



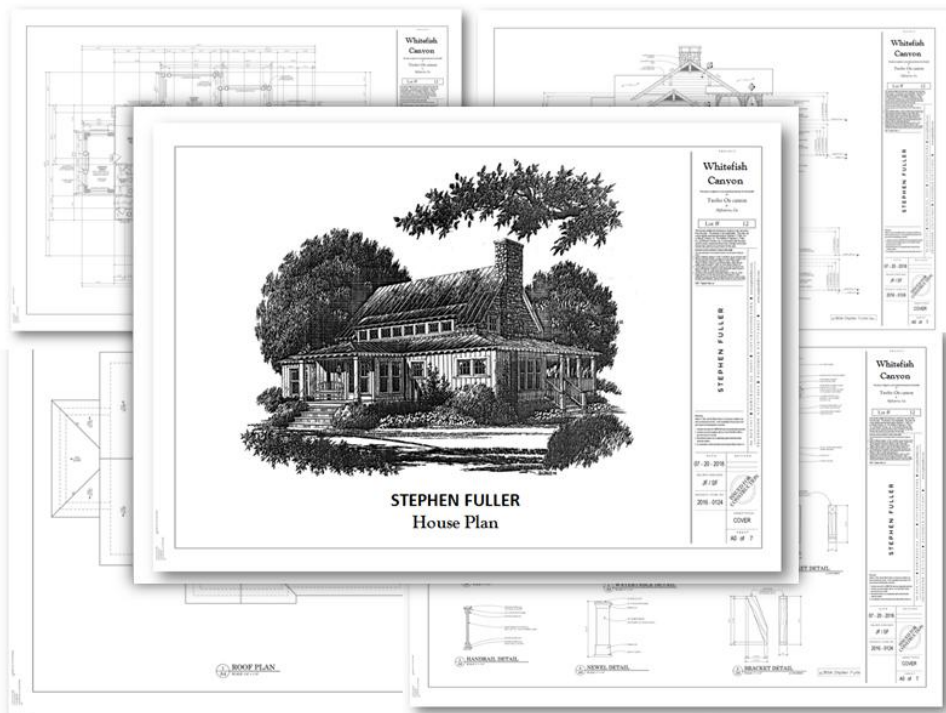
# HOUSE PLAN MODIFICATION PROCESS

STEPHEN FULLER

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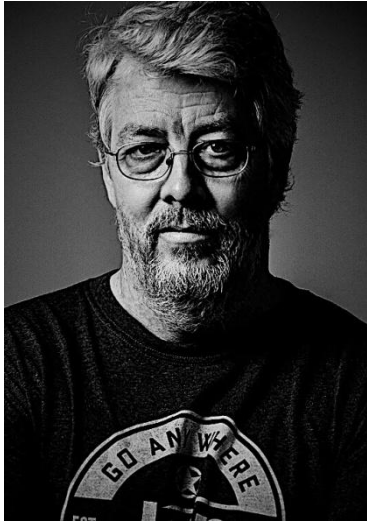
Selecting a home design that will perfectly fulfill all of your lifestyle needs can be challenging. And the fact is, because of your personal design criteria or even the constraints of your lot we may not have a portfolio design that has everything you want.

That's where Stephen Fuller, Inc., modifications services come in. These services allow you to make adjustments to virtually any aspect of our home designs. This includes exterior materials, square footage, design features such as fireplaces and ceiling treatments, and more. In reality, these services can help you create a custom home without the time and expense of literally designing a home from start to finish.



## SFI Modification Services

# ABOUT STEPHEN FULLER



In a notable career, Stephen Fuller has received more than 40 awards of excellence for superior design, including three “Best In American Living” commendations from the National Association of Home Builders. Though Stephen believes that professional accolades are gratifying he mostly believes that just as meaningful are the countless affirmations he hears from families who draw unending pleasure and comfort from his creativity. Stephen Fuller’s instinctively fresh approach gives his designs noted personality.

With Stephen there is always a surprising newness, even in his respectful interpretations of long loved styles. Instead of expected corners, you’ll see sunlight bathing open spaces. In place of rote predictability, you’ll find sensitive responses to family needs. And in every room you will spot the signature accents that underscore true quality.

Through his designs, Stephen Fuller gives expression to an abiding philosophy, that a home should live in harmony with its surrounds, and that tradition should live in harmony with time. A Stephen Fuller home is more than a residence; it is a thoughtful balance between nature and man. It is a place where the best of the past coexists with the demands – and opportunities – of today. These are the secrets that open the door to livable, functional style that is always elegant and distinctive about Stephen Fuller designs.

