

# THE CTM RETAIL FUEL, C-STORE & CARWASH DESIGN CHECKLIST

*Based on over 25 years of experience providing engineering, design and architectural services for retail fuel outlets, car washes and convenience stores throughout western Canada and Ontario, CTM has developed the following Design Checklist. Use this helpful resource to guide you through most of the key planning, design and construction phases of your project.*

## PRIOR TO SIGNING YOUR LEASE

- » Market research: Engage a professional research firm to identify pros, cons and opportunities within the community and site where you are looking to build/expand. Know your audience, surrounding demographic and related economic opportunities. This allows you to formulate a business case to justify your plans to build or grow.
- » Site audit: Are you moving into or renovating an existing space? Hire a qualified engineering firm to conduct a 3<sup>rd</sup> party evaluation of the facilities, including; site and related infrastructure, building, equipment and mechanical/electrical systems.
  - Is the building size suitable to your needs?  Yes  No
  - Are substantial renovations or upgrades required?  Yes  No
  - Are exterior changes required?  Yes  No
  - Does HVAC, plumbing and electrical require upgrading?  Yes  No
  - Are there land use restrictions to be aware of?  Yes  No
  - Are there site constraints that limit your proposed changes?  Yes  No
  - Does your sales volume require expansion/change?  Yes  No
  - Is there adequate space for traffic flow?  Yes  No
  - Would your renovation include the addition of a queuing lane?  Yes  No

- Would you have the option of adding a quick service restaurant (including drive-thru) in the future?  Yes  No
- Does the site have adequate utilities and site services?  Yes  No
- Are car wash/petroleum equipment upgrades required?  Yes  No
- Do you understand the lessee/landlord and fuel partner responsibilities?  Yes  No

## CHOOSING A DESIGN AND ENGINEERING PARTNER

- » Choose a full-service engineering and design firm.
  - Do they have extensive experience in relevant industry requirements (retail fuel, carwash and c-store)?  Yes  No
  - Are all services offered in-house? Electrical, mechanical, structural, civil engineering; architecture and design; drafting; permitting?  Yes  No
  - Do they have systems/processes in place to effectively and efficiently implement your project (such as Project Management systems)?  Yes  No
  - Are they licensed to practice in your jurisdiction and familiar with applicable code and bylaws?  Yes  No
  - Have they taken your proposed timelines and budget into consideration?  Yes  No
  - Have you seen previous client work and do they fully understand your project?  Yes  No
  - Do they have industry-related contacts and support?  Yes  No

## PRELIMINARY DESIGN STAGE

- » Pre-planning meeting: to discuss your needs, wants, priorities and vision for the site (current and future).
  - Has the design firm demonstrated they understand your project?  Yes  No
  - Has the design firm researched all of the required permits associated with the project?  Yes  No
  - Did they answer all my questions? Did they ask good questions?  Yes  No
  - Will they be providing a timeline with key milestones?  Yes  No
  - Have you picked an equipment supplier?  Yes  No
  - Have you picked a brand partner for the proposed business?  Yes  No
  - Are corporate standards to be applied on the project?  Yes  No

- » Site plan: Drawings covering the site (road access, parking, utility tie-ins, walkways, etc.)
  - Have all in-scope items been included?  Yes  No
  - Does parking count meet the municipal requirement?  Yes  No
  - Does the queuing lane provide sufficient stacking spaces?  Yes  No
  - Does the scale of the development match anticipated customer volumes?  Yes  No
  - Does site design promote safe and efficient onsite traffic circulation?  Yes  No
  - Is the site oriented to maximize visibility and access to customers?  Yes  No
  
- » Concept/floor plan: Drawings outlining basic framework and rough in of key components.
  - Do the drawings meet your requirements and approval?  Yes  No
  - Does the concept floor plan comply with all applicable code requirements?  Yes  No
  - Does the plan account for placement of equipment and merchandizing?  Yes  No
  - Has the interaction of building and site components been considered in the layout?  Yes  No
  - Have requirements for supporting spaces (utility room, storage, washroom) been allocated?  Yes  No
  
- » Exterior elevations: Drawing indicating your building/space in context of surrounding development.
  - Are there any architectural controls to consider?  Yes  No
  - If applicable, has the landlord/developer approved the exterior design/signage locations?  Yes  No
  - If applicable, has corporate brand approved the exterior design/signage locations?  Yes  No
  - Does the exterior design effectively promote the brands utilized on site?  Yes  No
  - Are the exterior finish materials appropriate (durability, brand alignment, architectural controls)?  Yes  No

## DEVELOPMENT PERMIT STAGE (IF APPLICABLE)

- Was a pre-application meeting held with the municipality and were the preliminary comments addressed in the Development Permit package?  Yes  No
- Have the Corporate partners approved the drawings to be submitted to municipality for Development Permit?  Yes  No
- Do you need to apply for Land Use Bylaw relaxation or variance?  Yes  No
- Do you need to prepare a presentation for a community open house or municipal council approval process?  Yes  No
- Have you received your Development Permit and final conditions of approval?  Yes  No

## DETAILED WORKING DRAWING STAGE

- » Proceed with detailed architectural, electrical, mechanical, structural, petroleum, and civil detailed design.
- » Approvals
  - Has the Corporate fuel partner/carwash supplier reviewed and approved the working drawing package (if applicable)?  Yes  No
  - Has the landlord/developer approved the working drawing package (if applicable)?  Yes  No
  - Have the final “stamped” drawings been submitted to municipality?  Yes  No
  - Has Building Permit approval been obtained?  Yes  No
  - Has Health Department approval been obtained (if applicable)?  Yes  No
  - Have Petroleum Approvals been obtained?  Yes  No

## CONSTRUCTION STAGE

- » Seek tenders from construction contractors with tender support from your engineering partner.
  - Have you included the following in your bid package?
    - » Drawings?  Yes  No

- » Scope of work?  Yes  No
  - » Project timelines?  Yes  No
  - » GC vs. owner-supplied equipment/materials?  Yes  No
  - » Evaluation process?  Yes  No
  - » Materials specifications?  Yes  No
  - » Lease agreement?  Yes  No
  - » Other documents? \_\_\_\_\_
- Have you given vendors an opportunity to ask questions?  Yes  No
  - In your evaluation have you graded the vendor based on:
    - » Qualifications and experience?  Yes  No
    - » Understanding of project?  Yes  No
    - » Budget and timelines?  Yes  No
      - Are they realistic? All components accounted for?  Yes  No
      - Do they factor in contingencies?  Yes  No
  - Have you checked the contractor’s references?  Yes  No
  - Does all work conform to the approved drawings?  Yes  No
  - Have all municipal inspections been scheduled and passed:  Yes  No
  - Has the design/engineering firm conducted all inspections required for sign-off?  Yes  No
  - Have all inspection deficiencies been resolved?  Yes  No
  - Do you have the final Occupancy Permit?  Yes  No

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## DESIGN FOR SUCCESS

For professional expertise and support through all phases of your planning, design and construction, partner with specialists at CTM. Contact us today to discuss what we can bring to your project.

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