



## Outline of Architectural Services & Fees – 2026

### Introduction

We believe architecture is **creativity with purpose**. Each home is an opportunity to tell a story — expressed through spaces that are thoughtful, functional, and deeply personal.

Our process begins with listening. We take time to understand lifestyle, values, and the way a space is imagined, experienced, and lived in. From this foundation, we create architecture that is tailored, expressive, and enduring.

We see design as a collaborative journey. With creativity, technical expertise, and careful attention to detail, we guide clients through each stage of the process — from first sketches to construction completion.

### Initial Consultation

We begin every project with an on-site consultation to discuss your goals, review the property, and explore possibilities.

What this involves:

- Meeting at your home or site to walk through the space together
- Discussing your goals, priorities, and any existing design ideas
- Reviewing your completed intake form to better understand your needs
- Exploring opportunities for architectural intervention and design directions
- Outlining next steps in the design process
- Confirmation of whether Existing Drawings will be required and the extent of Pre-Design services needed before moving into Schematic Design

## Pre-Design / Feasibility

Before diving into sketches, we begin by understanding context, rules, and possibilities.

What this involves:

- Reviewing zoning, by-laws, and building code requirements
- Clarifying program priorities, budget, and schedule
- Visiting the site to observe context, orientation, and features
- Outlining potential challenges early and identifying strategies

## Schematic Design

This is the creative heart of the process — where ideas begin to take form. We explore spatial layouts and architectural elevations, testing various possibilities and options as we begin shaping the overall look and feel of the project.

What this involves:

- Development of 2–3 preliminary design options
- Presentation meetings to review and discuss design possibilities
- Iterations based on your feedback to refine layouts and concepts (3 included).  
Additional revisions beyond this stage can certainly be explored, but may be billed as additional services depending on scope.
- Creation of exterior elevations (if applicable) to help visualize form and character
- Final schematic floor plans and elevations for your sign-off

Schematic Design drawings typically illustrate design intent but may not contain enough detail for contractors to provide reliable cost estimates. For projects with tighter budget constraints, we may prepare a small set of **pricing drawings** that include additional information such as demolition scope, window sizes, and general material selections. This allows contractors to provide more accurate cost feedback before moving into Design Development.

Depending on the size and complexity of the project, the preparation of pricing drawings typically ranges from **\$500–\$1,500**.

*Pre-Design and Schematic Design are completed as a separate contract.*

## Design Development

Here, we refine the signed-off schematic design into a more detailed design. The focus is on spatial clarity, key architectural features, and ensuring the project works both practically and aesthetically.

What this involves:

- Refining spatial layouts for all rooms
- Interior elevations of key features (kitchens, bathrooms, staircases, fireplaces, built-ins, libraries, etc.)
- Developing an interior design aesthetic to help with material and fixture selections (by owner)
- Refining the exterior design, including material selections and defining exterior details
- Detailed cabinetry layouts
- 3D views of the exterior and interior spaces to illustrate character, spatial quality and flow with material suggestions
- 3–4 design meetings to review progress, gather feedback, and refine

### **Optional Service: Interior Design - Finishes, Fixtures & Procurement**

Selecting the perfect finishes—tile, flooring, faucets, lighting, grout, and more—can be overwhelming and time-consuming. We're here to help.

Our Interior Design service includes hands-on support with product research, selection, and coordination. We guide you through the process, ensuring everything works together beautifully while staying aligned with your vision.

As part of this service, we also extend our industry discounts (typically 10–25% off retail) to help offset costs.

This can include:

- Guidance in choosing tile, flooring, grout, paint colors, cabinetry finishes, hardware, plumbing fixtures, lighting, and specialty items to ensure a cohesive design.
- Accompaniment (in-person or virtual) to supplier showrooms, or coordination directly with vendors on your behalf, streamlining the selection process.
- Gathering and presenting samples, mood boards, or digital palettes, so you can visualize the overall design before committing.

- Assistance with procurement, including obtaining quotes, coordinating with suppliers, and managing orders.

*Finishes, Fixtures and Procurement is billed separately as a fixed fee or hourly, depending on scope.*

## **Construction Documents**

This phase translates the design into precise technical drawings that can be priced, permitted, and built. It's where the vision becomes instruction, ensuring clarity for both authorities and contractors.

What this involves:

- Designing wall systems and construction details to ensure performance and durability
- Preparing detailed technical drawings for permit, pricing, and construction
- Typical set includes site plan, foundation plan, floor plans, sections, elevations, wall sections, interior elevations, cabinetry layouts, and electrical plans (*note: interior elevations and cabinetry layouts, while typically part of the construction set, may vary depending on project scope*)
- Conducting Building Code analysis for compliance
- Coordinating with engineers (structural, mechanical, civil, electrical) as required — engineering fees paid directly by the client

## **General Review of Construction**

Our involvement doesn't stop when construction begins. In this phase, we stay actively engaged to support both client and contractor, ensuring the design intent is carried through, challenges are addressed as opportunities, and the project runs smoothly.

