



Lilypad Homes

Tasks involved in creating a second unit

	Homeowner	Architect	Contractor
Explore financing options			
Select architect			
Meet to discuss layout options			
Full measure			
Create CAD existing plan and sketch layout options			
Select layout preference			
Prepare preliminary drawings for layout, budgeting, and permit review – may include site plan, floor plans			
Planning permit review with planning department			
Specify finish materials			
Specify products (appliances, equipment, etc.)			
Develop bid package for building contractors, send out to multiple contractors			
Provide bid for construction			
Secure financing			
Review bids, interview building contractors, check references, make selection, sign contract with selected contractor			
Develop drawings and construction documents required for a construction permit application in accordance with the design team and owner's consultants			
Submit building permit application and plans to building department			
Construction phase for building and landscaping *			
Final inspection, close permit			
Rent/lease unit, or move into unit and rent/lease rest of house			

* see Second Unit Construction Tasks file for details of this phase

Additional tasks if landscaping or outdoor construction is needed

	Homeowner	Architect	Contractor
Develop bid package for landscape contractors, send out to multiple contractors			
Provide bid for landscape improvements			
Review bids, interview landscape contractors, check references, make selection, sign contract with selected contractor			

This list is intended to provide a general idea of the tasks involved in a second unit project. Not all tasks will be required for every project, and tasks not on the list may also be required in certain situations.