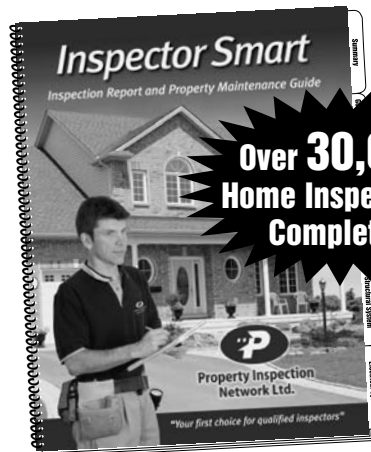




Before you renovate...

...follow our 38 point checklist to a successful project!

1. Determine needs and wants.
2. Decide to renovate or move.
3. Hire Architect/Designer for preliminary sketches.
4. Obtain legal plan of property to determine "Building Envelope"
5. Consider requirements for minor variances.
6. Preview preliminary sketches.
7. Renovation home inspection by *Property Inspection Network Ltd.* to determine condition of property.
8. Book an EnerGuide for Houses home energy evaluation by *Property Inspection Network Ltd.* to determine your (pre-retrofit) energy rating label and receive energy upgrade recommendations.
9. Hire Architect/Designer/Engineer to undertake design drawings for building permit.
10. Drawings required include site plan, floor plans, sections, elevations, drainage.
11. Country properties evaluate existing septic design and well.
12. View first draft of plans.
13. May require septic system design and approval before plans submitted to City.
14. Hire *Property Inspection Network Ltd.* for the design of structural components as needed.
15. Review second draft of plans and obtain 10 copies.
16. Submit plans to City for review, allow 2 weeks. Fees are required at this stage, generally 1 to 2% of construction value. Complete building permit request form.



Our 110 page written report on the condition of your house is completed on site by the inspector.

17. Consider contractors for construction work. Obtain referrals, go and see projects they have completed. Choose a minimum of three contractors, obtain quotes.
18. City will possibly require changes to plans. Resubmit plans to obtain building permit.
19. Post building permit on site.
20. Choose contractor, sign appropriate construction contract, specify materials, time of construction, labour requirements, site cleanliness etc. in contract. Have a provision for extras. Refer to Construction Lien Act for payment schedule. Include provision for inspections by private inspector.
21. Demolition permit for any old structures to be removed.
22. Commence construction.
23. Inspection by *Property Inspection Network Ltd.* of excavation, obtain soils report. Municipal inspection required.
24. Install foundation, drainage system.
25. Inspection by *Property Inspection Network Ltd.* before backfilling, then backfill if approved.
26. Commence framing, rough-in mechanical, complete roof cover.

27. Inspection of framing by *Property Inspection Network Ltd.*, municipal inspection required.
28. Complete mechanical rough in, windows, and sidings.
29. Final framing inspection by *Property Inspection Network Ltd.* Municipal inspection required.
30. Insulation and vapour barrier installation.
31. Inspection of insulation and vapour barrier by *Property Inspection Network Ltd.*
32. Complete interior finishes, cabinets, and floors.
33. Final inspection by *Property Inspection Network Ltd.* for substantial completion, safety.
34. Obtain occupancy permit from City.
35. Book an EnerGuide for Houses home energy re-evaluation by *Property Inspection Network* to update your (post-retrofit) energy rating label and if eligible, complete the Retrofit Incentive Grant form.
36. Holdback funds released 45 days after completion of work.
37. Deficiency inspection prior to expiry of builders warranty.
38. Any disputes can be mediated by *Property Inspection Network Ltd.*



Property Inspection Network Ltd.

234-3000

www.propertyinspection.ca

Your first choice for qualified inspectors

Services Offered

Pre-renovation inspection
Renovation inspection, consultation
EnerGuide for Houses Home Energy Evaluation
Pre-purchase and new home inspections
New construction supervision
Trouble-shooting problems for homeowners
Radon gas detection



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