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.