

Home Building Checklist

By Tom Harrison

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*** Note ***

Mark Through Any Items That Are Not Applicable To Your Project

PRE-CONSTRUCTION		<u>Due Date</u>	<u>Date Completed</u>
A.	Preliminary Analysis	_____	_____
1.	Determine The Total Amount You Can Afford For A Home and Lot	_____	_____
2.	Determine The Total Amount You Want To Spend	_____	_____
3.	Determine The Size Home To Build Based On Your Budget	_____	_____
4.	Decide How Much of Your Budget Will Go Toward The Lot	_____	_____
B.	The Building Lot	_____	_____
1.	Locate A Lot To Purchase Within Your Budget	_____	_____
2.	Verify Potential Appraised Value Of Your Home For Area	_____	_____
3.	Sight Check Lot For:	_____	_____
a.	Electricity	_____	_____
b.	Water	_____	_____
c.	Sewer	_____	_____
d.	Gas Service	_____	_____
e.	Water drainage problems	_____	_____
i.	Flood plain	_____	_____
ii.	Wet lands	_____	_____
f.	Utility right of ways on the property	_____	_____
g.	Grading problems	_____	_____
h.	Rock problems	_____	_____
i.	Soil problems	_____	_____
4.	Check With Neighbors For:	_____	_____
a.	Area problems	_____	_____
b.	Neighborhood problems	_____	_____
c.	Traffic problems	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
d. Schools	_____	_____
e. Noise problems	_____	_____
f. Odor problems	_____	_____
5. If A Survey Is Not Available, Acquire A Copy Of A Tax Plat From The Tax Assessor's Office.	_____	_____
6. Check With The Planning Department For Area Plans	_____	_____
7. Check With The Zoning Department	_____	_____
a. Square footage requirements	_____	_____
b. Set back requirements	_____	_____
8. Check With The Building Department	_____	_____
a. Any problems obtaining a building permit	_____	_____
b. Fees and requirements	_____	_____
c. Tree removal requirements and restrictions	_____	_____
9. Check With The Health Department	_____	_____
a. Water well requirement	_____	_____
b. Septic tank requirements	_____	_____
i. Any know problem for area	_____	_____
10. Check With The Public Works Department	_____	_____
a. Sewer	_____	_____
i. Verify sewer to property	_____	_____
ii. Fees to connect	_____	_____
iii. Any problems connecting to sewer line at this time	_____	_____
iv. Any problems connecting in the near future	_____	_____
b. Water	_____	_____
i. Verify water to property	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	ii. Fees to connect	_____	_____
	iii. Any problems connecting to water line at this time	_____	_____
	iv. Any problems connecting in the near future	_____	_____
11.	Check With The Utility Companies	_____	_____
	a. Electricity	_____	_____
	i. Verify electric service to property	_____	_____
	ii. Fees to connect	_____	_____
	iii. Any problems connecting at this time	_____	_____
	iv. Any problems connecting in the near future	_____	_____
	b. Gas	_____	_____
	i. Verify gas service to property	_____	_____
	ii. Fees to connect	_____	_____
	iii. Any problems connecting at this time	_____	_____
	iv. Any problems connecting in the near future	_____	_____
12.	Check With A Water Well Subcontractor For Any Known Problems In Your Area	_____	_____
13.	Obtain Copy of Subdivision Covenants and Read	_____	_____
14.	Place Lot Under Contract To Purchase	_____	_____
15.	Due Diligence	_____	_____
	a. Survey	_____	_____
	i. From The Survey Determine Buildable Area For The Home.	_____	_____
	b. Topography map	_____	_____
	c. Percolation test	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
d.	Rock test	_____	_____
e.	Soil test	_____	_____
f.	Flood plain	_____	_____
g.	Hydrology study	_____	_____
h.	Wet lands	_____	_____
i.	Hazardous waste/buried trash	_____	_____
C.	House Plans	_____	_____
1.	Foundation Plan	_____	_____
a.	Show mechanical room	_____	_____
b.	T-walls	_____	_____
2.	Floor Plan	_____	_____
a.	Does it fit within buildable area of lot?	_____	_____
b.	Check sum of all measurements	_____	_____
c.	Show size and/or location of:	_____	_____
i.	6" plumbing walls	_____	_____
ii.	Furnace vent pipe	_____	_____
iii.	Attic stairs	_____	_____
iv.	Sky lights	_____	_____
v.	Laundry shoot	_____	_____
vi.	Medicine cabinets	_____	_____
