



The Backcountry Hut Company

Project Handbook - Part I



BHC Project Handbook

Part I

Version I

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Note from the authors: this document has been created to offer support for DIY Homeowner-Builders in the execution of projects utilizing building systems provided by The Backcountry Hut Company. It is in no way intended to be a definitive building guide for construction projects. If you are reading this as a Builder, Construction Manager, or General Contractor, please clarify with your client which aspects of the process each party will take responsibility for.

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Phase 01

Consultation

We want to congratulate you on envisioning a building project of this magnitude. Building offers an incredible opportunity for personal growth. While the journey to completion can have its ups and downs, the feeling of having accomplished your build for most is exceptionally gratifying.

To help you along your way, we wanted to provide you with this **Project Handbook** that builds with you as you move through the phases of the **BHC Process**.

The **BHC Project Handbook** is a tool to help you:

- Understand the building process
- Keep track of the progress you are making
- Retain relevant documentation and BHC tools

The first thing you should acquire to start your journey should be a solid three-ring binder. The one [here](#) is an excellent example of what you should purchase. Strong, sturdy, great for construction sites and will hold up for the duration of your project.

We wish you all the best in these early stages and encourage you to explore and learn as much as you can about residential and recreational property construction to make future steps easier to navigate.

You are going to have an incredible project. Start it with the **BHC Project Handbook**.



Wilson Edgar
Co-Founder / Principal



Michael Leckie
Co-Founder / Principal

We've created icons to show action items throughout the **Handbook**. See below for descriptions of each:



Add indicated documents to your binder or G Drive project folder



Resource from your BHC project manager.



Worksheet/Workbook - gather and fill out the information.



Add to the linked BHC shared folder in G Drive shared by your project manager.

Abbreviations:

AHJ	Authority Having Jurisdiction
B/GC	Builder / General Contractor
PM	Project Manager
RFP	Request for Proposal
WCB	Workers Compensation Board

Please ensure that you have purchased a three-ring binder and printed off both the Table of Contents for this **Project Handbook** as well as the Consultation Phase Elements. Together, this represents Part 1 of the **Project Handbook** and will support you in working through the **BHC Process**.

Residential or Recreational Property Construction is a multi-faceted industry with various aspects and dynamics that can make understanding the process challenging.

We created the **BHC Process** to provide a transparent view of the steps that need to occur to support you as you bring your project to life.

The **BHC Process** can be broken down into 5 distinct Phases.

- Consultation
- Feasibility
- Documentation
- Fabrication
- Assembly

Under those Phases, we have different elements represented visually with colour.

- **Beige** - Tasks or efforts that will need to be executed
- **Purple** - BHC Project Handbook Parts
- **Green** - BHC Tools provided
- **Olive** - Worksheets to help you progress through the phases
- **Teal** - BHC Project Confirmations
- **Red** - Payments that are required
- **Black** - Timeline expectations

The Backcountry Hut Company

Consultation	Support	Documentation	Fabrication	Construction
01 Consultation Initial discussions to confirm that a client's vision, objectives and budget are aligned with the Backcountry Hut Company's capabilities and to identify essential elements to complete the project.	02 Feasibility Confirm the size and responsibilities of all parties involved in the project. Review and coordinate with the requirements of local jurisdictions and feasibility given the project's specific parameters.	03 Documentation The Backcountry Hut Company will provide a set of documents describing our system. The client can use these documents to coordinate with their own architects, engineers, and consultants.	04 Fabrication The Backcountry Hut Company requires 2 months from the time of deposit to fabricate a BHC system. During this time the builder should prepare the site for the delivery of the BHC system.	05 Assembly The builder assembles the Backcountry Hut System, and then completes all other aspects of the construction project (excavation, electrical, site work, etc.)

