

BIG BARGE DOCK SYSTEMS INC.

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PROJECT PROCEDURES

1. Initial phone and on-site meetings are held with the client to determine:
 - functional needs of the project
 - site and water conditions
 - feasibility and viability of proposed project design configurations
 - appropriate construction and anchoring materials
 - obtain GPS/UTM data for the proposed site
 - obtain site photographs
2. A formal estimate is provided to the client along with a *simple* configuration drawing and pre-construction agreement.
3. Following signing of the pre-construction agreement and payment of all fees, the phases begin.
4. Obtain a copy of all documents required for permitting process from client if applicable.
5. Contact consulting firm and commission studies if applicable.
6. Draw up formal construction drawings for submission to consulting firm if applicable.
7. Go to the Municipal office regulating the project site area and get Regional Plan map and inquire if they have need of any info for a local permitting purpose.
8. E-mail the preliminary Site Specific drawing and the tentative construction schedule to:
 - Fisheries
 - ILMB – *Front Counter BC*
 - Navigable Waters - (inquire re; what the application category will be)
9. Contact an Environmental Study company to do impact study if required.
10. If there are any structural, environmental, or installation date concerns of the regulatory agencies, an on-site meeting with the appropriate representatives will be requested and performed.
11. Following completion of all pre-construction studies, revised drawings will again be e-mailed to the regulatory agencies for “tentative” project approval.
12. After receiving ‘tentative approval’ from all agencies, the final quote, final configuration drawing, and construction contract is given to the client with a deadline for signing.
13. Following signing of the Construction Agreement and receipt of the deposit cheque, construction materials are ordered.
14. All steps in the application process are completed.
15. Construction and installation occurs after permitting process is complete.
16. Following completion of the project, all regulatory agencies are to be notified that construction is complete and sent a photograph!

Jeff Mallmes,
President