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“There is no part of a house that should not be thoughtfully considered. Each small detail plays a role and adds to the overall sculpture that is the home.”  
- Stephen Fuller

## SFI Modification Services

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## How the Stephen Fuller Inc. House Plan Modification Process Works

### The process is simple.

1. Select the Stephen Fuller house plan design you would like to modify.
2. Review the design and list the items you wish to change.
3. Fax, mail or e-mail your request to our office.
4. A project manager will contact you to discuss your changes and provide a cost estimate.
5. Once you approve the estimate, the plan will be modified.
6. When the modifications are complete, we will provide eight sets of construction documents detailing your modifications for use in the construction of your new home.

### What can be changed?

The most common modification request we receive is for changes to the exterior. These can range from simple changes in material to redesigning the entire exterior facade. Square footage changes can be made by increasing or decreasing room sizes to accommodate built-in cabinetry, special furniture, or other family treasures. Bathrooms and kitchens can be redesigned to meet your specific traffic patterns. Almost any modification is possible. These are just a few.

#### **Garage Modification**

- ✓ Change a two-car garage to a three-car
- ✓ Add a separate one or two car garage

#### **Exterior Modifications**

- ✓ Design a new elevation
- ✓ Change exterior materials
- ✓ Add a deck, sunroom, screened or covered porch

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## Interior Modifications

- ✓ Add or remove a fireplace
- ✓ Add built in cabinetry in Media Room
- ✓ Redesign the Master Bathroom
- ✓ Redesign a secondary bathroom
- ✓ Redesign the kitchen
- ✓ Increase or reduce square footage
- ✓ Change ceiling heights
- ✓ Add tray ceiling details

## Attic Modifications

- ✓ Add a bonus room
- ✓ Add one or two bedrooms and a bath
- ✓ Add permanent stairs to the attic

## Foundation or Structural Modifications

- ✓ Change a daylight basement to a crawl or slab foundation
- ✓ Convert basement framing to post and beam construction
- ✓ Convert 2" x 4" construction to 2" x 6"
- ✓ Redraw the plan in reverse orientation



- 1) Fill out the attached form
- 2) Sketch your ideas if you like
- 3) All notes help

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## How long will it take?

The length of time depends on the number and complexity of modifications you request. We will provide a time frame for completion upon your approval of the estimate.

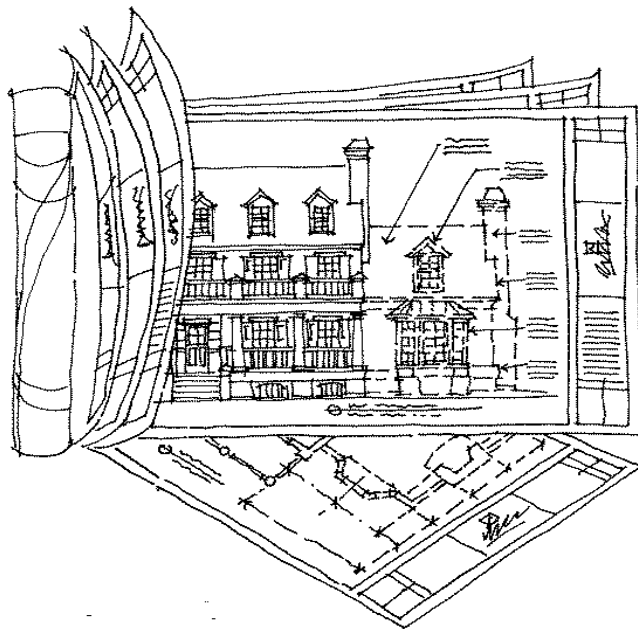
## What will it cost?

- Senior Designer \$ 350.00 per hour
- Studio Director \$ 250.00 per hour
- CAD Production \$ 150.00 per hour

## Email us if your Stephen Fuller design needs modification, [martha@stephenfuller.com](mailto:martha@stephenfuller.com)

Attention to detail and architectural artistry is the hallmark of a Stephen Fuller home design. Our Modifications Team will apply that same philosophy to insure that the integrity of the original design is maintained. More important, the quality of our construction documents will properly convey the details you seek in your new home.

Any Stephen Fuller design modification by our design team is truly a custom home. One you will enjoy living in for many years to come.



SFI Modification Services

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## Customer Request For SFI Modification Services

Attached you will find a request form for Stephen Fuller Inc. modification services. The preliminary review of your project is a complimentary service of Stephen Fuller, Inc.® and all requests for modification applications are followed up with a proposal and contract. There is no obligation to proceed with any service until the contract issued with the proposal is executed.

