

CONSTRUCTION BUILDING PROCESS PACKET



TTHAP Directory

TTHAP Manager

Mike Alva (360) 651-4024
(425) 754-9617

TTHAP Administrative Assistant

Shawneen Zackuse (360) 651-3770

Tribal Mortgage Specialist

Ashlynn Crolley (360) 651-3359
(425) 508-7923

Tribal Credit Specialist

Ilia Brown (360) 651-3439

Construction Coordinator (s)

Brad Green (425) 754-4694
Jesse Paul (425) 754-0255
Neil Green (425) 508-6237



Contents

TTHAP PROGRAM

6319 23rd AVE NE
TULALIP, WA
98271

Phone: 360-651-3359
360-651-3439
Fax:360-651-3662

Directory

Bureau of Indian Affairs (425) 258-2651
Indian Health Services (206) 615-2779
Tulalip Cablevision (306) 651-3270
Tulalip Community Dev. (360) 651-3861
Verizon Northwest (800) 483-3000
Public Utility District (425) 783-1000
Tulalip Utilities (306) 651-4560

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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.



TTHAP'S CONSTRUCTION PROCESS TABLE

" WE ARE HERE AS A TEAM TO
WORK FOR OUR PEOPLE "

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



*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

Homeowner Signature

Date

TTHAP Coordinator

Date

Kitchen

Flooring:

Select- Vinyl _____ Pergo _____ Tile _____

Cabinet color:

Lighting:

Description

Countertop:

Backsplash:

Sink:

Appliances:

