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# Steps in a Building Project

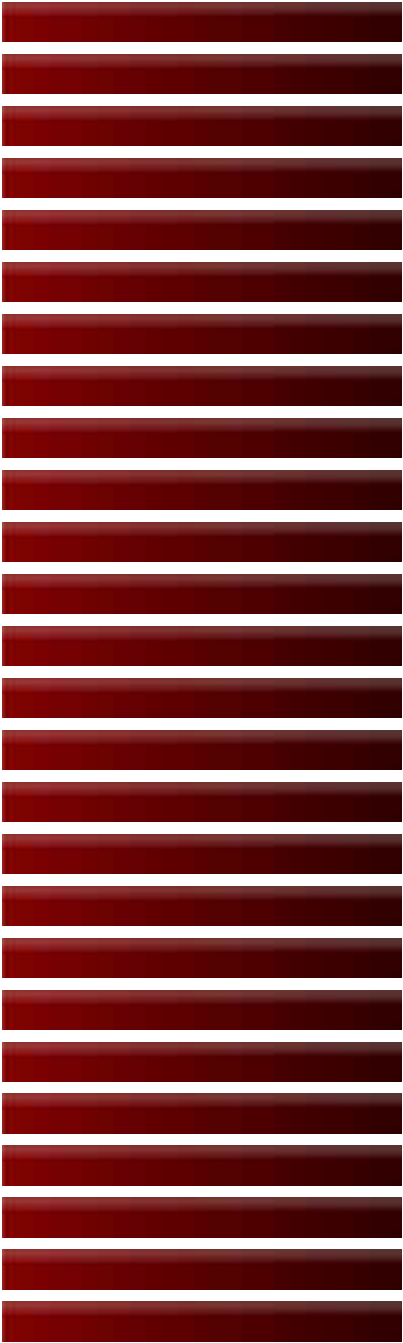
By Robert C. Foreman, Architect

## A Guideline through the Building Process.

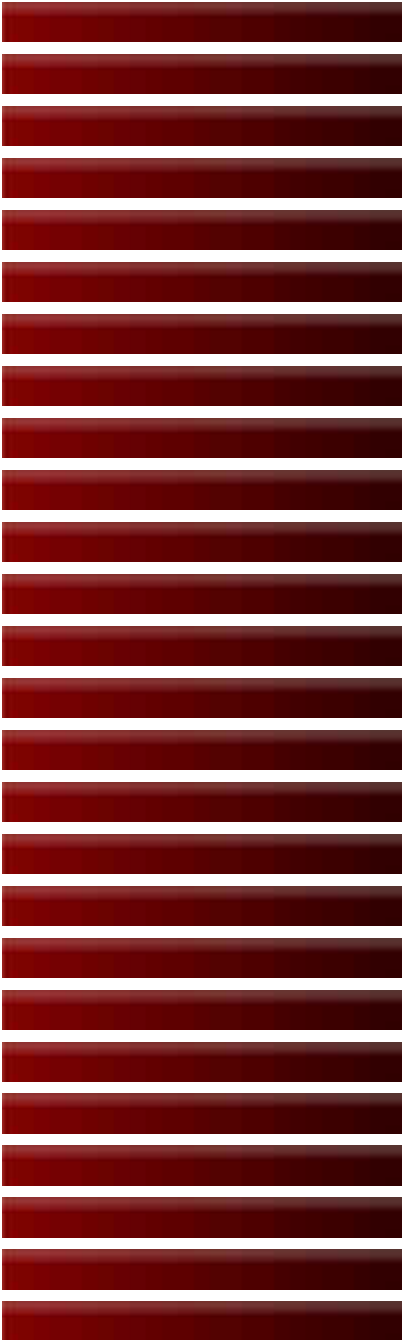
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1. Identify property and building inadequacies.
  - a. List general inadequacies.
  - b. Review list of inadequacies with key program leaders.
2. Secure outside help.
  - a. Request help from denomination, association or diocese.
  - b. Obtain published guidebooks for help in organizing and planning.
3. Secure church action to appoint a Survey, Planning and Building Committee.
  - a. Report property and building inadequacies to the church.
  - b. Ask for approval to structure a Survey, Planning and Building Committee to begin a study that is directed at the church taking actions to meet property and building needs.
4. Organize and educate committee
  - a. Appoint building project steering committee (7 to 10 members).
  - b. Appoint three to five or more members on each subcommittee.
  - c. Educate committee on process using guidebooks or materials obtained from denomination.
5. Explore community needs to discover church opportunities.



