

# 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



## 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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# 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- \_\_\_\_\_

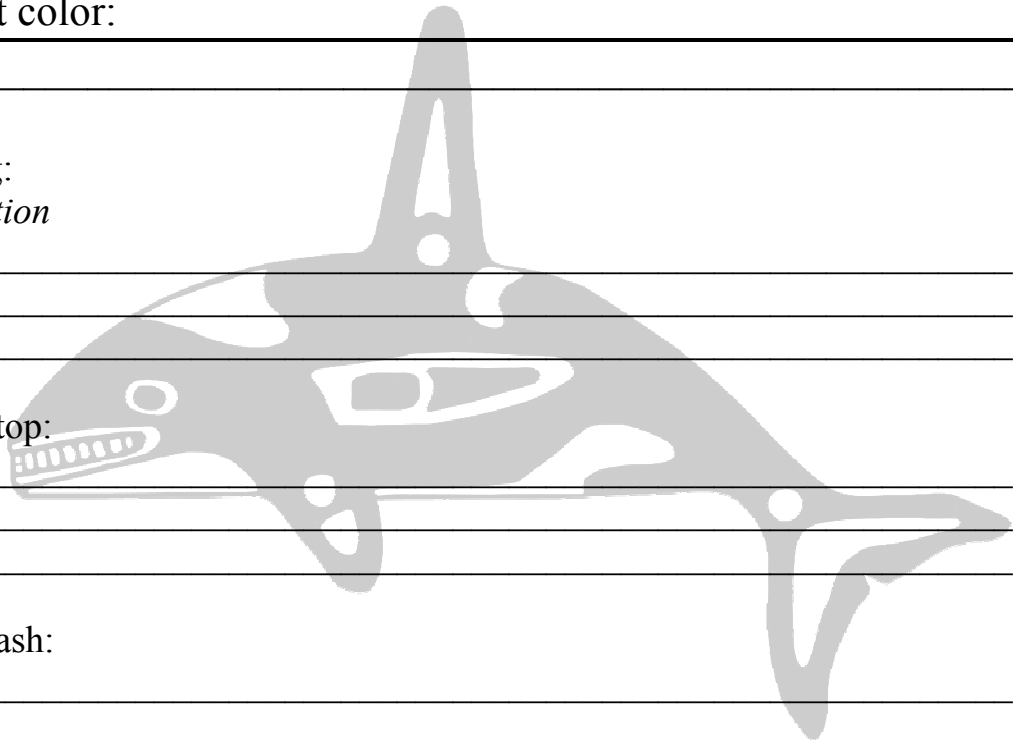
Dishwasher- \_\_\_\_\_

\_\_\_\_\_  
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:

