



Pre-Construction Readiness Checklist

1. Vision, Goals & Lifestyle Planning

- Clearly define how the space will be used today and, in the future,
 - Identify lifestyle priorities (entertaining, privacy, family growth, work-from-home, aging in place, etc.)
 - Establish must-haves versus nice-to-haves
 - Review inspiration images, reference projects, or design styles
 - Consider long-term ownership plans (resale, legacy home, rental potential)
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2. Site & Property Due Diligence

- Confirm property boundaries and survey availability
 - Review zoning regulations, setbacks, height restrictions, and allowable uses
 - Identify heritage, conservation, or environmental constraints (if applicable)
 - Assess existing utilities, services, and access points
 - Evaluate topography, grading, drainage, and soil conditions
 - For renovations: assess existing structure, foundation, and envelope
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3. Budget Planning & Financial Readiness

- Establish a realistic target budget range
 - Understand what the budget must include (construction, consultants, permits, contingencies)
 - Identify flexibility areas within the budget
 - Review financing strategy (cash, mortgage, construction loan, phased funding)
 - Understand allowance items versus fixed selections
 - Set aside a contingency appropriate for project type and complexity
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4. Team Assembly & Consultant Coordination

- Engage architect or designer aligned with project scale and vision
 - Identify required consultants (structural, mechanical, electrical, civil, energy)
 - Understand roles and responsibilities of each team member
 - Confirm communication and decision-making structure
 - Engage builder early for constructability and budget input
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5. Design Development Preparation

- Confirm preliminary floor plans and spatial relationships
 - Review exterior massing, elevations, and architectural intent
 - Discuss structural systems and construction methods
 - Identify sustainability, energy efficiency, or performance goals
 - Consider future flexibility and adaptability of spaces
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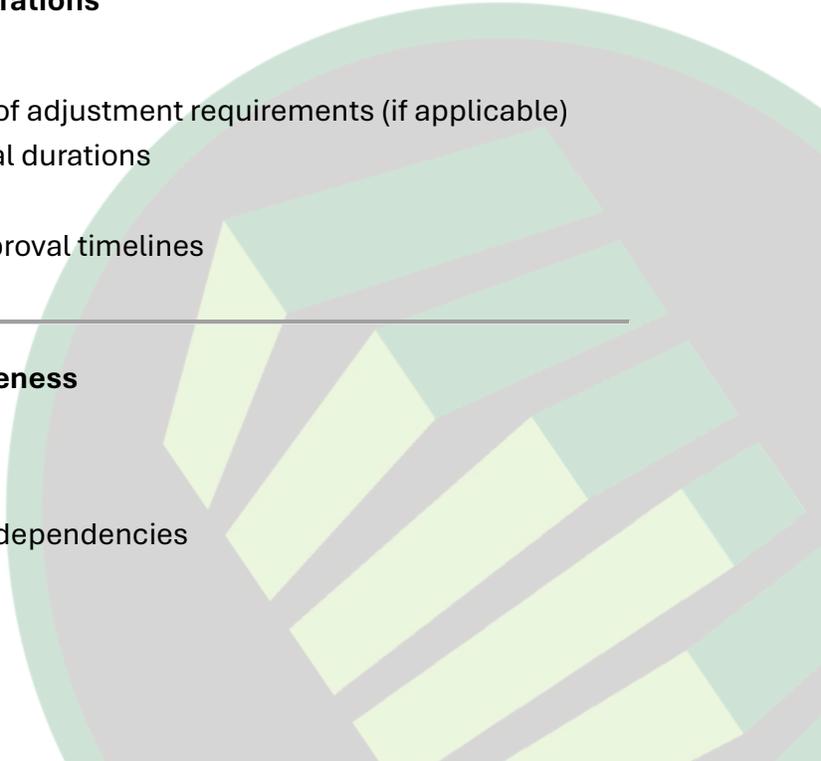
6. Material & Finish Direction

- Establish preferred level of finishes and craftsmanship
 - Identify priority areas for investment
 - Discuss durability, maintenance, and lifecycle considerations
 - Understand lead times for specialty materials or custom elements
 - Align material selections with budget expectations
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7. Permits, Approvals & Municipal Considerations

- Identify required permits and approvals
 - Understand zoning review and committee of adjustment requirements (if applicable)
 - Confirm submission timelines and approval durations
 - Review municipal inspection processes
 - Understand conditions that may affect approval timelines
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8. Schedule Expectations & Timeline Awareness

- Understand design phase duration
 - Review permit approval timelines
 - Understand construction sequencing and dependencies
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- Identify external factors that may affect schedule (weather, inspections, lead times)
 - Align personal timelines with realistic project milestones
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9. Risk Awareness & Project Variables

- Understand renovation-specific risks (hidden conditions, existing systems)
 - Identify potential scope changes and decision points
 - Understand how changes are priced and approved
 - Review escalation, supply chain, and market considerations
 - Understand the importance of timely client decisions
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10. Communication & Decision-Making Readiness

- Confirm primary point of contact
 - Understand frequency and format of project updates
 - Establish preferred communication channels
 - Prepare for ongoing design and selection decisions
 - Commit to timely feedback and approvals
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11. Legal, Insurance & Documentation

- Review builder licensing and credentials
 - Understand warranty coverage (where applicable)
 - Review contracts, scopes of work, and terms
 - Confirm insurance coverage for construction period
 - Understand dispute resolution and change management processes
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12. Final Pre-Construction Confirmation

- Project goals are clearly defined
 - Budget expectations are aligned with scope
 - Design direction is established
 - Team is assembled and coordinated
 - Risks are understood and planned for
 - Client is comfortable proceeding to detailed design and pricing
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