

MY HOME RENOVATION CHECKLIST

PROJECT OBJECTIVES - MY PLAN (CHECK ALL THAT APPLY)

- | | | |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> New home | <input type="checkbox"/> Full home | <input type="checkbox"/> First Floor |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Second Floor |
| <input type="checkbox"/> Home addition | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Basement |
| <input type="checkbox"/> House | <input type="checkbox"/> Living room | <input type="checkbox"/> Exterior |
| <input type="checkbox"/> Townhome | <input type="checkbox"/> Bedroom | <input type="checkbox"/> Cabinets |
| <input type="checkbox"/> Condo | <input type="checkbox"/> Ensuite | <input type="checkbox"/> Flooring |

ADDITIONAL NOTES

My budget: _____
Contractor: _____
Company: _____
Phone: _____

PROJECT LOGISTICS

- Is it feasible to achieve what we want to build?
- Have you ever done a project like this?
- What is the best way to meet our needs?
- How long would it take?
- Can we live in the house during construction?
- Can we do some of the work ourselves?
- Can you give us an estimate timeline?
- Do we need to upgrade the mechanical systems?
- What else should we know about the whole project?

PERMIT & INSPECTIONS

- Do we need a Development Permit?
- How long is this process and what does it cost?
- Do we need a Building Permit?
- How long is this process and what does it cost?
- Do you take care of all permit & inspections?
- Do we have to talk to our neighbours?
- Can our neighbours stop us from doing this work if they do not approve?
- Will we need any surveys or engineering reports?
- Has the City ever rejected a permit application?

MY HOME RENOVATION CHECKLIST

BUDGET PLANNING

- Do you offer a fixed rate or how is your cost determined?
- When is the payment expected?
- Can our project be designed to fit a pre-determined budget?
- Can you give us a rough cost estimate?
- Are there circumstances that can affect the schedule/budget?
- Can our project be broken into phases?
- Do we need a Mortgage or Line of Credit?

INSURANCE NOTES

- What does your insurance cover?
- What does our insurance cover?
- Do we have to be home to let workers in?
- Do you protect (cover) our existing floors, cabinets, etc?
- Do all of your sub-contractors have coverage?
- Do we have any financial protection if something should happen to you or your company?

DESIGN PLANNING

- Do we need a designer?
- Do you have a designer that you work with?
- How much should this design cost?
- Should we meet with both you & the designer?
- How long will it take to complete the initial design planning?
- Will we be able to review them and make changes?
- Can the designer give us suggestions?
- We have a wish list, can we give it to you?
- Is the designer aware of the project cost considerations?
- Will the designs be based on those cost considerations?

NOTES

MY HOME RENOVATION CHECKLIST

SCHEDULE & PROCESS

- Is there a best time of year to start our project?
- Will we have a written schedule so we can start preparing?
- Will there be changes that affect schedule and/or budget?
- How long does a project like this usually take?
- If we see a problem, who should we talk to?
- Are there security and safety issues regarding kids & pets?
- Will you be able to keep our jobsite reasonably clean?

PROJECT OVERVIEW

- Negotiate the price
- Sign a contract
- Order plans
- Put down a deposit
- Key exchange
- Confirm insurance coverage
- Establish a Project Schedule

NOTES
