



AIA[®] Document G808[™] – 2017

Project Directory and Design Data Summary

PROJECT: *(name and address)*

AGREEMENT INFORMATION:

Contract For:

Date:

OWNER: *(name and address)*

ARCHITECT: *(name and address)*

CONTRACTOR: *(name and address)*

PROJECT DIRECTORY

OWNER'S TEAM

MEMBER	NAME	ADDRESS	TELEPHONE	EMAIL	NOTES
Designated Representative					
Attorney					
Insurance Advisor					
Lending Institution					
Accountant					
Consultants					
Land Surveyor					
Geotechnical Engineer					
Civil Engineer					
Cost Estimator					
Scheduling					
Separate Contractors					

ARCHITECT'S TEAM

MEMBER	NAME	ADDRESS	TELEPHONE	EMAIL	NOTES
Principal in Charge					
Designated Representative					
Project Architect/Manager					
Consultants					
Structural					
Mechanical					
Electrical					
Plumbing					

CONTRACTOR'S TEAM

MEMBER	NAME	ADDRESS	TELEPHONE	EMAIL	NOTES
Project Manager					
Superintendent					
Surety					

OWNER PROVIDED INFORMATION

TYPE	DESCRIPTION
Proposed Objective	
Proposed Project Delivery Method	
Legal Description of Site	
Restrictions, covenants, easements, liens, leases, or other limitations	
Owner's Budget	
Cost of the Work	
Contingencies	
Design Fees	
Owner's Sustainability Objective	

OWNER PROVIDED DOCUMENTS

DOCUMENT	ISSUE DATE	TITLE OR DESCRIPTION
Program		
Schedule		
Budget		
Land Survey		
Geotechnical Report		
Existing Drawings and Specifications		

ARCHITECT'S DESIGN SUBMITTALS

SCHEMATIC DESIGN	ISSUE DATE	APPROVAL DATE	TITLE OR DESCRIPTION
Drawings			
Specifications or other Written Materials			
Cost Estimate			

DESIGN DEVELOPMENT	ISSUE DATE	APPROVAL DATE	TITLE OR DESCRIPTION
Drawings			
Specifications or other Written Materials			
Cost Estimate			

CONSTRUCTION DOCUMENTS	ISSUE DATE	APPROVAL DATE	TITLE OR DESCRIPTION
Drawings			
Specifications or other Written Materials			
Cost Estimate			

REGULATORY REVIEWS/APPROVALS

AGENCY/DEPT.	REVIEWER	DATE	REMARKS

ZONING INFORMATION

TYPE	DESCRIPTION
Property Information <i>(Address, tax number, assessor's parcel number, or other identifying information)</i>	
Applicable Ordinances <i>(Number, title, and date)</i>	
Zoning District	
Flood Zone	
Proposed Use	
Special Zoning Conditions <i>(Variances, nonconforming uses, overlay zones, etc.)</i>	
Use of Adjacent Properties	

UTILITY SERVICES

SERVICE	PROVIDER	CAPACITY	REPRESENTATIVE	TELEPHONE	DATE CONFIRMED	REMARKS
Gas						
Water						
Storm						
Sanitary						
Fire Protection						
Power						
Telephone						
Data						
Cable						

BUILDING CODE INFORMATION

TYPE	AUTHORITY W/ JURISDICTION	MODEL CODE <i>(Title and year)</i>	AMENDMENT TO MODEL CODE	REMARKS
Building				
Life Safety				
Accessibility				
Mechanical				
Plumbing				
Fire Prevention				
Sprinkler				
Electrical				
Elevator				
Energy				
Sustainability/Green				
Supplemental Codes				

OCCUPANCY INFORMATION

USE GROUP/OCCUPANCY CLASS	AREA	OCCUPANTS PER SQ. FT.	OCCUPANT LOAD	RATING <i>(Hours)</i>	REFERENCE

MASSING INFORMATION

MASSING	ORDINANCE REFERENCE	FORMULA	ALLOWED AMOUNT	PROPOSED AMOUNT
Maximum Height				
Lot Coverage				
Floor Area Ratio				
Landscape and Green Space				
Other Special Requirements				
Number of Units				