vii.	Elevator/dumb waiter	_____	_____
viii.	Spigot locations	_____	_____
d.	Side door to garage	_____	_____
e.	Garage door 9'/18'	_____	_____
f.	Check to make sure door and window casing fits in halls and corners.	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	g. Draw to scale the location of furniture, etc. in each room	_____	_____
3.	Elevations	_____	_____
	a. Front	_____	_____
	b. Rear	_____	_____
	c. Sides	_____	_____
	d. Cabinets	_____	_____
	i. Kitchen - bath design	_____	_____
4.	Detail Elevations	_____	_____
	a. Cornice, rake and misc. items	_____	_____
5.	Sections	_____	_____
	a. Foundation, Wall and Roof	_____	_____
	b. Cornice and rake	_____	_____
6.	Electrical Layout - Show Location Of:	_____	_____
	a. Lights (Interior and Exterior)	_____	_____
	i. Lighting designer	_____	_____
	b. Outlets (Interior and Exterior)	_____	_____
	c. Switches	_____	_____
	d. Recessed lights	_____	_____
	e. Alarm system control panel	_____	_____
	f. Central vacuum system	_____	_____
	g. Intercom system	_____	_____
	h. Cable TV outlets	_____	_____
	i. Telephone jacks	_____	_____
	j. Computers	_____	_____
	k. Smoke detectors	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
l. Doorbell and chime	_____	_____
m. Attic fan	_____	_____
n. Electrical panel	_____	_____
7. Framing Plan	_____	_____
a. Floor system(s)	_____	_____
b. Roof	_____	_____
8. Door and Window Schedule	_____	_____
9. Finish Schedule	_____	_____
10. Structural Engineer	_____	_____
a. Verify adequate support for foundation and structure	_____	_____
b. Wind bracing location	_____	_____
11. Specifications	_____	_____
D. Site Plan	_____	_____
E. Landscape Plan	_____	_____
F. Allowances	_____	_____
1. Rough grading	_____	_____
2. Water well	_____	_____
3. Doors	_____	_____
4. Windows	_____	_____
5. Door Hardware	_____	_____
6. Window Hardware	_____	_____
7. Brick, Stone and/or Stucco	_____	_____
8. Roofing	_____	_____
9. Sky Lights	_____	_____
10. Plumbing (Including Fixtures)	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
11.	Electrical (Including Lighting)	_____	_____
12.	Heating and Air (Including Controls)	_____	_____
13.	Alarm system	_____	_____
14.	Central vacuum system	_____	_____
15.	Intercom system	_____	_____
16.	Paneling	_____	_____
17.	Cabinets	_____	_____
18.	Interior trim	_____	_____
19.	Towel Racks and Tissue Holders	_____	_____
20.	Wallpaper	_____	_____
21.	Painting	_____	_____
22.	Glass	_____	_____
	a. Mirrors	_____	_____
	b. Shower enclosures	_____	_____
	c. Shower doors	_____	_____
23.	Flooring and Surrounds	_____	_____
	a. Carpet and pad	_____	_____
	b. Vinyl	_____	_____
	c. Hardwood	_____	_____
	d. Ceramic tile	_____	_____
	e. Marble	_____	_____
24.	Fill Dirt	_____	_____
25.	Septic Tank	_____	_____
26.	Back filling	_____	_____
27.	Irrigation System	_____	_____
28.	Landscaping	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
29.	Drives and Walks	_____	_____
G.	Cost Estimate	_____	_____
1.	Material	_____	_____
2.	Labor	_____	_____
3.	Subcontractors	_____	_____
4.	Overhead	_____	_____
5.	Contingency	_____	_____
6.	Profit	_____	_____
H.	Loan Package	_____	_____
1.	Plans	_____	_____
2.	Survey	_____	_____
3.	Specifications	_____	_____
4.	Cost Estimate	_____	_____
5.	Financial statement	_____	_____
6.	Contract with builder	_____	_____
I.	After Loan Approval	_____	_____
1.	Lot contract to closing attorney	_____	_____
2.	Purchase Building Permit	_____	_____
	a. Sewer tap fee	_____	_____
	b. Water meter fee	_____	_____
3.	Set up Temporary Utilities	_____	_____
	a. Electricity connection fee	_____	_____
	b. Water connection fee	_____	_____
4.	Call To Have Underground Utilities Marked	_____	_____
5.	Insurance	_____	_____
	a. Builder's risk	_____	_____
	b. Worker's compensation	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
c. General liability	_____	_____
6. Surveyor Set Two Corners	_____	_____
7. Layout Home Site and Drive	_____	_____
a. Protect trees	_____	_____
J. Set Up Schedule	_____	_____
K. Close on Lot Contract	_____	_____
1. Owner's Title Policy	_____	_____
L. Close on Construction Loan	_____	_____
M. Celebrate and get ready to go to Work	_____	_____

