



Checklist

3 PHASES TO PLANNING A HOME REMODEL



PHASE 1

What made you decide to remodel your home?

Do a little “home” work. Take some time to write down all the things you are looking to change, redesign, upgrade or add to your current layout.

A. PROJECTS OR AREAS TO BE ADDRESSED

Use this area to write out all the projects or areas that you wish to change, correct or repair. From that list, you can apply budget figures to each project or task. Litchfield Builders can help provide initial pricing and budget figures using their experience and data from the hundreds of previous jobs they have completed. The previous project database provides actual project information that allows for sound decision-making based on real information.

B. PROJECT WISH LIST

This list would be items that you would like to see in the above work list but understand they may or may not end up in the initial project design. The idea is to not disqualify any thoughts or ideas in the very beginning of the process, but to allow it to happen as it is warranted by budget or time limitations.

C. OVERALL BUDGET:

The honest assessment of total dollars to be spent on the project to be designed. Often referred to as a “not to exceed” amount, this figure should have 5-15% contingency built in based on the varying types of work.

D. TIMEFRAME FOR COMPLETION:

A timeline that includes reasonable amounts of time for design and the construction activities, allowing for weather, holidays, and normal life events that will happen during the building process.



PHASE 2

Method of design & contracting – Hiring an architect or a design-build firm?

A. ARE YOU PLANNING ON CHOOSING AN ARCHITECT OR A DESIGN-BUILD FIRM?

Are you considering using an architect for your plans and specifications? Or would you be considering the Design-Build approach? In either case, be sure you are dealing with people who listen and assist you in the decision process. They should be there to guide you by asking questions, listening, and providing a breadth of knowledge and experience in each specific area of the work.

B. DO YOU KNOW WHAT DOCUMENTS YOU WILL NEED IN ORDER TO DO THE WORK?

Regardless of the nature or size of the work, good documentation is paramount to the success of any project. Whether it be a clear, written proposal or a full set of construction drawings, these documents are the road map in the building process and provide good documentation and detailing for the work to be completed. They also provide an accompanying legal document that goes along with a contract or proposal document.

C. DO YOU NEED ANY TOWN OR CITY APPROVALS OR CONSTRUCTION PERMITS?

Most remodeling activities will require some sort of permit. It is always best to be proactive and seek out the assistance of a Zoning or Building Official. They will be the person you will ultimately look to for the approval to start and the final approval at the end of the project. On top of that, they are an invaluable resource for referrals to trustworthy contractors and remodeling firms.

If the work you are considering will extend beyond the current foundation footprint, you will need to get a signoff from the local zoning official at a minimum. There are many considerations relative to zoning and health department approvals that need to be worked out before you can even apply to the building department for a permit.



PHASE 3

Selecting a Contractor

Finding the right contractor for your project takes time, but it doesn't have to be hard. There are several important factors you must address before hiring a contractor:

A. REPUTATION AND BUSINESS STABILITY OF THE COMPANY:

You should only hire contractors who are established and have a proven track record. It's important to get references from previous projects and research what others are saying about their experience. Doing online searches is also another way you can research a contractor, especially on sites like the BBB, Google+, and Yelp.

B. EXPERIENCE AND METHODOLOGY:

One of the best ways to ease any big life change or renovation is to know what to expect. Before hiring a contractor, know their timelines and how they do business. Knowing what needs to be done and when, in conjunction with all the other activities, is key to the success of the project.

C. SERVICE BEFORE, DURING, AND AFTER YOUR PROJECT:

What should you expect from your contractor's customer service throughout the project? Can you expect their team to take the steps to protect your belongings? Clean up after work is completed each day?

CONTRACTOR CONTACT INFORMATION

Name:

Email:

Address:

Phone Number:

References:



ADDITIONAL NOTES



**Let Litchfield provide you actual quotes
and consultation on how to make the
most of your budget.**

REQUEST A CONSULTATION