



**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
Midland, MI 48640  
(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

---

## Addition/Renovation Design Agreement

The client agrees to contract with Cutting Edge Builders Inc. to design a buildable set of plans for their addition and/or renovation.

Cutting Edge Builders Inc. agrees to create a set of plans which shall include:

- Scaled floor plans including first floor, second floor and foundation.
- Scaled front, rear and side elevations.
- A cross section showing wall assembly and roof construction.

***Please note: engineered truss drawings and floor joist drawings are to be prepared and engineered by the lumberyard***

Following are the details of the design fee:

- \$1.00/square foot for new and redesigned first/second floor square footage  
***Please note: \$1.25 per square foot if no second floor***
- \$.25/square foot for existing first/second floor square footage not redesigned  
***Please note: \$.50 per square foot if no second floor***
- \$.75/square foot for new and redesigned finished lower level square footage
- \$.25/square foot for existing finished lower level square footage not redesigned
- \$.10/square foot for existing unfinished lower level square footage
- Design fee includes all face to face meetings, e-mail correspondence, and phone conversations necessary to prepare the set of plans.
- Should the client contract with Cutting Edge Builders to build the project, 50% of the design fee will be applied toward build cost.

***Please note: The design fee is not meant to be a fixed bid but rather a base fee. Changes after signoffs will initiate change fees at \$75/hour. See notes in contract section.***

Following are the phases of the design process:

1. Initial meeting with client to discuss ideas, drawings, expectations, etc.
2. Contract signing and initial payment
3. Working closely with client to design main floor. Will include email, phone and face to face if necessary.
4. Footprint signoff
5. Working closely with client to design second floor plan and foundation plan. Will included email, phone and face to face if necessary.
6. Second floor and foundation signoff. 75% of design fee now due.
7. Upon receipt of 75% payment, elevations can be designed and the plans finalized.
8. Final design approval – remaining balance is now due
9. Upon receipt of final balance, one master copy of the home plans will be printed and delivered to the client.

**Please note:**

- **Throughout the design process the design is the intellectual property of Cutting Edge Builders and the client will receive only expiring, non-printable versions of the design for review purposes.**
- **After receiving final payment, the design becomes the property of the client but Cutting Edge Builders retains the rights to the digital CAD and PDF files. Additional printed copies may be purchased.**
- **Should the client contract with Cutting Edge Builders to build the project, the client may then request a full size, printable PDF version of the prints.**

Following are the 3 elements of the contract:

1. Commencement of drawing – Upon receipt of initial payment, main floor plans will be designed.
2. Footprint Signoff – At this point, the client signs off on the main floor plan. The second floor and foundation can now be designed based on this “footprint”

**Please note: Once this “footprint” has been established, any subsequent client initiated changes to that footprint will be billed at an hourly rate of \$75 per hour.**

3. Second floor and/or foundation signoff – At this point the client signs off on all floor plans. Upon receipt of 75% payment, elevations can now be generated and designed.

**Please note: Once the additional floor plans have been signed off on, any subsequent client initiated changes to those plans that result in changes to the elevations will be billed at an hourly rate of \$75 per hour.**

4. Final approval – At this point the client signs off on all floor plans and elevations. Plan dimensions will then be finalized and the plans are ready for print.

**Please note: At the discretion of Cutting Edge Builders, the design process may move to another stage without the formality of a signature from the client but this does not change when or if payments are due.**

Following are the terms of payment:

- \$1,000.00 due upon signing agreement
- 75% of total design fee due at Foundation Signoff, before elevations will be generated
- Remaining balance due upon final design approval



*Innovative Approach...  
Timeless Craftsmanship*

**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
Midland, MI 48640  
(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

---

## Commencement of Drawing

Upon receipt of this form signed by all listed parties and initial payment, the design process will commence. This form authorizes the design process through phase 3 only. At that point, a footprint signoff will be required to proceed.

---

Officer for Cutting Edge Builders Inc.

Date

---

Client

Date

---

Client

Date



*Innovative Approach...  
Timeless Craftsmanship*

**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
Midland, MI 48640  
(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

---

## Footprint Signoff

Upon receipt of this form signed by all listed parties, the design process will proceed. This form authorizes the design process through phase 5 only. At that point, a foundation and/or second floor signoff will be required to proceed.

---

Officer for Cutting Edge Builders Inc.

Date

---

Client

Date

---

Client

Date



*Innovative Approach...  
Timeless Craftsmanship*

**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
Midland, MI 48640  
(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

---

## Foundation and/or Second Floor Signoff

Upon receipt of this form signed by all listed parties and 75% design fee payment, the design process will proceed. This form authorizes the design process through phase 7 only. At that point, a final design approval will be required to proceed.

---

Officer for Cutting Edge Builders Inc.

Date

---

Client

Date

---

Client

Date



*Innovative Approach...  
Timeless Craftsmanship*

**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
Midland, MI 48640  
(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

---

## Final Design Approval

Upon receipt of this form signed by all listed parties, the plans will be finalized. Once final payment is received, the plans will be printed and delivered to the client.

---

Officer for Cutting Edge Builders Inc.

Date

---

Client

Date

---

Client

Date



*Innovative Approach...  
Timeless Craftsmanship*

**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
Midland, MI 48640  
(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

---

## Design Change Order

This form when signed by all parties listed below, gives authorization by said client for Cutting Edge Builders to change the established footprint, foundation or second floor at a rate of \$75 per hour.

---

Officer for Cutting Edge Builders Inc.

Date

---

Client

Date

---

Client

Date