Home Building Checklist Loan Closing to Foundation [Crawl Space/Basement]

LOAN CLOSING TO FOUNDATION [CRAWL SPACE/BASEMENT]		<u>Due Date</u>	<u>Date Completed</u>
A. Getting Started		_____	_____
1.	Post Building Permit	_____	_____
2.	Install Silt Fence	_____	_____
3.	Deliver Portable Toilet	_____	_____
4.	Rough Grading	_____	_____
	a. Haul off debris	_____	_____
	b. Cover top soil	_____	_____
	c. Dig concrete bury pit	_____	_____
	d. Stone on drive	_____	_____
5.	Set Temporary Power Pole	_____	_____
	a. Service line from pole to home	_____	_____
	b. Set meter	_____	_____
6.	Install Water Meter	_____	_____
	a. Install spigot	_____	_____
7.	Install Water Well and Pump	_____	_____
	a. Connect electrical service to pump	_____	_____
	b. Install spigot	_____	_____
8.	Deliver Waste Container	_____	_____
	Crawl Space - Concrete Block	_____	_____
9.	Deliver Batter Board and Footing Material	_____	_____
10.	Set Up Batter Boards	_____	_____
11.	Form and/or Dig Footings	_____	_____
	a. Pier footings	_____	_____
	b. Plumbing pipe outlet	_____	_____
12.	Inspect Footings	_____	_____
13.	Pour Footings	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
14.	Deliver Wall Material	_____	_____
	a. Block	_____	_____
	b. Sand	_____	_____
	c. Mortar mix	_____	_____
	d. Cover material	_____	_____
15.	Build Walls	_____	_____
	a. Anchor bolts	_____	_____
	b. Foundation vents	_____	_____
	c. Plumbing pipe outlet	_____	_____
	d. Build piers	_____	_____
16.	Remove Batter Boards	_____	_____
	Crawl Space - Poured Concrete	_____	_____
17.	Deliver Footing Material	_____	_____
18.	Form and/or Dig Footings	_____	_____
	a. Pier footings	_____	_____
	b. Plumbing pipe outlet	_____	_____
19.	Inspect Footings	_____	_____
20.	Pour Footings	_____	_____
21.	Form Walls	_____	_____
	a. Form piers	_____	_____
22.	Pour Walls	_____	_____
	a. Anchor bolts	_____	_____
	b. Plumbing pipe outlets	_____	_____
	c. Foundation vent blockouts	_____	_____
	d. Pour piers	_____	_____
23.	Strip Forms	_____	_____

Home Building Checklist Loan Closing to Foundation [Crawl Space/Basement]