Receiving a quote for customizing your home design is as easy as filling out the attached questionnaire, scanning and emailing it to, martha@stephenfuller.com, or mail to, Stephen Fuller, Inc., P.O. Box 1917, Norcross, GA 30091-1917

### Fees for Modification Projects

The fees for the modification of any Stephen Fuller, Inc.® pre-designed home are based on direct time accrued at the following hourly rates:

- Senior Designer                      \$ 350.00 per hour
- Studio Director                      \$ 250.00 per hour
- CAD Production                      \$ 150.00 per hour

Prior to beginning any modification a fixed fee for the services requested is established and a contract is issued to reflect this fixed fee. An initial deposit will be due at the time of project execution.



## Customer Request For SFI Modification Services

There are several requests that are frequently made for revisions to Stephen Fuller, Inc.® pre-designed homes.

A brief summary of these requests and their related fees would be as follows:

•Crawl Space or Slab on grade plan	\$ 650.00 per plan
•Addition of a three (3) car garage	\$ 750.00 -\$ 1,250.00
•Minor plan revisions	\$ 1,000.00 -\$ 3,000.00
•Major plan revisions	\$ 3,000.00+
•New exterior to existing plan	\$ 3,500.00 -\$ 4,500.00
•Modifications requiring redraw of plans and elevations	\$ 2.00 -2.50 per sq. ft.

Any and all modification services listed above do not include the cost of the original plan, which will be added into the proposal and contract.

### Consultation Services

Occasionally questions or direction for possible revisions to Stephen Fuller, Inc.® plans arise that require a preliminary consultation. This is typically beneficial when there is some question as to what is possible when revising a design. It also allows the homeowner the ability to get ideas as to design solutions that could be available for their individual needs.

These consultations usually last approximately one to two hours and Stephen Fuller, Inc.® provides this service at hourly rate. Additional meetings will be billed at the hourly rates as listed above and these meeting are typically followed up with a proposal and contract to complete the desired modifications.

Upon review of your changes and completion of the attached request form, we will email you to set your consultation time.

Thank you! We look forward to working with you and customizing your Stephen Fuller, Inc.® plan.

## Customer Modification Services Form

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Location of Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

\_\_\_\_\_

# Customer Modification Services Form

Site Plan:  Attached  Not Available

Photos:  Attached  Not Available

If you are wanting to modify a Stephen Fuller Plan:

SF Plan to be Modified \_\_\_\_\_  
PLAN NUMBER PLAN NAME

## Description of Modifications

First Floor:

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Second Floor:

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# Customer Modification Services Form

Basement Level:

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Front Elevation:

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Side & Rear Elevation:

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## Customer Modification Services Form

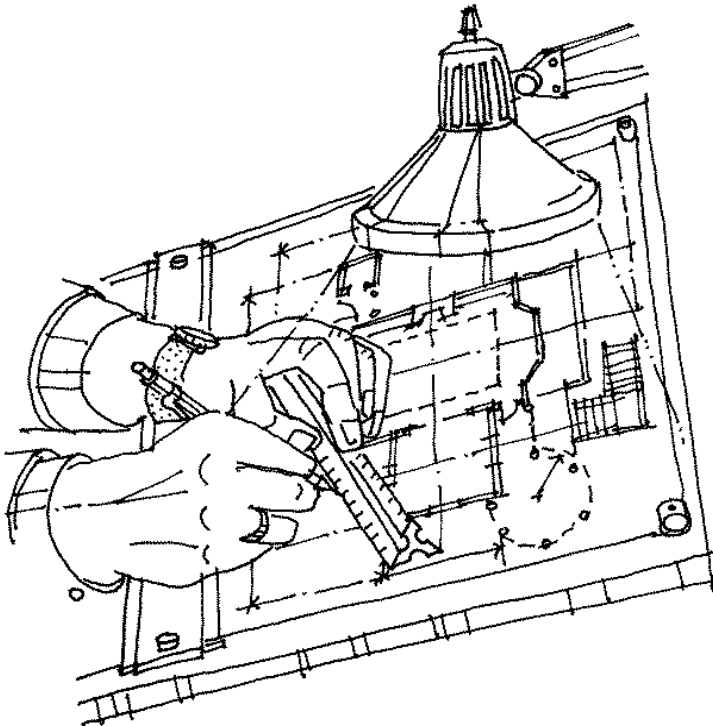
I would like to request a proposal for the fees required to execute the modifications to the home design as outlined above. I understand that I am under no obligation to proceed with these modifications, and a contract will be issued prior to beginning any work.

