

Use this kit before you fill in the **Project Intake** form. It covers how to measure, what photos to take, how to sketch your existing layout, and a final checklist. Every length goes in **feet + inches** (for example 12' 4"), which prevents unit mix-ups. We draft only from what you send. We do not visit the site.

1. Tools and accepted methods

- 25 ft tape measure (a laser measure is great), phone camera, pencil, paper or graph paper, a red pen, and a helper if you can get one.
- **Accepted methods:** tape, laser, or a phone-scan app (magicplan, CubiCasa, Polycam, etc.) **plus tape checks.** A phone scan alone is not accepted. Scans drift, so tape-check the room length, width, diagonal and ceiling height.

2. How to measure a room

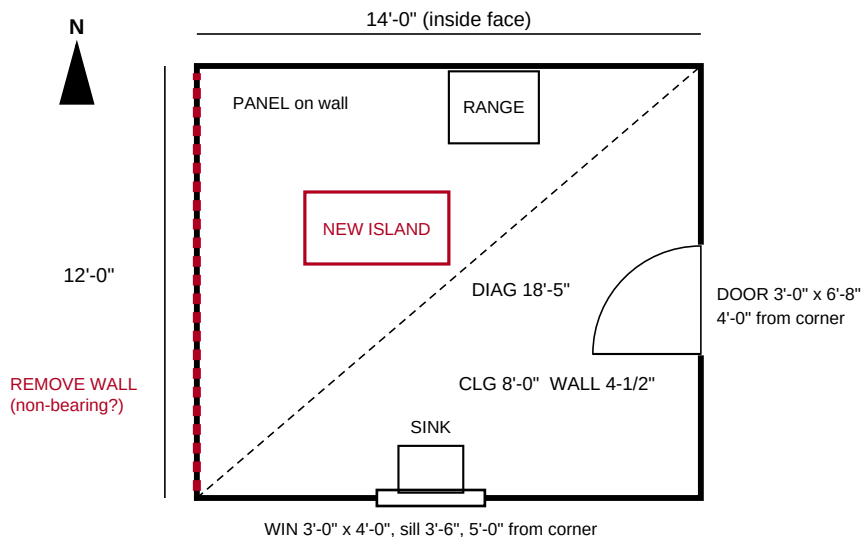
1	Overall length and width	Measure wall to wall at the inside finished face , about 3 ft off the floor, away from baseboards and trim. Expected range: 4 ft to 100 ft.
2	One diagonal	Corner to opposite corner. This checks that your length and width are right. See the example below.
3	Ceiling height	Floor to ceiling, in the middle of the room. Note soffits, beams or sloped areas separately. Expected: 6' 6" to 20'.
4	Wall thickness	Measure at a door jamb, finished face to finished face. Expected: 3" to 16".
5	Every wall segment	Go around the room clockwise and measure each straight run, including jogs, closets and bump-outs. Rooms that aren't square need extra dimensions on the sketch.
6	Doors and windows	Width x height, sill height (windows), and distance from the nearest corner.
7	Fixtures and equipment	Sink, toilet, tub/shower, range, hood, refrigerator, washer/dryer, water heater and electrical panel, each located from a corner.
8	Structure (if visible)	Known beams, headers, posts, joist direction (attic or crawlspace photo) and walls you believe are bearing. If unsure, say "unknown".
9	Outside (Garage/ADU conversions and additions)	Exterior footprint length x width (8 to 200 ft each), lot width and depth, and distance from the house to each property line.

Diagonal check (the intake form does this math for you). For a rectangular room, the diagonal should be close to $\sqrt{(\text{length}^2 + \text{width}^2)}$. Example: a 12' 0" x 14' 0" room should have a diagonal of about **18' 5"**. The form accepts a diagonal within **±3%** (about 17' 11" to 18' 11" here). If yours is outside that range, re-measure, or the room isn't square and your sketch needs extra dimensions.

3. How to sketch and mark up your as-built

If you have old plans, print them and write your measurements on them. Otherwise, draw the room(s) by hand. It doesn't need to be to scale, it just needs to be complete and readable.

