

Design Build Services, Inc.  
Engineering & Construction Management

28119 120th ST. SE, Monroe, WA 98272

Phone: (360) 793-9659

Email: Admin@dbsmonroe.com

Project Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Tax ID or Parcel #: \_\_\_\_\_ County: \_\_\_\_\_

Project Type: \_\_\_\_\_ Project Description: (Use Separate Page if Necessary)

Structural Engineering:	<input type="checkbox"/>	
Lateral Engineering:	<input type="checkbox"/>	
Civil/Drainage: <small>Snohomish County Only</small>	<input type="checkbox"/>	
Energy Calculations:	<input type="checkbox"/>	
Drawing Mark-Ups:	<input type="checkbox"/>	
Site Visit:	<input type="checkbox"/>	
Permit Submittal: <small>Snohomish County Only</small>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

Desired Project Deadline: \_\_\_\_\_

**Please attach any drawings, surveys, septic or other helpful documents along with this.  
\$500 Deposit required for Civil/Drainage Engineering (Invoice will be sent)**

Main Contact \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Email(s): \_\_\_\_\_  
Address: \_\_\_\_\_

Other (who are they?) \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Other (who are they?) \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Referred By: \_\_\_\_\_

Who do we invoice?: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

## Understanding our Job Detail Sheet also known as JDS

**Project Name** = Something that you want to show on your packages such as Residence or Lake House

**Site Address** = If you have one, use it. If not give me a neighbor's address and explain where the neighbor is in reference to the site.

**City** = Some addresses can be found in multiple different cities. Where is yours?

**County** = We have to research design criteria for the site. Letting us know the County will save us from guessing.

**Tax ID or Parcel** = You may have an incorrect address, address is not found, giving the parcel number or Tax ID is more accurate.

We do a lot of different things. But what do you want us to do for you? Project type and description tells the crew what specifically you need us to do. We may overdo it or miss something if you don't let us know.

**Structural Engineering** – Also known as Gravity or Lateral Support

**Lateral Engineering** – Is basically for Wind as Seismic

**In most cases you will need both. Sometimes we are only asked to do one or the other.**

**Civil/Drainage** – We do drainage plans and site plans. If you are building something you will Civil. It may be as simple as a Site Plan or as complex as a Full Drainage Plan. We offer this for Snohomish County ONLY. Deposits are required. We will need to know your septic/drainfield information or public water/sewage information. Where the buildings, driveway, gas/power lines are, any easements, etc. Sending us a rough site plan of these details is super helpful. If there are specific measurements you want to use, let us know. Such as you want a 20' wide driveway or 10' wide. You want the garage 5' from the house or whatever.

**Energy Calculations** – Washington State Energy Code (WSEC). This is required for most buildings. Typically, the mechanical engineer or designer will do this, but not always. If you need us to do it, we need to know how the structure/water will be heated/cooled. We will need window/door information and anything else to make sure you get the proper credits.

**Drawing Mark-Ups** – Our engineering must be added to your drawings. Most of the designers we work with will do this themselves and send the drawings back to us for a review and stamp. However, if we need to do this for you, we need to know.

**Site Visit** – Some projects are best figured out on-site. Mark as you think fit.

**Permit Submittal** – Yes, we can help you, if it's for Snohomish County. We charge per permit.

**Other** – Anything else not listed. Make sure you are detailed on the project description. Lateral Detail Sheets, Structural Detail Sheets, Structural Drawings, Consultation and more.

**Desired Project Deadline** – We try to be accommodating, but sometimes it's impossible. Please pay attention to the note at the bottom of the email. It often gives a rough turn around time on what to expect.

**Contacts** – Please fill it out entirely. This form goes in your project file. If the crew needs to contact someone, they are looking at this. Even if we have worked with you before.

Who do we invoice? Someone is getting an invoice we need to know who and their details.

- Full Name or Company
- Billing Address
- Phone Number
- Email

Sometimes this varies from other contacts or site information. Make sure it is correct.