Process				
Project Overview	Project Team (BHC, Consultant)	Construction Contract	BHC Fabrication	BHC Delivery
Project Strategy	Feasibility Analysis	Construction Schedule	Site Preparation	System Assembly
Project Budget	Site Survey	Foundation Engineering	Site Demolition	Interior Construction
Construction Budget	Geotechnical Report	Landscape Design (By Others)	Foundation Construction	Landscape Construction
Property Selection	Zoning Analysis	Interior Design (By Others)	BHC Assembly Training	Site Inspections
Site Preparation	Building Breakdown	Development Permit Documents	Transportation Coordination	Discovery
Functional Programming	Building Code Analysis	Building Permit Documents	Transportation Coordination	Warranty Period
Project Delivery Method	Preliminary Pricing	Development Permits Issued		
BHC System Configuration	Engage Consultant	Building Permit Issued		
		Builder Agreement		

Tools				
Project Handbook Part I	Part II	Part III	Part IV	Part V
Available to BHC Website	Available to Clients with a Signed BHC Agreement	Under Development		
BHC Catalogue	BHC Pricing Overview	BHC Customization Overview	BHC Fabrication Drawings	BHC Assembly Drawings
BHC Process Document	BHC Assembly Presentation	Consultant Documentation	BHC Assembly Guide	
	BHC Feasibility Coordination Document	Specifications & Customizations		
	BHC Feasibility Form & Response	Project Roles & Responsibilities		
	BHC Target Feasibility Schedule	BHC Order Contract Schedule		

Confirmations				
BHC Agreement	BHC Order Contract	BHC Documentation Issue	BHC Shipping	BHC Delivery
	BHC Client Customization Confirmation			
	BHC Client Customization Budget	BHC Customization Call Confirmation	BHC Customization Install	

Payments				
\$10,000 CAD Project Deposit	50% Order Deposit	50% Start Fabrication	40% Pre-Shipping & Customization	10% Final Product
For BHC Website				Delivery Transport Payment

Time		
Client Onsite	Client Performance Onsite	8 to 10 Months
		3 to 5 Weeks (BHC Site)

This **Project Handbook** will provide specific guidance towards these elements.

The following tools are documents or spreadsheets that BHC will provide you along the journey.

Understanding the Payments and Financing related to your project are key to helping you to stay on task and on time, and help your project come together smoothly. A solid foundation of understanding these aspects of your project is key to success.

The Timeline takes time to develop and may evolve as you move along the process and gain more insight into the myriad factors that impact each other. Starting with a goal and then creating timelines as you progress.



Insert the **BHC Process document** after this page and in your Gdrive folder.

The first step is to confirm available financial resources with your financial institution. A solid understanding of what you can afford and any relevant factors will give you clarity on the best way to finance the purchase of property, then the construction process, and then what it takes to convert it to a traditional mortgage when the project is complete.

Initial Assessment of Financial Budget

These are numbers that you should think about for your financial understanding.

- Total liquid assets for the project:
- Amount of cash I'm willing to put toward the project:
- Maximum monthly payment I'm comfortable making:
- This payment is _____ percent of my gross monthly income as reflected in my tax returns.
- Monthly credit card and installment loan payments:
- Credit history or credit score:
- Type of home I want to build (owner-occupied versus secondary residence):
- I intend to have this property or loan for _____ years.
- I plan to use a contractor, yes or no:
- My home will be _____ compared to other homes in the neighbourhood (similar, much larger, much smaller).
- It will take _____ months to build my home.

Discussions with Financial Institutions

You should talk to at least three financial institutions;

Institution Name	Contact	Phone Number	Email

- Discussed different types of financing options
- Understand how those different loan options affect a home project
- Figure out a financial budget that you are comfortable with

Your Total Project Budget for Land and Building:

Your Building Budget:

There are a lot of aspects to a home construction project. You should be aware of all the costs and budgets to develop a Total Project Budget to compare it with your financial budget. Please find the **BHC Budget Worksheet** to help you structure your project budget.

Preliminary Costs (soft costs) can include the following:

- Site Survey
- Geotechnical Report
- Foundation Engineering
- Structural Engineering
- Septic/Wastewater Consultant
- Energy Consultant
- Third-Party Consultants - Environmental or Riparian consultants
- **BHC Agreement** - Feasibility Support, Product Configuration (Interior and Shell Specifications Outline, Complete Construction Permit Package)

If you are building off-grid, then you will need a Septic/Wastewater Consultant and Energy Consultant for your project.