### Attached Overlays:

- |                                    |                                                 |
|------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> 1st Floor | <input type="checkbox"/> Sides & Rear           |
| <input type="checkbox"/> 2nd Floor | <input type="checkbox"/> Basement               |
| <input type="checkbox"/> Front     | <input type="checkbox"/> Additional Information |

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**Client Signature**



**SFI Modification Services**

## Customer Modification Services Form

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

FIRST FLOOR: Sketch your ideas or attach photos



## Customer Modification Services Form

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

SECOND FLOOR: Sketch your ideas or attach photos



## Customer Modification Services Form

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

FRONT ELEVATION: Sketch your ideas or attach photos





## Customer Modification Services Form

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

BACK ELEVATION: Sketch your ideas or attach photos



## Customer Modification Services Form

TO: Stephen Fuller Inc./Modification

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Number of Pages including cover sheet: \_\_\_\_\_

Scan and Email To: martha@stephenfuller.com, or

Print and Mail To: Stephen Fuller Inc. | P.O. Box 1917 | Norcross, GA 30091-1917

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Methods of Payment

**Payment Methods:** We accept Visa , MASTERCARD, checks and/or money orders.

**Shipping Costs:** Shipping costs may increase without notice. We ship our plans via UPS. As a result, we will need a street address to properly process your order. International shipping rates are higher.

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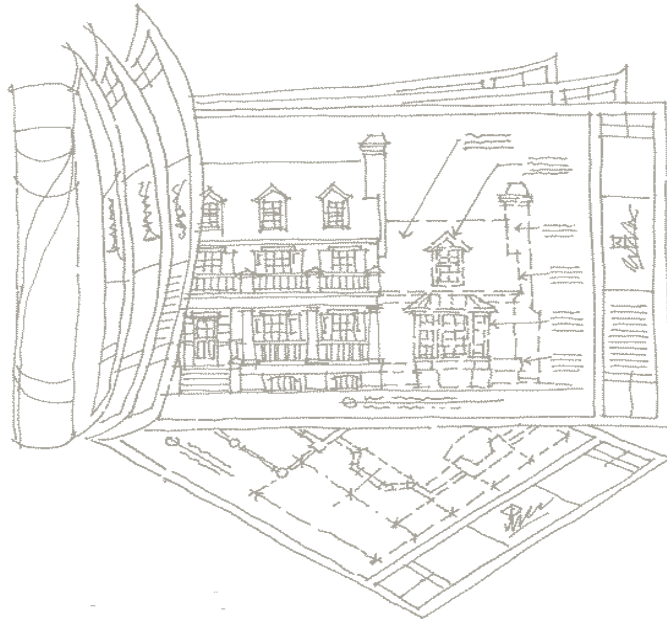
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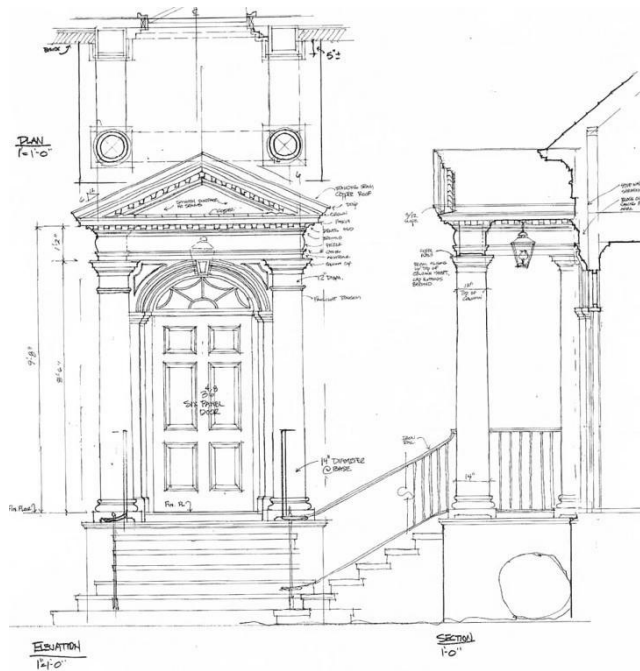
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“The difference in creating places where people want to live versus places they would rather avoid, is the creation of a collective commitment to preservation, improvement and quality that forms the fabric underneath the public realm of construction.”

- Stephen Fuller



**SFI Modification Services**

Stephen Fuller Inc.®

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## HOW TO CONTACT US

Office Address: 3320 Holcomb Bridge Road | Suite B | Peachtree Corners, GA 30092

Mailing Address: P.O.BOX 1917 | Norcross, GA 30091-1917-1917

Phone: 678-775-4663

Website: [www.stephenfuller.com](http://www.stephenfuller.com)

Email: [martha@stephenfuller.com](mailto:martha@stephenfuller.com)

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