	<u>Due Date</u>	<u>Date Completed</u>
Full/Partial Basement - Poured Concrete		
24. Deliver Footing Material	_____	_____
25. Form and/or Dig Footings	_____	_____
26. Inspect Footings	_____	_____
27. Pour Footings	_____	_____
28. Form Walls	_____	_____
a. Steel in walls	_____	_____
b. T-walls under porches	_____	_____
c. Plumbing pipe outlet	_____	_____
d. Drain pipe through T-walls	_____	_____
29. Wall Inspection	_____	_____
30. Pour Walls	_____	_____
a. Anchor bolts	_____	_____
31. Strip Forms	_____	_____
32. Termite Pre-Treatment	_____	_____
33. Spot Survey	_____	_____
34. Damp-Proofing	_____	_____
a. Foundation damp proof coating	_____	_____
b. Protection board	_____	_____
c. Drain pipe	_____	_____
d. Stone	_____	_____
35. Basement Slab	_____	_____
a. Deliver Slab Material	_____	_____
i. Form boards	_____	_____
ii. Stone or sand	_____	_____
iii. Polyethylene	_____	_____

Home Building Checklist Loan Closing to Foundation [Crawl Space/Basement]

		<u>Due Date</u>	<u>Date Completed</u>
	iv. Welded wire mesh	_____	_____
	v. Expansion joint material	_____	_____
b.	Set Up Slab	_____	_____
	i. Load bearing footings	_____	_____
c.	Install Plumbing and Misc. Pipes and/or Wires	_____	_____
	i. Check plumbing location	_____	_____
	ii. Condensation drain for A/C	_____	_____
d.	Plumbing Inspection	_____	_____
e.	Pour Slab Concrete	_____	_____
	i. Control joints	_____	_____
	ii. Expansion joints	_____	_____
	iii. Sealer in warm weather	_____	_____
f.	Strip Form Boards	_____	_____
36.	Backfill Drain Pipe	_____	_____