Refrigerator- _____

Range- _____

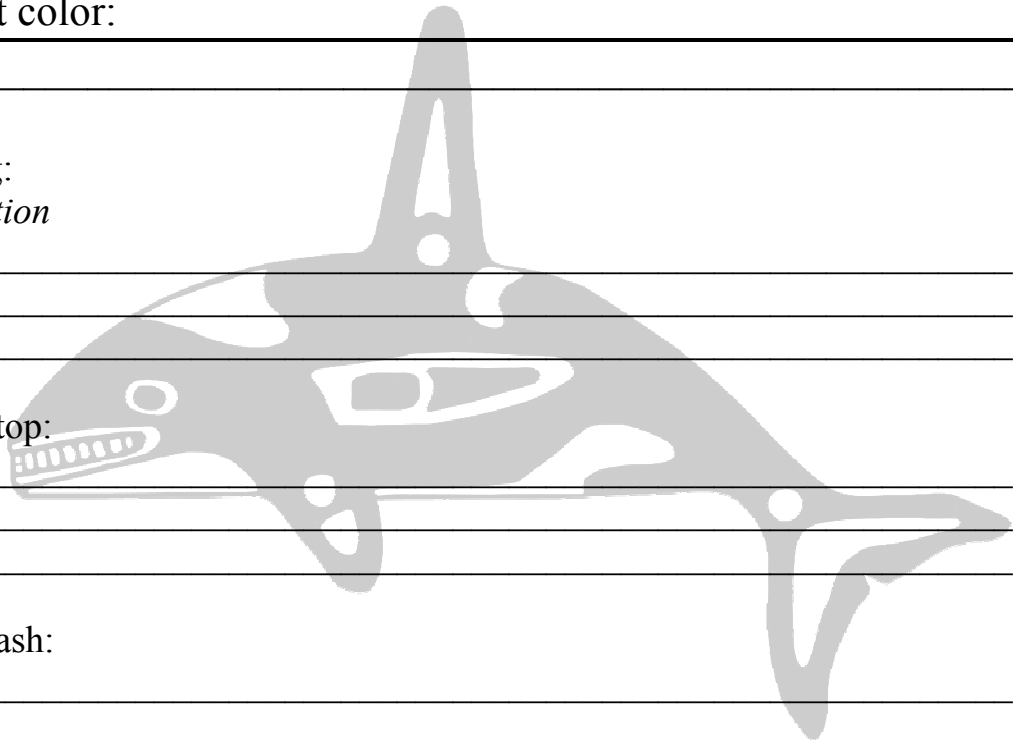
Dishwasher- _____

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: _____

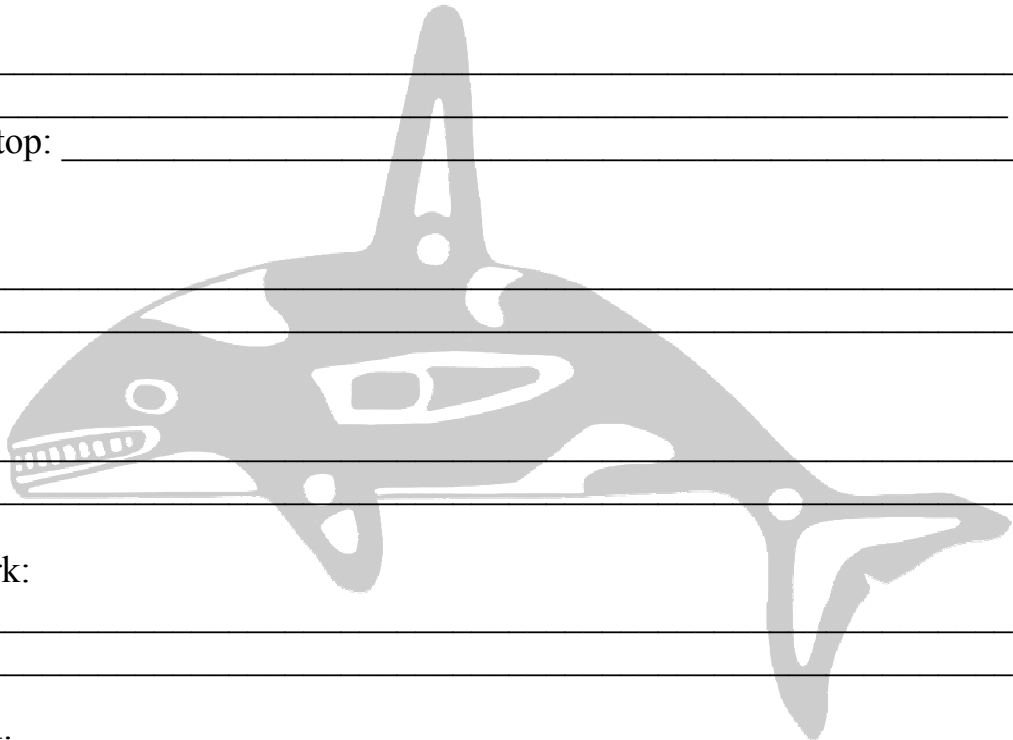
Other: _____

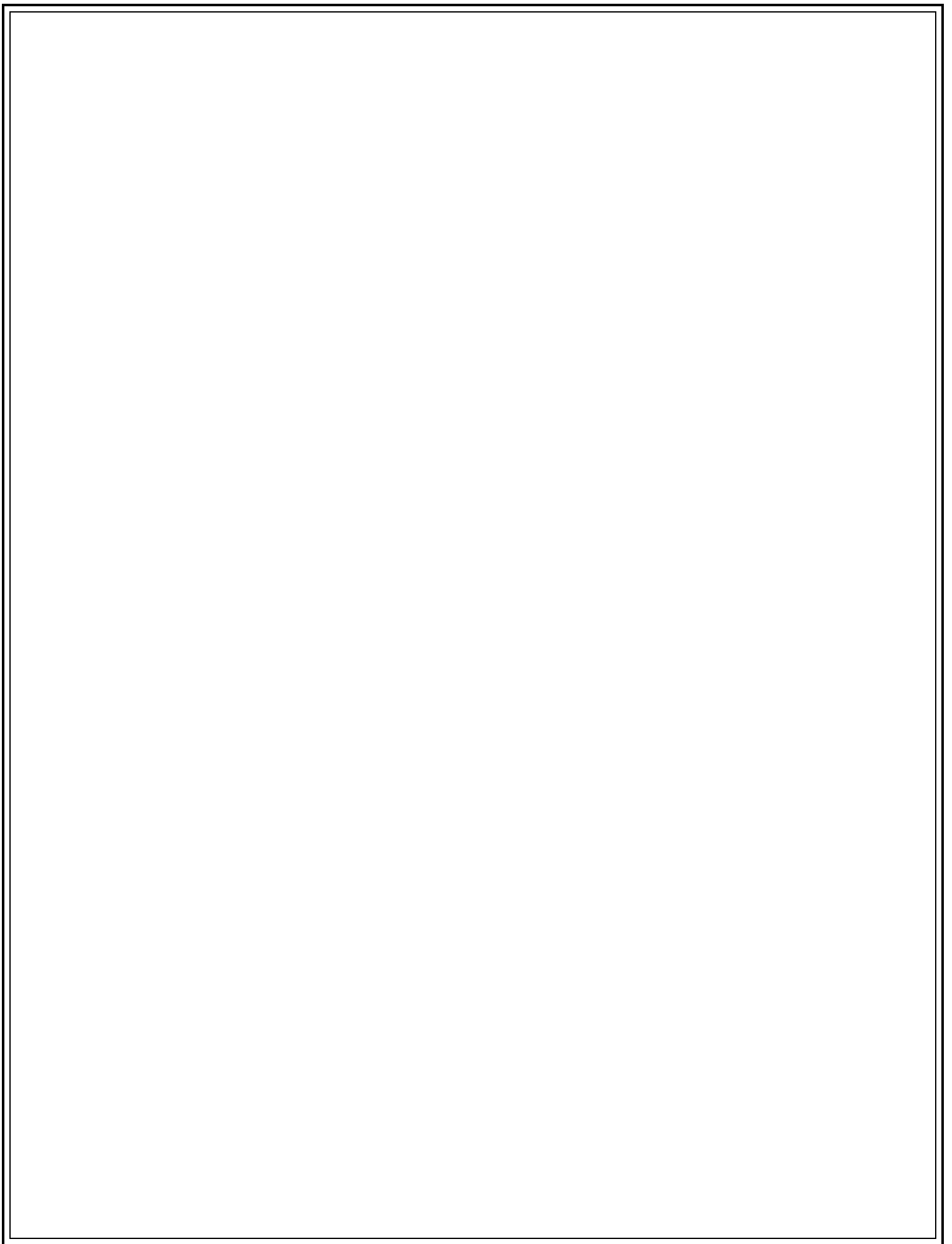
Homeowner Signature

Date

TTHAP Coordinator

Date





Bedroom(s)

Flooring:

Select- Carpet _____ Vinyl _____ Pergo _____ Other _____

Interior Trim:

Color _____ Style _____ Color _____ Style _____

Closet Door Style _____

Windows:

Lighting:

Description

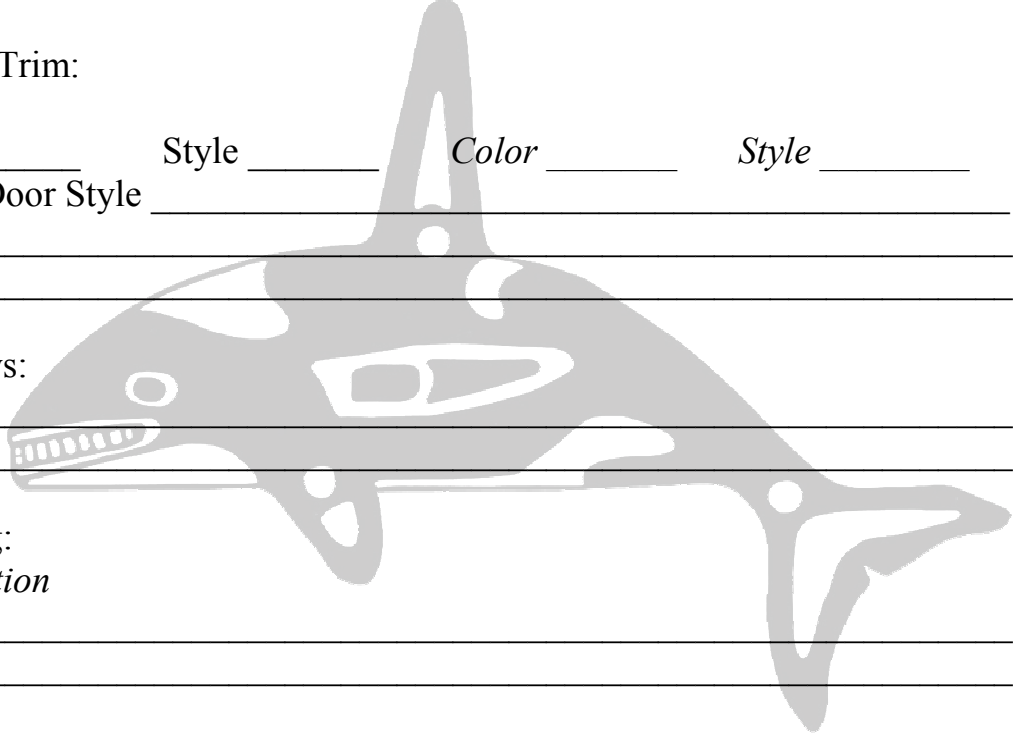
Other:

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



THE TULALIP TRIBES

Ashlynn Crolley
Tribal Mortgage Specialist
360.651.3359 Direct Line
360.651.3439 Fax

Construction
Department
6319 23rd AVE NE
TULALIP, WA 98271

Ilia Brown
Tribal Credit Specialist
360.651.3439 Direct Line
360.651.3662 Fax

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

TO DO

	Date
	Complete
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	



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 Marysville, WA	www.eelumber.com
Home Depot:	9310 Quil Ceda Blvd. Tulalip, WA	www.homedepot.com
Lowe's:	3300 169th Pl NE Arlington, WA (Smokey Point)	www.lowes.com
Seattle Lighting:	1811 Hewitt Ave Everett, WA	www.seattlelighting.com

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 than 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."