General Project Costs:

- Construction Permits and Inspection Fees
- Site Preparation (Up to 25% total project budget)
 - Site Clearing
 - Driveway
 - Excavation
- HookUps (Water, Sewer, Electricity)
- Foundation
- BHC Product
- Transportation
- Assembly (General Contractor)
- Interior Finishing (Walls, Stairs, finishings, systems, Bathroom, Kitchen)
- Interior Finishing Services and Assembly Fees (Electric / Plumbing / Kitchen / Stove / Bathroom / Wall Cladding and Floors)
- General Contractor (10 -15%)

Site Insurance

- Do you understand the insurance that you will require during the construction phase and afterwards?
- Does your builder or GC have General Liability Insurance?



Find **BHC Project Budget Worksheet** on the BHC website resource page.

Find several general contractors/Builders (GC/B) who are interested in assembling the hut. At this early stage, the price is not the key to a successful build. The relationship is the key. The GC/B is someone that works for you, and it's crucial that you feel comfortable working with that person.

The GC/B will be required to warranty the assembly of the hut in accordance with your Authority Having Jurisdiction. There are future sections on the GC/B in Part II of the **BHC Project Handbook**.

Picking a Site

This section is about the property and the site. Hopefully, you have purchased or narrowed down your search to a couple of properties at this stage.

The Property Selection

Tax Lot or Roll Number:

If a recreational property how far away is it from primary residence: KM/Miles

Travel Time:

Zoning Authority Having Jurisdiction:

Research zoning restrictions include setbacks, parking, permitted uses, allowable height, density, floor area ratio and lot coverage.

Have obtained documents

Permit and Construction Authority having Jurisdiction:

Have obtained documents

Photos:

Take lots of pictures to help with understanding the property - Place photos in a cloud service so that you can share at a later date with site documentation.

Today with Drones and iPhones, video is becoming very popular and doing 360-degree videos over 1 or 2 minutes can help someone understand the property.

Are there any financial liens on the lot? When researching the title, your property lawyer should be able to make you aware.

Are there any developer or neighbourhood covenants on the lot? HOA?



Insert **Photos** into the Gdrive folder so that you can share them with individual parties associated with your project.

Site - Existing Documentation

During the process of developing a project, these documents and reports could be required.

Survey (Current as required by AHJ)

Title / Deed (Current As Required by AHJ)

Geotechnical Report

Most Authority Having Jurisdiction requires these documents to be within a particular timeline, or they consider them expired.

Site - Current Conditions

Raw Land

Site Prep

Existing Structures

Environmental Hazards

If you select raw land, be prepared that site prep can work out to 26% of your total project budget

Sites Neighbouring Properties

Easements

Description:

Site Access

Road to Property

Driveway to the Building Site

Water Access Only

Air Access Only

Remember, when building a home, you need to get a certain amount of materials to the site in large loads either by truck, barge, or helicopter.

Site Environmental

Topography:

Water:

Ocean / Tidal

Lake

Pond

River

Natural Hazards

Seismic

Erosion

Hurricane / Tornado

Floodplain

Weather

Climate

Solar

Wind Loading

Rainfall

Snow Loading

Site Utilities

Water:

- On Property
- To Edge of Property
- Zoning Requirement
- Alternative Options
- Budgeted Cost for Hook-Up

Sewer:

- On Property
- To Edge of Property
- Zoning Requirement
- Alternative Options
- Budgeted Cost for Hook-Up

Electricity:

- On Property
- To Edge of Property
- Zoning Requirement
- Alternative Options
- Budgeted Cost for Hook-Up

Telecom:

- On Property
- To Edge of Property
- Zoning Requirement
- Alternative Options
- Budgeted Cost for Hook-Up

Who is responsible for approving your project? What planning department?