LOAN CLOSING TO FOUNDATION [SLAB]		<u>Due Date</u>	<u>Date Completed</u>
A.	Getting Started	_____	_____
1.	Post Building Permit	_____	_____
2.	Install Silt Fence	_____	_____
3.	Deliver Portable Toilet	_____	_____
4.	Rough Grading	_____	_____
	a. Haul off debris	_____	_____
	b. Cover top soil	_____	_____
	c. Dig concrete bury pit	_____	_____
	d. Stone on drive	_____	_____
5.	Set Temporary Power Pole	_____	_____
	a. Service line from pole to home	_____	_____
	b. Set meter	_____	_____
6.	Install Water Meter	_____	_____
	a. Install spigot	_____	_____
7.	Install Water Well and Pump	_____	_____
	a. Connect electrical service to pump	_____	_____
	b. Install spigot	_____	_____
8.	Deliver Waste Container	_____	_____
	Side Support Slab	_____	_____
9.	Deliver Batter Board and Footing Material	_____	_____
10.	Set Up Batter Boards	_____	_____
11.	Form and/or Dig Footings	_____	_____
12.	Inspect Footings	_____	_____
13.	Pour Footings	_____	_____
14.	Deliver Wall Material	_____	_____
	a. Block	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
b. Sand	_____	_____
c. Mortar Mix	_____	_____
15. Build Support Walls	_____	_____
16. Deliver Slab Material	_____	_____
a. Stone or sand	_____	_____
b. Polyethylene	_____	_____
c. Welded wire mesh	_____	_____
17. Install Plumbing and Misc. Pipes and/or Wires	_____	_____
a. Check plumbing location	_____	_____
b. Condensation drain for A/C	_____	_____
18. Plumbing Inspection	_____	_____
19. Termite Pretreatment	_____	_____
20. Set Up Slab	_____	_____
a. Check plumbing location	_____	_____
21. Pour Concrete	_____	_____
a. Sealer for hot weather	_____	_____
22. Remove Batter Boards	_____	_____
Monolithic Slab	_____	_____
23. Deliver Slab Material	_____	_____
a. Form Boards	_____	_____
b. Stone or sand	_____	_____
c. Polyethylene	_____	_____
d. Welded wire mesh	_____	_____
24. Form Slab	_____	_____
25. Dig Footings	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
26.	Install Plumbing and Misc. Pipes and/or Wires	_____	_____
	a. Check plumbing location	_____	_____
	b. Condensation drain for A/C	_____	_____
27.	Plumbing Inspection	_____	_____
28.	Termite Pretreatment	_____	_____
29.	Complete Slab Set Up	_____	_____
	a. Check plumbing location	_____	_____
30.	Pour Concrete	_____	_____
	a. Sealer for hot weather	_____	_____
31.	Strip Form Boards	_____	_____
32.	Spot Survey	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
B. Foundation to Dry-In	_____	_____
1. Storage Trailer	_____	_____
2. Deliver Framing	_____	_____
3. Construct Knee Walls	_____	_____
4. Construct Basement [Lower Level] Walls	_____	_____
a. Treated lumber on concrete or ground	_____	_____
i. Mark bad studs	_____	_____
b. Check crown on studs	_____	_____
5. Construct 1 st Floor – Floor System	_____	_____
a. Treated lumber for sill	_____	_____
i. Sill sealer	_____	_____
ii. Anchor bolt or strap sill	_____	_____
b. Floor joist and/or floor trusses	_____	_____
i. Check crown on floor joist	_____	_____
c. Sub floor glued and screwed	_____	_____
6. Seal Sub flooring – 1 st Floor	_____	_____
7. Deliver Pre-Fab Tubs and/or Showers	_____	_____
8. Construct 1 st Floor Walls	_____	_____
a. Check door and window rough openings	_____	_____
b. Check room dimensions	_____	_____
c. Check rooms for being square	_____	_____
d. Check walls and corners for being plumb	_____	_____
e. Check crown on studs	_____	_____
i. Mark bad studs	_____	_____
9. Construct 2 nd Floor - Floor System	_____	_____
a. Floor joist/floor trusses	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
i. Check crown on floor joist	_____	_____
b. Sub floor glued and screwed	_____	_____
10. Seal Sub flooring - 2 nd Floor	_____	_____
11. Construct 2 nd Floor Walls	_____	_____
a. Check door and window rough openings	_____	_____
b. Check room dimensions	_____	_____
c. Check rooms for being square	_____	_____
