CONSTRUCTION
BUILDING
PROCESS PACKET

TTHAP Directory

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Contents

1. Cover Sheet
2. Contents Page
3. Where do I Begin
4. Construction Process Table
5. I.H.S. Application
6. The Whole House
7. Exterior Colors
8. Concrete Choices & Interior Colors
9. Living Room
10. Kitchen
11. Bathroom (s)
12. Bedroom (s)
13. The Master Suite
14. Samples
15. Change Order/Upgrade Form
16. To Do List
17. Calendar (s)
18. Notes
19. Vendors’ Sheet & Tips to stay on Budget
20. Program Policy & Timeline
What is this Packet?

TTHAP’s staff put this packet together to give you, the homeowner, an overview of what to expect in the upcoming months while constructing your home. In the following pages you’ll find our construction process table, tips for staying within budget, and local vendors for design ideas. Our goal is to improve communication between homeowner and staff by explaining the building process from start to finish.

Where do I Begin

NOW WHAT?
1. Orientation with TTHAP staff
2. I.H.S. Application (fill out and turn in)
3. 5% Down Payment (submit to TTHAP office)
4. Bring in two (2) example house plans

THEN...
1. Evaluate house plans and attach a construction cost. (TTHAP staff)
2. Second Meeting with TTHAP staff
3. Submit any additional funds within 30 days
4. Submit for permit takes 14 business days (TTHAP staff)
5. Bidding process and sub-contractors approval (TTHAP staff)
6. Permit approved then schedule site contractor (TTHAP staff)

*See construction process table for continuing process.
<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Get required permits and site approvals</td>
</tr>
<tr>
<td>2.</td>
<td>Grade lot and excavate for foundation and build roads</td>
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<tr>
<td>3.</td>
<td>Get temporary power</td>
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<tr>
<td>4.</td>
<td>Get water to site</td>
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<td>5.</td>
<td>Form, Inspect and pour foundation</td>
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<td>6.</td>
<td>Pour slab</td>
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<td>7.</td>
<td>Order framing materials</td>
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<td>8.</td>
<td>Receive roofing materials at site</td>
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<td>9.</td>
<td>Put on roof and install siding</td>
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<tr>
<td>10.</td>
<td>Top out plumbing</td>
</tr>
<tr>
<td>11.</td>
<td>Rough in HVAC</td>
</tr>
<tr>
<td>12.</td>
<td>Rough in Electrical</td>
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<tr>
<td>13.</td>
<td>Brick exterior</td>
</tr>
<tr>
<td>14.</td>
<td>Insulate walls</td>
</tr>
<tr>
<td>15.</td>
<td>Clean before rough-in inspection</td>
</tr>
<tr>
<td>16.</td>
<td>Do rough-in inspection</td>
</tr>
<tr>
<td>17.</td>
<td>Install septic tanks or sewer hook-up</td>
</tr>
<tr>
<td>18.</td>
<td>Deliver drywall</td>
</tr>
<tr>
<td>19.</td>
<td>Sand and finish drywall</td>
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<tr>
<td>20.</td>
<td>Paint Interior and exterior</td>
</tr>
<tr>
<td>21.</td>
<td>Put down flooring</td>
</tr>
<tr>
<td>22.</td>
<td>Deliver trim</td>
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<tr>
<td>23.</td>
<td>Install ceramic tile</td>
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<tr>
<td>24.</td>
<td>Trim out plumbing</td>
</tr>
<tr>
<td>25.</td>
<td>Trim out electrical</td>
</tr>
<tr>
<td>26.</td>
<td>Trim out HVAC</td>
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<tr>
<td>27.</td>
<td>Insulate attic</td>
</tr>
<tr>
<td>28.</td>
<td>Do final clean</td>
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</tbody>
</table>

*Use this table as a guide to understand the tasks involved in constructing a home. –Staff
The Whole House

The following pages have descriptions and have space for you to take notes, pick choices and jot down ideas. Please use the following sheets to pick exterior paint colors and your homes interior choices etc.

As you fill out these forms we ask that you return them to the TTHAP office located at 6319 23rd Ave NE Tulalip, WA. Remember to keep an extra copy for yourself and our staff is able to assist you with making copies.

*If you’d like to make changes or upgrades we ask that its done at the TTHAP office and take precautions to let the Construction Coordinator (s) know of your intentions to do so. Change Order/ Upgrade Forms are at the TTHAP Office.

Things to consider when picking items for your home are the quality, durability, and don't forget to keep your budget in mind when making your choices. The TTHAP staff is able to assist you with the your budget information and any other questions you might have in regards to your home. We are excited and eager to begin constructing your home and look forward to working with you!