It is essential to reach out to your Authority Having Jurisdiction (AHJ) and ask them for their checklist for the steps to compliance for a Recreational Property Project and to find out if there are other permits that you will require, such as

- Development Permit
- Septic Permit
- Driveway Permit
- Building Permit
- Construction Permits
- Occupancy Permit / Final Inspection

The main thing you want to find that is generally in a PDF format is your AHJ Checklist. It could be as simple as:

Checklist of Required Information for a Building Permit	
—	1. Completed Building Permit Application
—	2. Tax Schedule Number from the Assessors Office
—	3. A Site Plan Showing the Location and Dimensions of Existing and Proposed Structures
—	4. (2) Sets of Construction Drawings (Including Plans, Elevations, Sections, Details) with Appropriate and Noted Scale.
—	5. Stamped and Sealed Structural Drawings

Site Codes and Zoning Understanding

Each AHJ has its zoning and bylaw rules and regulations. These are specifically around; where a house can be built, what can be built, and what needs to be built on your property.

- What types of uses can occur on a specific property
- Where structures can be built - setbacks, environmental concerns, etc.
- What can be built on your property - garage, ADU, DADU, laneway, etc.
- What needs to be built on your property - septic, well, driveway, parking pad, etc.
- What dimensions your structures can be and even the facade of your structures

Most States and Provinces have their independent building codes. These codes state how a structure can be built for the following reasons.

- Structural integrity
- Environment and Weather - Hurricane / Tornado / Earthquake / Severe Cold or Warm Weather
- Specific interests relating to community interests - Accessibility / ECO Friendly / Sustainability / Energy Efficiency

Do you understand the codes and zoning of your property and how they will affect your project?



Insert your **AHJ checklist** after this page and place the PDF in your Gdrive folder.

A building project takes some people. Keep a list. Save them on your phone. Know how to reach out to them.

Building a home is one of the most expensive projects an individual will accomplish. However, any resources that one can access in their network would be helpful.

- AHJ Personnel / HOA Contacts / Bylaw Officers / Inspectors
- Building Products Representatives
- Consultants - Surveyor / Geotech / General Contractor / engineers (civil and structural)
- Sub-Trade - Driveway / Landscapers / Septic / Foundation / Electricians
- Builders and General Contractors
- Financing - Banking and Construction Mortgages

Any of these contacts will be helpful in one way or another to the success of your project.



Insert the **contact list** after this page and start a sheet in the Gdrive folder

No house is built in a timeline shorter than six months. Most custom homes take one year to achieve a permit for construction.

- Understand the timelines of the different required consultants to complete their efforts
- Start your design process early, even before the land purchase completion stage.
- Understand your Authority - How long does it take for a to code, inside zoning laws complete permit package take for the approval process.
- BHC Fabrication can be as short as four months from the signed **BHC Order Contract**
- What is your General contractor's availability, and How long does he believe it will take to complete

At this early phase of the project, it's good to understand the above and a basic timeline of when you want to start using your new BHC structure.

After you have signed a **BHC Agreement** your assigned Project Manager will work with you to develop two different timelines for your project.

- **BHC TARGET FEASIBILITY SCHEDULE:** prepared after your Transition meeting, this schedule highlights key deliverables and deadlines related to executing the build. This is an optimistic schedule based on your preferred timing and requires validation that it is feasible. Please note, this is an estimated schedule, and not a concrete timeline commitment.
- **BHC ORDER CONTRACT SCHEDULE:** prepared after you have signed the Order Contract and completed the **Order Deposit Payment**, this schedule communicates specifics about fabrication timelines, and key deliverables and deadlines related to shipping and delivery. This is a precise schedule based on validated information and real-world factors.



Insert your goals and basic timeline after this page and in your Gdrive folder.

At this time, you have signed the **BHC Agreement** and are about to enter into the Feasibility Phase. At the end of this phase, you should have a complete understanding of the feasibility of your project based on the General Contractor, Consultants, **BHC Pricing Drawings** and Support from BHC Project Management and your efforts. Feasibility is where you will take early conceptions and check them against professional efforts.

You can start the process of learning more about The Backcountry Hut Company by connecting with us via our website.



1 SECTION

17'-9 3/4" INSIDE CORNER OF FRAME

12'-5 3/4"

17'-9 3/4" OF FRAME

5.791 3.048 3.048 2.763



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