d. Check walls and corners for being plumb	_____	_____
e. Check crown on studs	_____	_____
i. Mark bad studs	_____	_____
12. Construct Ceiling and Roof	_____	_____
a. Set roof trusses	_____	_____
b. Ceiling joist	_____	_____
i. Check crown on ceiling joist	_____	_____
c. Ridge beam	_____	_____
d. Rafters	_____	_____
i. Check crown on rafters	_____	_____
e. Roof bracing	_____	_____
f. Roof decking	_____	_____
i. H-clips	_____	_____
g. Chimney chase	_____	_____
i. Fire-stop between floors	_____	_____
h. Crickets	_____	_____
i. Felt	_____	_____
13. Check and Complete Wind Bracing	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
14.	Check Support Under Beams and Load Bearing Areas	_____	_____
15.	Replace temporary support columns with steel post	_____	_____
16.	Install Sheathing	_____	_____
17.	Miscellaneous	_____	_____
	a. Dead Wood	_____	_____
	b. Rough Stairs	_____	_____
	c. Arches	_____	_____
	d. Tray Ceilings	_____	_____
18.	Install House Wrap	_____	_____
19.	Clean Interior and Exterior of Home	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
C.	Dry-In to Landscaping	_____	_____
1.	Preliminary Backfill	_____	_____
2.	Garage Slab	_____	_____
	a. Form	_____	_____
	i. Grade Beams	_____	_____
	ii. Slope to door	_____	_____
	iii. Door sill level	_____	_____
	b. Pour	_____	_____
	c. Finish	_____	_____
3.	Deliver Exterior Doors and Windows	_____	_____
	a. Set Doors	_____	_____
	i. Temporary doors where applicable	_____	_____
	ii. Protect door sill and/or threshold	_____	_____
	b. Set Windows	_____	_____
4.	Prime Doors	_____	_____
5.	Cornice, Rake and Siding	_____	_____
	a. Construct cornice	_____	_____
	b. Construct rake	_____	_____
	c. Install siding	_____	_____
	i. Drip flashing above doors and windows	_____	_____
	ii. Casing for garage door	_____	_____
	iii. Chimney top band	_____	_____
6.	Prime Cornice, Rake and Miscellaneous Raw Wood	_____	_____
7.	Fireplace [Prefab]	_____	_____
	a. Install firebox and flue	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	b. Install metal pan on top of chimney	_____	_____
	c. Install shroud	_____	_____
8.	Fireplace [Masonry]	_____	_____
	a. Deliver material	_____	_____
	i. Sand	_____	_____
	ii. Brick	_____	_____
	iii. Block	_____	_____
	iv. Firebrick	_____	_____
	v. Flue Liner	_____	_____
	vi. Brick lintels	_____	_____
	vii. Fresh air vent	_____	_____
	viii. Gas starter	_____	_____
	ix. Damper	_____	_____
	x. Mortar mix	_____	_____
9.	Roof and Flashing	_____	_____
	a. Install any copper canopies	_____	_____
	b. Install flashing and drip edge	_____	_____
	c. Install Shingles	_____	_____
10.	Masonry Veneer [Brick, Stone and Stucco]	_____	_____
	a. Deliver Material	_____	_____
	i. Brick/Stone	_____	_____
	ii. Sand	_____	_____
	iii. Mortar Mix	_____	_____
	iv. Wall Ties [Brick and Stone]	_____	_____
	v. Brick Lintels	_____	_____
	• Cover material	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	b. Cover windows and doors	_____	_____
11.	Clean Bricks and Stone	_____	_____
	a. Sealer on stonework	_____	_____
12.	Septic Tank	_____	_____
	a. Install	_____	_____
	b. Inspect	_____	_____
	c. Draw location on spot survey	_____	_____
13.	Final Backfill	_____	_____
	a. Make sure all water runs away from home and off lot	_____	_____
	b. Straw around base of home to minimize mud splashing	_____	_____
14.	Utility Connections to Home	_____	_____
	a. Electric Line	_____	_____
	b. Gas Line	_____	_____
	c. Cable TV	_____	_____
	d. Phone Line	_____	_____
	e. Make sure sewer and water are connected	_____	_____
15.	Gutter Drain Pipes	_____	_____
16.	Drives and Walks	_____	_____
	a. Form	_____	_____
	i. Install Pipes Under Drive for wires and/or irrigation lines	_____	_____
	ii. Install footing pad for decks	_____	_____
	iii. Install pads for porches	_____	_____
	iv. Install pads for HVAC compressor or heat pumps	_____	_____
	b. Pour and Finish	_____	_____

