



Outline of Architectural Services & Fees 2026 - 2027

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 usually do not contain sufficient detail for contractors to provide reliable cost estimates. Where preliminary pricing is desired before proceeding into Design Development, we can prepare additional pricing drawings that may include demolition scope, window sizes, general material selections, and other information appropriate to the project.

Pricing drawings are considered an additional service, with the scope and associated fee established based on project requirements.

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.

We believe that architecture and interior design should work together to create a cohesive experience. As part of our architectural services, we develop the key interior architectural elements and establish an overall material and finish direction that complements the architectural design.

What this involves:

- Refining spatial layouts for all rooms.
- Interior elevations of key architectural features (kitchens, bathrooms, staircases, fireplaces, built-ins, libraries, etc.).
- Cabinetry layouts and design-intent elevations for kitchens, bathrooms, and other significant built-in elements.
- Development of architectural lighting layouts, including general fixture locations and preliminary decorative lighting recommendations.
- Establishing a coordinated interior material and finish direction, including initial recommendations for flooring, tile, countertops, cabinetry finishes, hardware, plumbing fixtures, and lighting where integral to the architectural design.
- One round of reasonable revisions to initial finish and fixture recommendations based on consolidated client feedback.
- Refining the exterior design, including final material selections and defining exterior details.
- 3D views of 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 the design.
- Once 3D views have been signed off, major design revisions are billed at our hourly rates.

Final product selections, detailed sourcing, pricing, ordering, and procurement are the responsibility of the Owner unless additional Interior Design services are engaged. Where selections affect the architectural design, we encourage clients to have them reviewed by Fabricae before ordering to help maintain consistency with the overall design intent.

Additional Interior Design - Finishes, Fixtures & Procurement

As part of our architectural services, Fabricae establishes the overall interior design direction and provides coordinated initial recommendations for finishes, fixtures, and materials.

For clients who would like more extensive assistance with developing, comparing, finalizing, sourcing, or purchasing these items, we offer additional Interior Design services.

These services may include:

- Developing and presenting additional finish, material, or fixture options beyond the initial recommendations and included one round of reasonable revisions.
- Extended sourcing, comparison, and evaluation of alternative products.
- Changes to previously approved selections or repeated reselections based on client

preferences.

- Additional sourcing or substitutions due to pricing, availability, or lead times.
- Detailed finalization of tile, flooring, grout, paint colours, cabinetry finishes, hardware, plumbing fixtures, lighting, and specialty items.
- Accompaniment to supplier showrooms, either in person or virtually.
- Coordination with suppliers, manufacturers, and vendors beyond the initial architectural design requirements.
- Obtaining pricing and quotes for selected items.
- Assistance with procurement, ordering, supplier coordination, and order tracking.
- Additional design development or coordination of cabinetry and millwork beyond the agreed architectural scope.
- Furniture, window treatments, decorative accessories, installation coordination, and staging.

Additional Interior Design services are billed separately, either hourly or as a fixed fee, depending on the scope. Fabricae will discuss and confirm additional services with the Owner before proceeding.

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

Cabinetry and Millwork Coordination

Fabricae prepares cabinetry layouts and design-intent elevations to establish the overall proportions, configuration, appearance, and integration of millwork within the architectural design.

Cabinetry suppliers and fabricators are responsible for preparing detailed shop

drawings, verifying site dimensions, and developing fabrication and installation details. Fabricae's review of these drawings is intended to assess their general consistency with the architectural design. Substantial redesign or additional coordination beyond the agreed scope may be billed as an additional service.

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
- Reviewing shop drawings for windows, cabinetry, millwork, and other significant architectural elements, as required, for general consistency with the construction documents and design intent. Additional reviews arising from substantial redesigns or client-requested changes may be billed separately.
- Providing clarifications and supplementary details as reasonably required to interpret the construction documents and maintain the architectural design intent. Substantial design changes or additional work arising from Owner-requested changes may be considered additional services
- 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 and

approving drawings and proposed selections in a timely manner, communicating budget considerations and preferences, and engaging consultants or contractors as required.

Unless additional Interior Design services are engaged, the Owner is responsible for finalizing, purchasing, and coordinating the delivery of finishes, fixtures, and materials based on the architectural design recommendations.

Maintaining Design Intent

Fabricae approaches architecture and interior design as an integrated process, with careful consideration given to how materials, fixtures, cabinetry, and architectural details work together.

Where Owners choose to source or select products independently, we encourage them to share these selections with Fabricae for review before purchasing or installation to help maintain consistency with the overall architectural design.

Review of Owner-selected alternatives, particularly where changes to the architectural design or documentation are required, may constitute additional services. Final product selections and purchasing decisions remain the responsibility of the Owner.

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 Phases:

- Approximately 2% of project budget (minimum \$4,000)
- Contracted separately from later phases

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

- 10% of the final Cost of Construction, excluding HST, as defined in the applicable 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. These fees are in addition to the separately contracted Pre-Design and Schematic Design services.
- 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

Additional Interior Design - Finishes, Fixtures & Procurement

- The base architectural fee includes integrated interior architectural design, initial coordinated finish and fixture recommendations, and one round of reasonable revisions.
- Additional selections, extended sourcing, repeated revisions, detailed finalization, procurement, furnishings, and staging are not included in the base architectural fee.
- These services may be provided under a separate Interior Design agreement or billed as additional services at the applicable hourly rates, subject to prior client approval.

Hourly Rates

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 3D base drawings.
 - Typical fee: \$1,500 – \$3,500 depending on home size.
- Planning and Heritage approvals (minor variances, Site Plan Control applications)
- Extra design revisions beyond the included allowances
- Pricing Drawings: varies 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 the commencement of a project or new phase and will be applied against future invoices in accordance with the project agreement.
- Overdue amounts may be subject to interest at 2% per month, as specified in the signed agreement.

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:

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