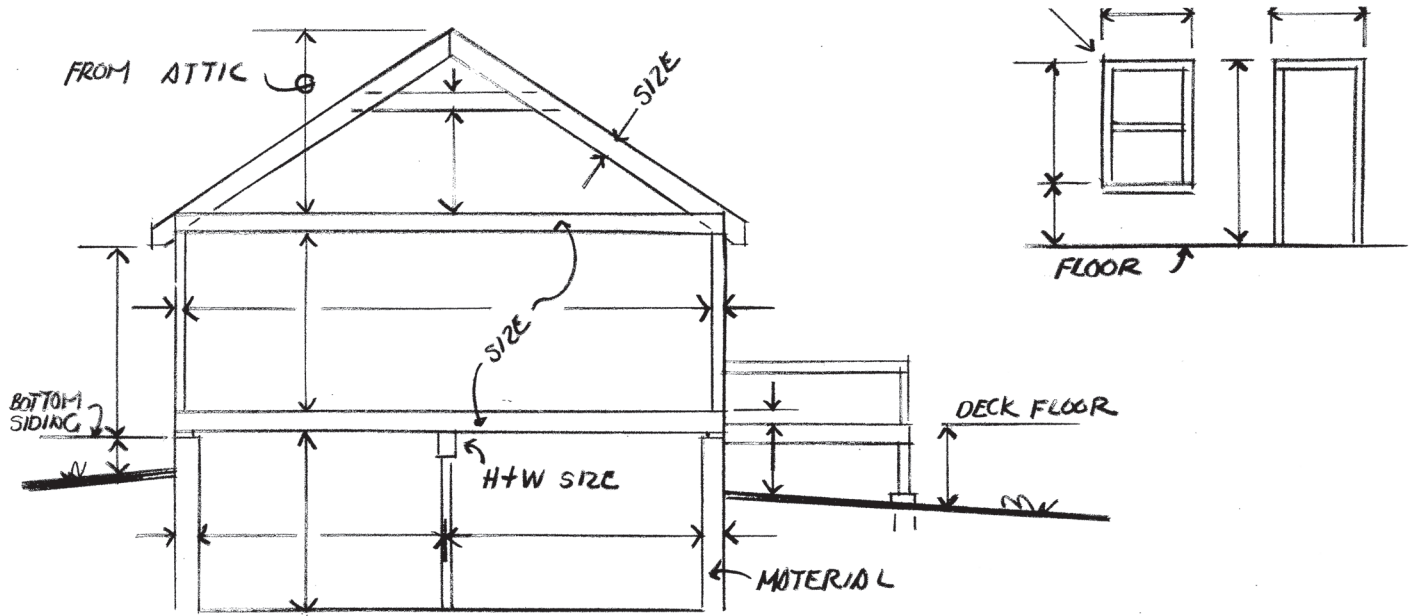
Siding \_\_\_\_\_

Windows \_\_\_\_\_

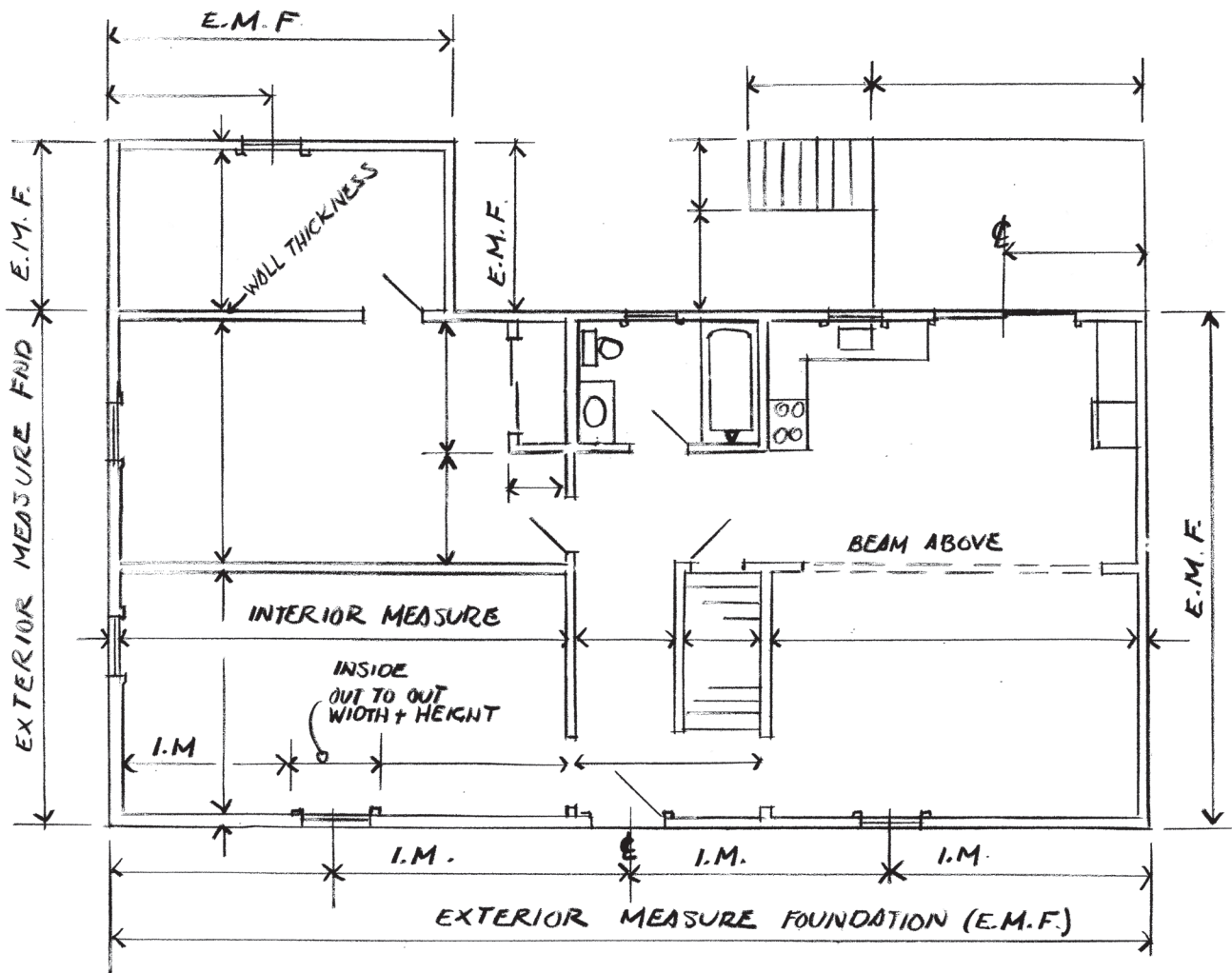
Furnace or Boiler \_\_\_\_\_

Electrical Service \_\_\_\_\_

Septic \_\_\_\_\_



SECTION HEIGHT / WOOD JOIST SIZE



FLOOR PLANS - MEASURING GUIDE