Home Building Checklist

		<u>Due Date</u>	<u>Date Completed</u>
	i. Broom finish	_____	_____
	ii. Finish the edge	_____	_____
	iii. Install control joints	_____	_____
	c. Strip form boards	_____	_____
	d. Block off driveway	_____	_____
17.	Build Decks	_____	_____
18.	Install Gutters and Downspouts	_____	_____
	a. Verify cornice is primed	_____	_____
	b. Install splash blocks if you do not have underground pipes	_____	_____
19.	Garage Door and Openers	_____	_____
20.	Paint Exterior	_____	_____
	a. Prime inside gutters	_____	_____
	b. Seal top and bottom edge of doors	_____	_____
21.	Install Irrigation System	_____	_____
22.	Landscape	_____	_____
23.	As Built Survey	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
D.	Dry-In to Drywall	_____	_____
1.	Rough-Ins	_____	_____
a.	Plumbing	_____	_____
i.	Sewer Lines	_____	_____
ii.	Plumbing Vents	_____	_____
	• On rear of home, do not want to see from street	_____	_____
iii.	Water Lines	_____	_____
	• Shower outlet at 6'-6"	_____	_____
	• FHA straps or stud guards	_____	_____
iv.	Set tubs	_____	_____
	• Insulate exterior wall	_____	_____
	• Cover tubs	_____	_____
v.	Shower pans	_____	_____
vi.	Spigots	_____	_____
vii.	Condensation drain for A/C	_____	_____
viii.	Rough-in inspection	_____	_____
b.	Heating, Venting and Air Conditioning [HVAC]	_____	_____
i.	Furnace or Air Handler	_____	_____
	• Gas vent pipe to rear of home – do not see from street	_____	_____
ii.	Supply Lines	_____	_____
	• Mastic on joints	_____	_____
	• Cover floor registers	_____	_____
	• Supply in a large closet	_____	_____
iii.	Return Lines	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	iv. Bath vent pipes	_____	_____
	v. Vent a hood vent pipe	_____	_____
	vi. Dryer vent pipe	_____	_____
	vii. Vent pipe for fireplace fresh air vent	_____	_____
	viii. Gas Lines	_____	_____
	ix. Thermostatically control roof ventilators if needed	_____	_____
	• To rear of home – do not see from street	_____	_____
	x. Rough-in inspection	_____	_____
c.	Electrical	_____	_____
	i. Wiring	_____	_____
	ii. Lights	_____	_____
	iii. Switches	_____	_____
	iv. Outlets	_____	_____
	v. Garage door outlet(s)	_____	_____
	vi. Exterior lights	_____	_____
	vii. Flood lights	_____	_____
	viii. Bath fans	_____	_____
	ix. Recessed light cans	_____	_____
	• IC cans to insulate	_____	_____
	x. Alarm control panel	_____	_____
	xi. Central vacuum system control panel	_____	_____
	xii. Intercom control panel	_____	_____
	xiii. Smoke detectors	_____	_____
	xiv. Door chimes	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	xv. Circuit Breaker Panel	_____	_____
	xvi. Rough-in inspection	_____	_____
d.	Misc. Rough Ins	_____	_____
	i. Central vacuum system	_____	_____
	ii. Alarm system	_____	_____
	iii. Intercom system	_____	_____
	iv. Phones	_____	_____
	v. Speakers	_____	_____
	vi. Computers	_____	_____
	vii. Cable TV	_____	_____
e.	Pickup and save all owner manuals	_____	_____
f.	On a 2-story home – run conduit from attic to basement/crawl space for future wiring needs.	_____	_____
2.	Firing In	_____	_____
	a. Cover any vent pipes	_____	_____
	b. Check All Dead Wood	_____	_____
	c. Install Pocket door frames	_____	_____
	d. Miscellaneous blocking	_____	_____
3.	Check sub flooring for any squeaks	_____	_____
4.	Mark location of studs, switches and outlets	_____	_____
5.	Photograph or Video wires and pipes in walls for future reference	_____	_____
6.	Insulation	_____	_____
	a. Walls	_____	_____
	i. Insulate walls in bathrooms and laundry room for sound control	_____	_____