PARKING INFORMATION

PARKING	ORDINANCE REFERENCE	FORMULA	REQUIRED AMOUNT	PROPOSED AMOUNT
Car Space Size				
Car Space Count				
Accessible Space Size				
Accessible Space Count				
Van Accessible Space Size				
Van Accessible Space Count				
Alternative Space Size				
Alternative Space Count				
Aisle Width				
Drop-Off Requirements				
Additional Requirements				

VEHICLE LOADING INFORMATION

VEHICLE LOADING	ORDINANCE REFERENCE	FORMULA	REQUIRED AMOUNT	PROPOSED AMOUNT
Type and Size				
Count				
Type and Size				
Count				
Type and Size				
Count				

SEPARATION RATINGS: *(If separated use is implemented) (See Construction Classification Worksheet for help completing this section)*

Single Use with Incidental or Accessory Use Non-Separated (Mixed) Use Separated Use

PROGRAM FUNCTION	MAXIMUM CONTIGUOUS AREA	CONSTRUCTION CLASSIFICATION	SPRINKLERS PROVIDED

PLUMBING FIXTURES

CATEGORY	FORMULA	OCCUPANT LOAD	TOTAL OCCUPANTS	REQUIRED		PROPOSED	
				TYPICAL	ACCESSIBLE	TYPICAL	ACCESSIBLE
Water Closets	Male						
	Female						
	Unisex						
Urinals	1 /						
Lavatories	1 /						
Bathtub	1 /						
Drinking Fountains	1 /						
Service Sinks							
Showers	Male						
	Female						

EGRESS INFORMATION

CATEGORY	CODE REFERENCE	FORMULA	MAXIMUM OR MINIMUM	QUANTITY	
				REQUIRED	PROPOSED
EXIT COUNT			Minimum		
WIDTH					
Aisles and Corridors			Minimum		
Doors			Minimum		
Stairs			Minimum		
DISTANCE					
Travel			Maximum		
Common Path			Maximum		
Dead End			Maximum		
STAIRS					
Rise/Run			Maximum		
Winders and Curved Stairs					
RAMPS					
Slope			Maximum		
Distance Between Landings			Maximum		
OTHER					
Emergency Lighting					
Areas of Refuge					
Escapes					

FIRE PREVENTION

CATEGORY	CODE REFERENCE	REQUIREMENTS
Alarm		
Annunciator		
Smoke Control		
Sprinklers		
Fire Extinguishers		
High Rise		

MISCELLANEOUS PROVISIONS:

(List any other applicable requirements.)

Sample

Construction Classification Worksheet

PROPOSED HEIGHT

	CONSTRUCTION CLASSES	SPRINKLER PREMIUM	HEIGHT/STORIES		HEIGHT ABOVE GRADE	
			ALLOWED	PROVIDED	ALLOWED	PROVIDED
Alternate 1						
Alternate 2						
Alternate 3						

PROPOSED AREA

	CONSTRUCTION CLASSES	SPRINKLER PREMIUM	SINGLE STORY PREMIUM	UNLIMITED AREA	FRONTAGE PREMIUM	MULTISTORY PENALTY	AREA/FLOOR	
							ALLOWED	PROVIDED
Alternate 1								
Alternate 2								
Alternate 3								

Sample

REQUIRED FIRE RESISTANT RATINGS

	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3
Construction Classification			
Structural Frame (<i>Columns, Girders, Trusses</i>)			
Walls			
Exterior Bearing			
Exterior Non-Bearing			
Building Separation (<i>Fire and Party</i>)			
Separation of Uses (<i>Fire Area Separations</i>)			
Vertical Exit Enclosures (<i>Stairways</i>)			
Shafts			
Corridors			
Fire Partitions (<i>Tenant/Dwelling</i>)			
Smoke Barriers			
Floor Construction			
Roof Construction (<i>Height above floor</i>)			
Distance from Property Line			
Exterior Opening Rating			

FINAL DETERMINATION OF CONSTRUCTION CLASSIFICATION: (*Transfer to Construction Classification information above.*)