\_\_\_\_\_

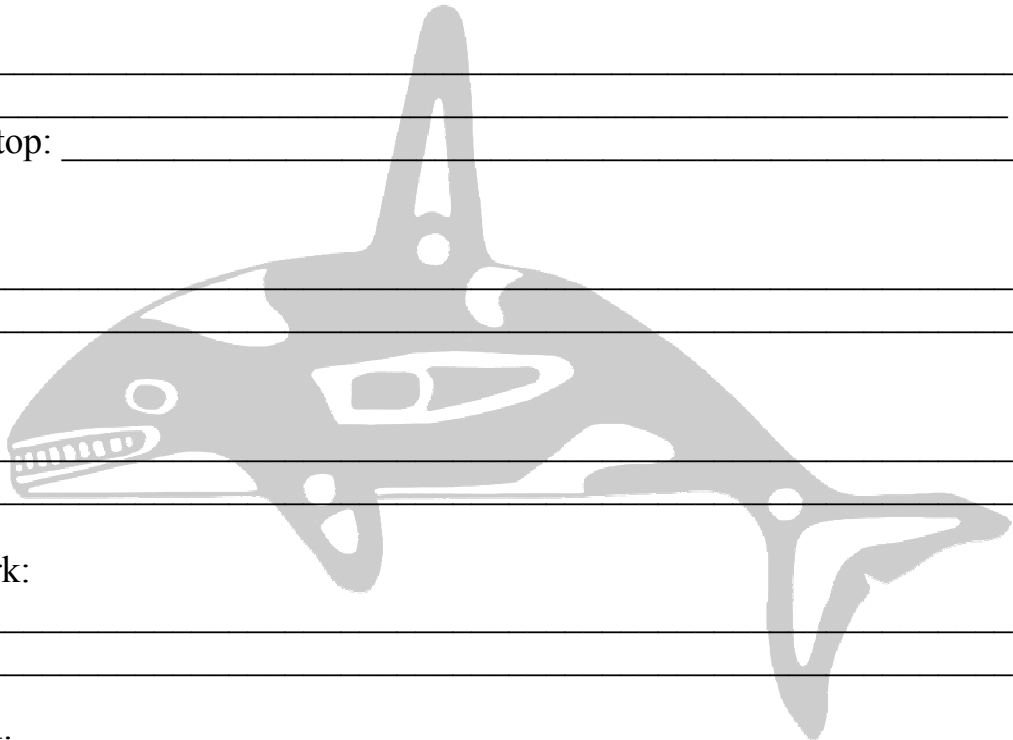
\_\_\_\_\_

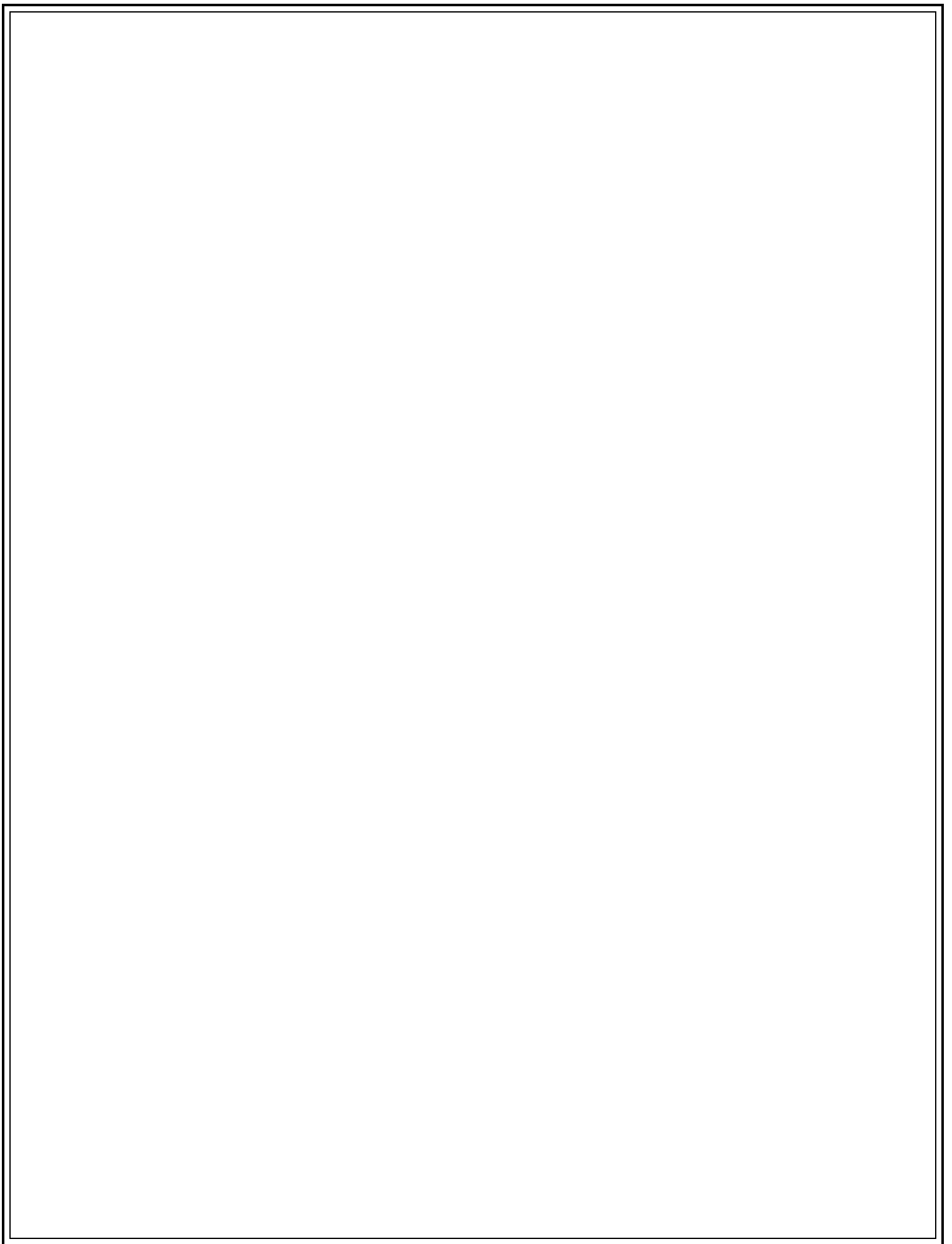
\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
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:

---

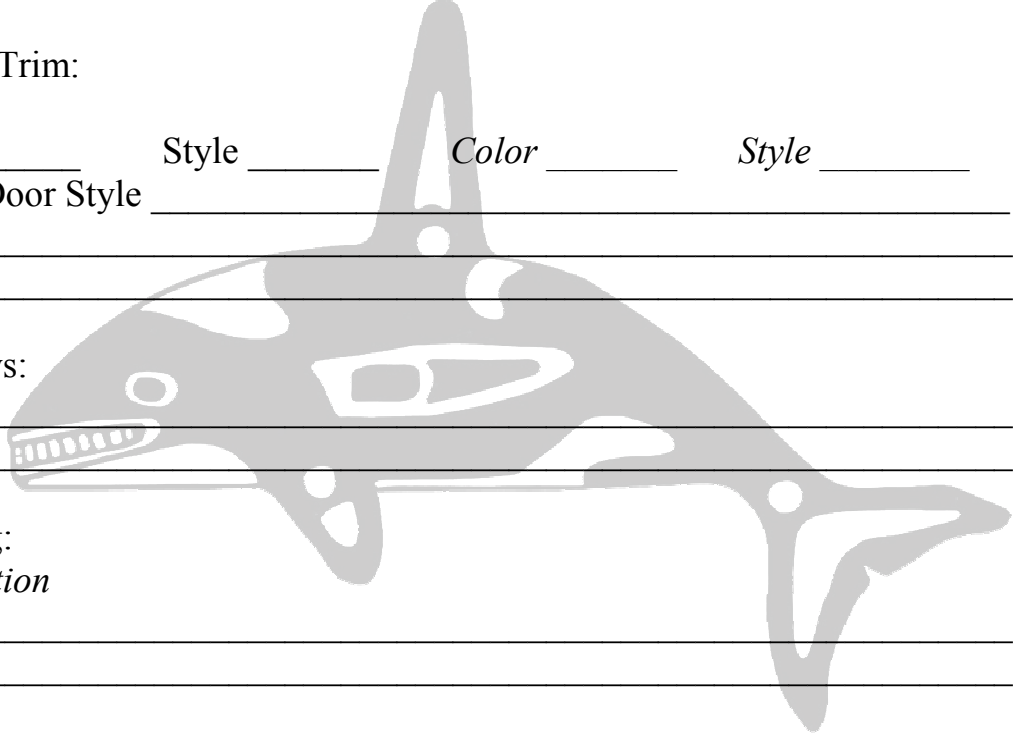
---

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 23<sup>rd</sup> 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.

<b>E&amp;E Lumber:</b>	1364 State Ave Marysville, WA	<a href="http://www.eelumber.com">www.eelumber.com</a>
<b>Home Depot:</b>	9310 Quil Ceda Blvd. Tulalip, WA	<a href="http://www.homedepot.com">www.homedepot.com</a>
<b>Lowe's:</b>	3300 169th Pl NE Arlington, WA (Smokey Point)	<a href="http://www.lowes.com">www.lowes.com</a>
<b>Seattle Lighting:</b>	1811 Hewitt Ave Everett, WA	<a href="http://www.seattlelighting.com">www.seattlelighting.com</a>

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."*