Home Building Checklist

	<u>Due Date</u>	<u>Date Completed</u>
b. Basement and/or Crawl Space	_____	_____
7. Building Inspection	_____	_____
8. Drywall	_____	_____
a. Deliver	_____	_____
b. Hang	_____	_____
i. Roof must be installed	_____	_____
ii. Moisture resistant drywall in bathrooms	_____	_____
iii. Check for any covered up switches and/or electrical outlets	_____	_____
iv. Measure Cabinets	_____	_____
c. Finish	_____	_____
d. Check Drywall	_____	_____
9. Install Any Underlayment	_____	_____
10. Clean and vacuum home	_____	_____
11. Prime all drywall	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
E.	Drywall to Move-In	_____	_____
1.	Install Hardwood Floors [The kind that will be sanded and finished later]	_____	_____
	a. Felt under hardwood floors	_____	_____
2.	Install Cabinets and Counter Tops	_____	_____
	a. Kitchen	_____	_____
	b. Vanities	_____	_____
	c. Built Ins	_____	_____
3.	Install Interior Trim	_____	_____
	a. Final exterior doors and interior doors	_____	_____
	i. Locks on exterior doors	_____	_____
	ii. Protect door sills and/or thresholds	_____	_____
	b. Door and window casing	_____	_____
	c. Base mold	_____	_____
	d. Crown mold	_____	_____
	e. Stairs and handrails	_____	_____
4.	Tile/Marble/Slate/Stone	_____	_____
	a. Floors	_____	_____
	b. Tub and Shower Surrounds	_____	_____
	c. Cabinet Back Splash	_____	_____
	d. Fireplace Surrounds and Hearths	_____	_____
5.	Interior Painting and Staining	_____	_____
	a. 1 st - Vacuum and clean home	_____	_____
	b. Prime	_____	_____
	c. Caulk and putty	_____	_____
	d. Paint	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	e. Stain	_____	_____
6.	Finals	_____	_____
	a. Plumbing	_____	_____
	i. Toilets	_____	_____
	ii. Sinks	_____	_____
	iii. Fixtures	_____	_____
	iv. Dishwasher	_____	_____
	v. Disposal	_____	_____
	vi. Water heater	_____	_____
	vii. Final inspection	_____	_____
	b. HVAC	_____	_____
	i. Set Compressors or Heat Pumps	_____	_____
	ii. Install Registers	_____	_____
	iii. Install Thermostats	_____	_____
	iv. Final inspection	_____	_____
	c. Electrical	_____	_____
	i. Switches and cover plates	_____	_____
	ii. Recessed light trim	_____	_____
	iii. Exterior lighting	_____	_____
	iv. Interior lighting	_____	_____
	v. Connect all appliances	_____	_____
	vi. Wire hvac unit(s)	_____	_____
	vii. Wire water heater(s)	_____	_____
	viii. Final inspection	_____	_____
	d. Misc. Finals	_____	_____
	i. Vacuum System	_____	_____

		<u>Due Date</u>	<u>Date Completed</u>
	ii. Intercom System	_____	_____
	iii. Alarm System	_____	_____
7.	Save all owner manuals	_____	_____
8.	Glass	_____	_____
	a. Mirrors	_____	_____
	b. Shower Doors	_____	_____
	c. Shower Enclosures	_____	_____
9.	Cut on Electrical Power	_____	_____
10.	Cut on Heat In Winter	_____	_____
11.	Clean Windows on Interior	_____	_____
12.	Wallpaper	_____	_____
	a. Install wallpaper undercoating	_____	_____
13.	Finish Hardwood Floors	_____	_____
	a. Cover light fixtures	_____	_____
	b. Sand	_____	_____
	c. Finish	_____	_____
	d. Cover floors	_____	_____
14.	Flooring	_____	_____
	a. Install Pre-finished Hardwood Flooring	_____	_____
	b. Pad and Carpet	_____	_____
	i. 1 st - clean and vacuum home	_____	_____
15.	Final Trim and Lockout	_____	_____
	a. Trim doors dragging on carpet	_____	_____
	b. Install exterior and interior door locks and ext. dead bolts	_____	_____
	c. Shoe mold on hardwood floors and vinyl	_____	_____

	<u>Due Date</u>	<u>Date Completed</u>
d. Kick plates	_____	_____
e. Door stops	_____	_____
f. Weather-stripping	_____	_____
g. Thresholds	_____	_____
h. Towel Racks	_____	_____
i. Tissue paper holders	_____	_____
16. Final Paint Touch Up	_____	_____
a. Seal bottom edge of doors	_____	_____
17. Final Cleaning	_____	_____
18. Final Building Inspection	_____	_____
a. Certificate of Occupancy	_____	_____
19. Connect Utilities	_____	_____
a. Gas	_____	_____
b. Phone	_____	_____
c. Cable TV	_____	_____
20. Close on Permanent Loan	_____	_____
21. Move In	_____	_____
22. Move In Party and Celebration	_____	_____
CONGRATULATIONS!!	_____	_____