



BUILDING AND DESIGN – WHAT I NEED TO KNOW

The following checklist will assist you with the entire process of building your project, from initial designs through to the time you move into your new building.		
Tick (✓) the box if the service is required, cross (x) the box if the service is not required.		
1. INITIAL DESIGN PROCESS		DESIGNER: CONTACT No.:
<input type="checkbox"/> design meeting conducted	/ /	<input type="checkbox"/> copy of title to designer / /
<input type="checkbox"/> site visit by designer conducted	/ /	<input type="checkbox"/> sewer plan to designer / /
<input type="checkbox"/> design brief taken	/ /	<input type="checkbox"/> existing plans available and passed onto designer / /
<input type="checkbox"/> concept plan received	/ /	<input type="checkbox"/> council information obtained / /
<input type="checkbox"/> concept plan approved	/ /	<input type="checkbox"/> other information / /
Comments:		
2. DESIGN PROCESS		DESIGNER: CONTACT No.:
<input type="checkbox"/> draft working drawings received	/ /	<input type="checkbox"/> soil test received / /
<input type="checkbox"/> draft working drawings accepted	/ /	<input type="checkbox"/> structural engineering received / /
		<input type="checkbox"/> civil engineering received / /
<input type="checkbox"/> draft working drawing updates received	/ /	<input type="checkbox"/> feature land survey received / /
<input type="checkbox"/> draft working drawing updates accepted	/ /	<input type="checkbox"/> re-establishment survey received / /
		<input type="checkbox"/> site analysis survey received / /
<input type="checkbox"/> final working drawings received	/ /	<input type="checkbox"/> energy report received / /
<input type="checkbox"/> final working drawings accepted	/ /	<input type="checkbox"/> arborist report received / /
		<input type="checkbox"/> landscape design received / /
<input type="checkbox"/> final working drawing updates received	/ /	<input type="checkbox"/> interior design – colour schedule received / /
<input type="checkbox"/> final working drawing updates accepted	/ /	<input type="checkbox"/> traffic engineering received / /
		<input type="checkbox"/> other / /
		<input type="checkbox"/> other / /
3. PERMIT PROCESS		OTHER LOCAL AUTHORITY APPLICATIONS
<input type="checkbox"/> town planning permit applied	/ /	<input type="checkbox"/> / /
<input type="checkbox"/> town planning permit received	/ /	<input type="checkbox"/> / /
		<input type="checkbox"/> / /
<input type="checkbox"/> building dispensation (report & consent) applied	/ /	<input type="checkbox"/> / /
<input type="checkbox"/> building dispensation (report & consent) received	/ /	Contacts:



<input type="checkbox"/> build over easement sewer authority received	/ /	
<input type="checkbox"/> build over easement stormwater authority received	/ /	
<input type="checkbox"/> building permit applied	/ /	
<input type="checkbox"/> building permit received	/ /	
Comments:		
4. BUILDERS QUOTING PROCESS		
<input type="checkbox"/> builder 1 quote received	/ /	1. builder
<input type="checkbox"/> builder 2 quote received	/ /	2. builder
<input type="checkbox"/> builder 3 quote received	/ /	3. builder
<input type="checkbox"/> builder 4 quote received	/ /	4. builder
5. BUILDER CHOSEN:		CONTACT NO.:
<input type="checkbox"/> builders quotation accepted	/ /	
<input type="checkbox"/> builders contract received	/ /	<input type="checkbox"/> 1 st stage payment for construction (date paid) / /
<input type="checkbox"/> builders contract accepted and signed	/ /	<input type="checkbox"/> 2 nd stage payment for construction (date paid) / /
		<input type="checkbox"/> 3 rd stage payment for construction (date paid) / /
<input type="checkbox"/> builders start date - forecast	/ /	<input type="checkbox"/> 4 th stage payment for construction (date paid) / /
<input type="checkbox"/> builders start date - actual	/ /	<input type="checkbox"/> 5 th stage payment for construction (date paid) / /
<input type="checkbox"/> builders project timing	days	
<input type="checkbox"/> builders contract delays (written variations only)	days	<input type="checkbox"/> certificate of occupancy issued / /
		<input type="checkbox"/> other certificates and warranties issued / /
Comments:		