- Assisting with contract preparation between client and builder (if required)
- Site visits are conducted periodically to review progress and observe general conformity with the construction documents. These visits do not constitute continuous site supervision or responsibility for construction means and methods
- Regular meetings with contractor to review details, changes, and maintain momentum
- Review of shop drawings as required for windows, millwork, etc.
- Providing additional information and details as requested
- Preparing a deficiency list near project completion

## **Roles & Responsibilities**

A successful project depends on clear communication and collaboration between all members of the project team. While Fabricae guides the design and documentation process, each party plays an important role in bringing the project to life.

### **Architect (Fabricae)**

Responsible for developing the design, preparing construction drawings, coordinating consultants, and providing general review of construction to help ensure the design intent is achieved.

### **Client (Owner)**

Responsible for providing clear direction during the design process, reviewing drawings in a timely manner, making selections for finishes and fixtures, and engaging consultants or contractors as required.

### **Contractor (Builder)**

Responsible for construction means and methods, site safety, scheduling, and executing the work in accordance with the construction documents.

### **Consultants (Engineers, Specialists)**

Provide technical expertise for structural, mechanical, electrical, civil, and other specialized components of the project as required.

Fabricae coordinates closely with the project team throughout the design and construction process to support clear communication and help ensure a smooth and successful project.

## **Fees**

### **Initial Consultation:**

- Fee: **\$250** (credited toward architectural services if the project proceeds)

### **Pre-Design and Schematic Design:**

- Approximately 2% of project budget (minimum \$2,500)

- Contracted separately from later phases

### **Remaining Phases (Design Development, Construction Documents, General Review):**

- Architectural fees are equal to 10% of the final cost of construction (residence plus attached and ancillary buildings), as defined in the Ontario Association of Architects (OAA) Standard Form of Contract for Architectural Services. This structure allows the architectural effort to scale appropriately with project complexity, ensuring the level of design, documentation, and construction involvement required for a successful project.
- Fee calculations are adjusted at key milestones: project budget → accepted construction quote → mid-construction adjustments → final cost of construction
- Distributed as: 35% Design Development · 45% Construction Documents · 20% General Review

### **Optional Services: Interior Design - Finishes, Fixtures & Procurement**

- Selection of specific finishes and fixtures, as well as procurement services, are not included in the base architectural fee.
- These services are billed separately as either a fixed fee or hourly at published rates.

## **Hourly Rates (2026)**

For services outside the base scope or for optional add-ons billed by time, our hourly rates are as follows:

- Architect — **\$175/hr**
- Lead Designer — **\$100/hr**
- Intern Architect — **\$100/hr**
- Technologist / BIM — **\$95/hr**
- Administrative — **\$65/hr**

Hourly rates are reviewed annually each January. Work requested outside regular hours (evenings/weekends) may be subject to a premium rate with prior approval.

## **Additional Services**

Every project is unique, and sometimes special circumstances call for services beyond our standard scope. Fabricae can provide these as needed, ensuring you have the right expertise at every stage.

These can include:

- Existing Drawings (for renovation or addition projects) — measured drawings and a 3D model of the existing home are required before design work begins.
  - Includes a site visit, full measurements, and creation of accurate base drawings.
  - Typical fee: \$1,200 – \$2,000 depending on home size.
- Planning and Heritage approvals (minor variances, Site Plan Control applications)
- Extra design revisions beyond the included allowances
- Pricing Drawings: \$500 - \$1,500 depending on scope.

Billing: Additional services billed hourly or by fixed fee, depending on scope/service. Fabricae will confirm approval with the client before proceeding with additional services.

## Payment Terms

- Invoices are issued monthly and at the completion of each stage. Payment is due within 30 days of invoice date
- Retainers may be requested at project start and credited against final invoice
- Late payments may be subject to interest of 2% per month

We look forward to the opportunity to work with you, shaping spaces that enrich your daily life and reflect who you are.

For questions or next steps, please contact me:



**Jennifer Demitor**

Principal Architect | Owner  
WELL Accredited Professional

p: 613 561 3987

e: [jennifer@fabricaearchitecture.com](mailto:jennifer@fabricaearchitecture.com)

[www.fabricaearchitecture.com](http://www.fabricaearchitecture.com)

*Every great design begins with an even better story. --Lorinda Mamo*