

# Consumer Tips for Design Projects

The California Architects Board and the Landscape Architects Technical Committee believe that following these basic tips will help you avoid problems with your project.



## Check

Check references from recent clients with similar projects. Check with the Better Business Bureau. And, of course, check with the California Architects Board (Board) and Landscape Architects Technical Committee (LATC) to see if there are any enforcement actions against the architect, landscape architect, or unlicensed individual.



## Contract

Any business transaction should be spelled out in a contract. Basic required elements are: a description of services; the basis of compensation; name, address, and license number of the architect or landscape architect, and address of client; procedure to accommodate additional services; and a description of the procedure to terminate services. While these elements are required by law for architects and landscape architects, the Board and LATC recommend that they be utilized for any project.



## Costs

Work with the architect or landscape architect to develop a realistic budget for your project. Make sure to account for the specific materials and features noted in your design.



## Communicate

If anything seems confusing or inconsistent with your contract, let your architect or landscape architect know immediately. It is important to document every point you communicate so you have a complete record of the project. Save e-mails, invoices, checks, memos, construction documents, etc. These will all help keep the project on track and avoid any discrepancies.

The Board and LATC have a number of publications (including consumers guides) at [www.cab.ca.gov](http://www.cab.ca.gov) and [www.latc.ca.gov](http://www.latc.ca.gov) that may be helpful. Feel free to call us at (916) 574-7220 (Board) or (916) 575-7230 (LATC) for more information.



# DESIGN SUCCESS

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A design project can be one of the most significant investments that consumers make. Enhancing your property can have a wide range of benefits. But a project that goes wrong can be costly and frustrating. There are a number of basic steps that consumers can take to help keep their projects on track.

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