- Draw the outline of each affected room, plus the walls, doors and windows. Label each room and add a north arrow.
- Write each wall length on the wall itself, plus one diagonal per room, the ceiling height and the wall thickness.
- Mark each door and window with width x height and distance to the nearest corner. Show which way doors swing.
- Mark fixtures, appliances, the electrical panel and the water heater.
- **Red-line your changes in red pen:** walls to remove, new walls, moved fixtures, new windows or doors. A red-line markup is **required** for Interior, Garage/ADU and Addition packages and recommended for Kitchen/Bath.
- Photograph or scan the sketch flat and straight-on in good light, and make sure every number is readable.



Example sketch (fictional)

- Black = what exists today.
- RED = what you want to change.
- Every wall length written on the wall.
- One diagonal (dashed) to check squareness.
- Doors/windows: W x H + distance to corner.
- Fixtures and panel located from corners.
- Ceiling height + wall thickness noted.
- North arrow and room names.

4. Photos to take

Minimum: 4 photos per affected room + 2 exterior photos. The form requires at least **8 files** for Kitchen/Bath and Interior projects and **10** for Garage/ADU conversions and additions (40 max). Use JPG, PNG or HEIC, landscape, in daylight or with all lights on.

Inside each affected room	Elsewhere
• Each wall, straight-on (4 per room) • Each corner • Ceiling (beams, soffits, vents, lights) • Doors and windows, with the tape in view for key sizes • Sink, range/hood, fixtures you're changing • Floor where walls or fixtures move	• Electrical panel label (door open) • Attic and crawlspace, if safely accessible • Water heater and HVAC unit, if in the work area • Exterior: front of house + the side(s) near the work • Garage/ADU and additions: each exterior wall, driveway and property lines if visible

Files over 10 MB, or more than fit in the form: upload to Google Drive, Dropbox or OneDrive and paste the share link (set to "Anyone with the link can view").

5. Checklist: before you submit your intake

Project information

- ☐ Street address, ZIP, city, county, and whether it's inside city limits or unincorporated
- ☐ Parcel number / APN (optional, but it speeds up our jurisdiction check)
- ☐ Property type, approximate year built, number of stories
- ☐ Existing permits or old plans for the property (upload or record number), and whether there's an HOA
- ☐ Scope description of at least 80 characters (what's removed, added, moved)

Measurements (feet + inches)

- ☐ Measuring method: tape, laser, or phone scan **plus** tape checks
- ☐ Main room overall length and width
- ☐ One diagonal of the main room (passes the $\pm 3\%$ check)
- ☐ Ceiling height and wall thickness (at a door jamb)
- ☐ Garage/ADU and additions: exterior footprint and distances to property lines

Sketch / as-builts

- ☐ At least one as-built, old plan or sketch (PDF, DWG, DXF, RVT, JPG, PNG or HEIC)
- ☐ All doors and windows show width x height and location
- ☐ Fixtures and equipment marked (sink, toilet, tub, range, panel, water heater as applicable)
- ☐ Red-line markup of proposed changes (required for Interior, Garage/ADU and Addition)
- ☐ Phone-scan export attached if you used one (PDF/DXF/USDZ/OBJ)

Photos and site

- ☐ 4 per affected room + 2 exterior (minimum 8 files, or 10 for Garage/ADU and additions)
- ☐ Electrical panel label; attic/crawlspace if accessible (optional, but very helpful)
- ☐ Garage/ADU and additions: survey, plot plan or GIS screenshot with lot size and setbacks

Florida and Texas extras (if they apply)

- ☐ FL: flood-zone map screenshot if you have it; whether you're in a high-velocity hurricane zone
- ☐ TX: whether you're in a windstorm certification area; foundation type and any new slab/foundation work

What you'll confirm when you e-sign: the measurements, photos and information you provided are accurate and complete to the best of your knowledge; AICAD drafts from your information, and corrections caused by inaccurate or missing information are billed as extras; permit approval is up to your local building department and is not guaranteed; and plans are not stamped. We don't currently offer stamps or seals in any state we serve.

What happens next: we review your intake and confirm your jurisdiction within 1 business day. After payment, we send an existing-conditions draft for you to check. Reply YES to lock it, and we draft the full set. Turnaround is counted in business days from complete, verified intake and payment, and doesn't include building-department review time. Questions: info@aicadservices.com.