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 requires:

☐ 100 square feet per person in an office environment
☐ 20 square feet per person in a classroom environment
☐ 35 square feet per person in a child care environment
☐ 7 square feet per person in a concentrated use assembly area

☐ 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?

☐ Have you thought of the flow of traffic through the building?
☐ 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?
☐ 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?
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.)
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?
☐ 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?