

Considering Modular Buildings for Your Space Needs? *Consider This...*

Design of Space:	
	What will you be using the building for?
	How many square feet of space per person is reasonable?
Code Requirements*: (building code requirements for occupancy vary by state. Be sure to contact your local or state building authority to understand modular building code requirements in your area)	
	 100 sq. ft. per person in an office environment 20 sq. ft. per person in a classroom environment 35 sq. ft. per person in a child care environment 7 sq. ft. per person in a concentrated use assembly area *Above occupancy requirements are specific to California
	How many people will be using this building?
	How many private offices will be needed?
	Will you need a conference space?
	Will there be a need for a reception area for the public?
	Will you need a public access restroom?
	Will you need a shower?

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□ Have you thought of the flow of traffic through the building?

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- □ Will there be a break area or food preparation area?
- □ Is the building required to be ADA compliant?
- □ Are there any special floor load requirements for heavy items?
- Do you require additional outlets such as GFI, quad receptacles or floor mounted receptacles?
- Are the end users involved in the design process? Who? At what point?

Site Location and Conditions:

- Do you already own or lease land or have you selected your site location?
- □ Is the property in the city or county?
- □ What are the city and county requirements for the placement of a modular building on the site?
- □ How much space is available for the footprint of the building?
- □ Do you have a survey of the property?
- □ Are there any other structures on the property?
- □ Have you checked for the correct setback distance from the property line?

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- □ Are there existing services for utility tie in (electrical, water, telephone, sewer, etc.)? Have these been marked?
- Who provides the electric, water, and sewer services in your area? Who will be connecting these services?
- □ Is the site near a fault-line?
- □ What are the soil conditions? Is the soil compacted?
- □ Will trees, telephone lines, gates, ditches or fences create a delivery and installation obstacle?
- □ Is the site level or will you grade to make the site level?
- □ Will you require an upgraded snow load or wind load?
- □ Will the building be skirted? Set close to or at ground level?
- □ Is there sufficient space for parking?
- □ Has your building department approved the plans for the site and the building?
- □ Have underground obstacles been identified?

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Permits for Your Project:

□ What types of plans or permits are required by your city or county to add a modular building?

□ Will you be using the services of an architect or engineer?

□ Are fire sprinkler or smoke detection systems required by the local fire marshal?

- □ Will you need to submit an application for waste or water separately?
- □ Will you be required to provide a blocking pattern for the installation of your building?

Budgeting For Your Project:

- □ Has a budget been established? What is your budget for the project? What is your monthly budget for lease project? Upfront costs for installation and other?
- □ What is your funding source?
- □ Will you also need to include funds for an architect, engineer, construction manager, inspector, city or county permits, surveys, and other items?
- Don't forget to include the costs for utilities and their connection: (water, electrical, phone, data, security and fire, etc.)

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- □ Have you thought of the insurance requirements?
- □ What type of transaction works best for you? Lease, purchase or installation Option?
- □ For a purchase, what are your financing options?

Ancillary Items:

Will you need or be required to have:

- □ Sprinkler systems
- Alarm systems
- Security doors and windows
- □ Seismic restraints
- □ Ramps
- □ Awning

- □ Fire rating
- □ Furniture
- Data requirements
 - □ Prevailing wages
 - Decks or breezeways
 - □ Unionized labor

Timing

- □ What is your occupancy date? (Average allowance of 2-4 weeks for large stock product and 8-10 weeks for custom products)
- □ What is your schedule for the construction and delivery of the building(s)?
- □ Specifications for your owned modular building:
- □ How will the building fit the environment?
- □ Will you require single story or multiple stories?

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- When buying a building what kind of a roofline would fit your design? Monoslope, dualslope, parapet or mansard?
- □ What colors should the exterior be finished in?

□ Will there be signage required on the site or in the building?

- □ When buying a building how many windows would you like the building to have and where should they be placed?
- When buying a building what kind of interior finishes would you like? Paneling, drywall, tile, wood finish, etc?
- □ What type of floor covering will be needed? Will it vary based on use of space?

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