

Pre-Construction Checklist

A pre-construction checklist covering everything to complete before breaking ground.

Design and documentation

- ☐ Finalize approved architectural and engineering drawings.
- ☐ Confirm specifications and material selections.
- ☐ Resolve outstanding design questions and conflicts.
- ☐ Complete a constructability review.
- ☐ Confirm the geotechnical and survey reports.
- ☐ Establish the document control and revision process.

Budget and financing

- ☐ Finalize the detailed project budget and estimate.
- ☐ Confirm financing and funding is in place.
- ☐ Set the contingency and allowance amounts.
- ☐ Establish the cost tracking and reporting system.
- ☐ Confirm the payment and draw schedule.
- ☐ Reconcile the estimate against the latest drawings.

Permits and approvals

- ☐ Obtain all required building permits.
- ☐ Confirm zoning and land-use approvals.
- ☐ Secure utility, environmental and special permits.
- ☐ Schedule any pre-construction inspections.
- ☐ Confirm conditions of approval are understood.
- ☐ Post permits and approvals on site.

Requirements vary by authority having jurisdiction — confirm conditions before mobilizing.

Contracts and team

- ☐ Execute the contract with the general contractor.
- ☐ Award and execute key subcontractor agreements.
- ☐ Collect insurance certificates and bonds.
- ☐ Define roles, responsibilities and the org chart.
- ☐ Establish communication and reporting protocols.
- ☐ Hold the pre-construction kickoff meeting.

Procurement and scheduling

- ☐ Identify and order long-lead items early.
- ☐ Develop the detailed project schedule and critical path.
- ☐ Confirm material and equipment availability.
- ☐ Set up the submittal and shop drawing process.
- ☐ Plan delivery logistics and storage.
- ☐ Establish schedule milestones and reporting.

Site preparation

- ☐ Confirm site access and temporary utilities.
- ☐ Plan erosion, sediment and environmental controls.
- ☐ Mark and protect existing utilities before digging.
- ☐ Establish survey control and benchmarks.
- ☐ Set up the site safety plan and orientation.
- ☐ Prepare the laydown, storage and office areas.