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11. Prepare financial plan
    - a. Review past and present financial performance.
    - b. Make initial contact with sources of help regarding a fund-raising campaign.
    - c. Project amount of money to be raised in an intensive fund-raising campaign.
    - d. Investigate sources for borrowing funds, and potential amounts available.
    - e. Secure tentative loan commitments.
    - f. Determine maximum funds which can be made available for a building project.
  12. Complete the property purchase, if not already owned.
  13. Architect or church to secure services of a civil engineer.
  14. Architect authorized to prepare Schematic Building Plans.
  15. Church to begin contractor selection.
  16. Master Site Plan to be submitted to local planning and zoning, if necessary.
  17. Report to church and secure church decision/begin fund raising
    - a. Report findings and recommendations to church.
      - i. Program needs for which space will be provided.
      - ii. Site Master Plan and Schematic Building Design.
      - iii. Estimated project cost.
      - iv. Means and source of financing project.
      - v. Growth and other results anticipated.
    - b. Secure church action on:
      - i. Type and amount of space to be constructed.

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- ii. Acquisition of any properties needed.
  - iii. Proceeding with final drawings.
  - iv. Financing plan for the project.
  - v. Begin fund raising.
  - vi. Approval of Contractor selection.
18. Architect and engineers to proceed with design drawings for the building and site.
- a. Authorize architect to prepare floor plans and cost estimates.
  - b. Present plans and cost estimates to church for approval.
  - c. Contractor to provide design and cost input.
19. Architect and Engineers ro proceed with final detailed Construction Documents
- a. Architect and Engineers to incorporate church design input
  - b. Contractor to provide design and cost input.
  - c. Report to church when plans are completed and approved by committee.
20. Submit plans to various local and state authorities for review and approval.
- a. Local City / County Development Department and Building Department.
  - b. State Fire Marshal.
  - c. Architect to meet with local and state plan review personnel to coordinate plan review and approval process and satisfy plan review comments.
21. Contractor to prepare final pricing or job is put out for bids.
22. Architect to obtain final approval of plans from local and state authorities.

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23. Church to finalize financing arrangements.
  24. Church to approve construction price - sign contract - provide notice to proceed to general Contractor.
  25. Contractor to obtain building permit and begin construction. This time is 6 to 12 months for most projects.
  26. Begin organizational enlargement and leadership training simultaneously with beginning construction.
    - a. Enlist new workers for enlarged organization.
    - b. Inaugurate an aggressive and intensive training program for present and new workers.
    - c. Design a "saturation" visitation program to be implemented immediately prior to occupancy of the new building.
  27. Church to order furniture and other equipment not included on General Contract (sound system, pews, kitchen equipment, operable walls, etc.).
  28. Church to anticipate completion date- schedule and plan for dedication service six to ten weeks after occupancy.
  29. Construction substantially complete. Begin to furnish and equip the building. Heating / cooling system must be operational. Inspect furniture and test equipment.
  30. Occupy and begin using facility only after all work is complete, building has been declare complete by the architect and local authorities have granted "certificate of occupancy."
  31. One to two month "shakedown" period begins.
    - a. Defects are found and corrected.



- b. Adjustments are made to air conditioning, electrical systems sound systems and "bugs" worked out.
  - c. Final payment made to contractor
32. Dedication Service - should never be planned for the first Sunday of Occupancy to allow proper planning, last minute work and final adjustments.
33. Evaluation at the one year anniversary of completion to make a list of items that need attention prior to expiration of the one year warranty period.