TTHAP staff is committed to assisting you whether its for construction related questions or regarding loan documents we are here to help so feel free to contact us at 360-651-3359 or 360-651-3439.
Exterior Home

Paint Choices
Body: Vendor ___________________________
      Paint # ___________________________

Trim: Vendor ___________________________
      Paint # ___________________________

Garage Style: (if applicable) __________________________________

Front Door Style: __________________________________________

Window Style & Pattern: ___________________________________

Lighting Fixtures: __________________________________________

Roof: _____________________________________________________

Landscaping (if budget allows): ______________________________

________________________________________________________

Homeowner Signature   Date
TTHAP Coordinator     Date
# Summary of Interior home

## Living Room
1. Flooring  
2. Windows  
3. Fireplace (layout)  
4. Lighting  
5. Interior Trim (molding)

## Kitchen
1. Flooring  
2. Windows  
3. Lighting  
4. Countertop  
5. Sink  
6. Cabinets  
7. Backsplash  
8. Range  
9. Dishwasher  
10. Interior Trim  
11. Refrigerator

## Bathroom(s)
1. Flooring  
2. Windows  
3. Lighting  
4. Sink  
5. Countertop  
6. Cabinets  
7. Tile work  
8. Tub  
9. Shower  
10. Vanity

## Bedroom(s)
1. Flooring  
2. Windows  
3. Lighting  
4. Interior Trim  
5. Closet Doors

## Master Bedroom
1. Flooring  
2. Windows  
3. Lighting  
4. Interior Trim  
5. Closet Doors
## LIVING ROOM

### Flooring:
- Select Carpet
- Vinyl
- Pergo
- Other

### Windows:

### Lighting:

*Description*

### Interior Trim:
- Color
- Style
- Color
- Style

### Fire Place:
- Mantel
- Tile
- Mantel
- Tile

← Tile Design if applicable

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**Homeowner Signature**

**Date**

**TTHAP Coordinator**

**Date**
Kitchen

Flooring:
Select- Vinyl _____ Pergo _____ Tile_____ _____________________________________________________________ _____________________________________________________________ _____________________________________________________________

Cabinet color:
______________________________________________________ _____________________________________________________________ _____________________________________________________________

Lighting:
Description _______________________________________________________________ _____________________________________________________________ _____________________________________________________________

Countertop:
______________________________________________________ _____________________________________________________________ _____________________________________________________________

Backsplash:
______________________________________________________ _____________________________________________________________ _____________________________________________________________

Sink:
______________________________________________________ _____________________________________________________________ _____________________________________________________________

Appliances:
Refrigerator- _____________________________________________________________
Range-___________________________________________________________
Dishwasher-_________________________________________________________

Homeowner Signature_________________________ Date________________________

TTHAP Coordinator_________________________ Date________________________
Bathroom(s)

Flooring:
Select- 
Vinyl _____ Pergo _____ Tile _____

___________________________________________________________

Interior Trim:
Color _____ Style _____ Color _____ Style _____

___________________________________________________________

Vanity: __________________________
Sink: ___________________________
Countertop: _____________________

Tub: ____________________________

Shower: _________________________

Tile work: _______________________

Lighting: _______________________

Other: ____________________________

______________________________
Homeowner Signature               Date

______________________________
TTHAP Coordinator               Date
Bedroom(s)

Flooring:
Select- Carpet_____ Vinyl _____ Pergo _____ Other _____

Interior Trim:
Color______ Style ______ Color ______ Style ______
Closet Door Style __________________________________________

Windows:

Lighting:
Description __________________________________________

Other:

Homeowner Signature ___________________ Date

TTHAP Coordinator ___________________ Date
Master Suite

Flooring:
Select- Carpet_____ Vinyl _____ Pergo _____ Other _____

Interior Trim:
Color _____ Style _____ Color _____ Style _____
Closet Door Style ______________________________________________

Windows:

Lighting:
Description ____________________________________________________

Other:

Homeowner Signature       Date  ___________________________________________________________________
TTHAP Coordinator         Date
CHANGE ORDER/ UPGRADE FORM

Project Location: __________________________  Date: __________________________

Homeowner(s): __________________________

The type of change(s) requested:
(Please explain in detail)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Estimated Cost (if applicable): __________________________

Who gave you this cost estimate?
- Coordinator Name: __________________________
- Other: __________________________

How will you be paying?
___ Check __________________________
___ Cash __________________________
___ Add to loan (if funds allow) __________________________

Signature __________________________________________

Print Name __________________________________________

Phone Number __________________________________________

“We are here as a team to work for our people”
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<tr>
<th>TO DO</th>
<th>Date Complete</th>
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<td>15)</td>
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Vendors & Tips

Listed below are some local companies where you can get ideas and have an estimate of the purchase price on various items.

**E&E Lumber:** 1364 State Ave  www.eelumber.com
Marysville, WA

**Home Depot:** 9310 Quil Ceda Blvd.  www.homedepot.com
Tulalip, WA

**Lowe’s:** 3300 169th Pl NE  www.lowes.com
Arlington, WA (Smokey Point)

**Seattle Lighting:** 1811 Hewitt Ave  www.seattlelighting.com
Everett, WA

See us for awarded vendors/ sub-contractors on your particular project.

**Tips**

⇒ Ask lots of questions and get estimates or quotes on items you like
⇒ Always have a 2nd choice in mind
⇒ Bring us in samples of items you like (if available; ex. paint or stain)
⇒ Remember your home doesn't have to come with all the luxury items (ex. stainless steel appliances) as you’ll have the 30 years + to enjoy being a homeowner and many more home improvement projects. :)

“A home is more that just a shelter. It is a place where you live, spend time, and return at the end of the day. It is a center for community, spirituality, and safety. The way you protect it, care for it and improve it reflects your values and character.”