

INITIAL DOCUMENT CHECKLIST



To better understand your project's scope of work please send the documents you have from the list below for us to get started. **You can upload documents using this form.**

We understand this list may be intimidating - don't worry. Even if you only have one item (ie. video walk-through) it will help us better understand your project. We are here to help you create a list of outstanding documents that are required specific to your project.

DOCUMENT CHECKLIST

GETTING TO KNOW YOUR PROJECT

- Video walk-through of your property
- Images of your property
- Sketches from designer &/or architect
- Current project drawings &/or plans such as floorplans, past real estate listing images etc.
- Written scope of work and sketch provided by client

DRAWINGS & PLANS

- Architectural
- Structural
- Mechanical
- Reflected Ceiling Plan
- Power Plan
- Interior Design Package
- Millwork
- Hardscaping & Landscaping
- Board Approval* (Condos Only)
- Site Plan & Lot Grading

*if required

CITY PERMITS

- Property Survey
- Zoning Review
- Committee of Adjustments(COA)*
- Arborist Report (TPZ)
- Building*
- Plumbing*
- HVAC*
- Heritage*
- Electrical Safety Authority (ESA)
- Street Occupation

FINISH SELECTIONS

- Exterior Windows & Doors
- Electrical Selections
- Plumbing Selections
- Tiles
- Finish Carpentry
- Flooring
- Stairs, Handrails & Balusters
- Millwork
- Exterior Cladding
- Hardscaping
- Paint
- Solid Surfaces
- Appliances