

# PROJECT PROPOSAL CHECKLIST



To best price your project please upload the documents from the list below. The goal is to give you the most accurate pricing based on the scope of work and drawings that you have. **You can upload documents using this form.**

We understand this list may look intimidating but at this point in the process we've already begun working and guiding you through the below required list of documents to price your project. We are here to make the process easy for you.

## DOCUMENT CHECKLIST

### DRAWINGS & PLANS

- Proposed project drawings &/or plans (approved for building permit)
- Proposed project drawings &/or plans
- Architectural
- Structural
- Mechanical
- Reflected Ceiling Plan
- Power Plan
- Interior Design Package
- Millwork
- Hardscaping & Landscaping
- Board Approval\* (Condos Only)
- Site Plan & Lot Grading

### 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

\*if required