HOMEOWNERS CHECKLIST FOR BUILDING A HOUSE (STEPS 1-20)

STEP 1: BUYING LAND
☐ Frontage on County road
☐ Survey of Land
☐ Title Search
☐ Title Insurance
☐ Water table (needed for well)
☐ Soil test for the septic system
☐ Solar Heating
☐ Easy to improve the land?

STEP 2: BEFORE CLOSING
☐ Loan documents review
☐ Prepare specifications sheet
☐ Labor cost estimates / prepare complete materials (“Take offs”)
☐ Submit Loan Application
☐ Septic system permit or sewer tap
☐ Building permit
☐ Construction loan closing

STEP 3: AFTER CLOSING
☐ Building license required?
☐ Compliance bond required?
☐ Water tap and meter (or contact Well Digger)
☐ Other Temporary Services Electricity:
  ☐ Water:
☐ Prepare site plan

STEP 4: SUBCONTRACTORS
☐ Check references.
☐ Are they Bonded?
☐ Are they Licensed?
☐ Do they guarantee their work?
☐ How long is the guarantee?
☐ Liability Insurance
☐ Insurance for workmen’s compensation
☐ Who is used by better builders?
☐ Obtain Written Estimates
☐ Check quality of low bidder

**STEP 5: BUYING MATERIALS**

☐ Select 3 building supply firms with a good reputation
☐ Give material estimates to each
☐ Correct the difference between supply house bid against original estimates
☐ Select building supply firm with the best combo of terms, price, and service.

**STEP 6: SITE AND FOUNDATION**

☐ Review the third step and then perform rough grading
☐ Cut driveway
☐ Lay 4-6 inches of gravel on driveway
☐ Dig well or get water meter
☐ Clear home site and 10-15 feet work area
☐ Install temporary power pole *
☐ Crawl space or basement
  ☐ Batter boards:
  ☐ Dig foundation footings*:
  ☐ Pour footings*:
  ☐ Lay block or pour walls:
☐ Pre-treat for termites *
☐ Backfill/weatherproof
☐ Garage and slab
  ☐ Form boards:
  ☐ Plumbing*:
  ☐ Miscellaneous popes:
  ☐ Gravel:
  ☐ Polyethylene vapor barrier:
  ☐ Pre-wire (landscape)*:
  ☐ Pour concrete:
☐ Spot foundation survey
☐ Sewer, gas and miscellaneous utility lines
Step 7: Framing

- Buy building level
- Check foundation square/level
- Check square/level again
- Have framing materials delivered
- Maintain materials supply
- “Cull” materials
- Basement beams and walls
- 1st floor, subfloor
- 1st floor, partitions/walls
- 2nd floor, subfloor
- 2nd floor, set special tub
- 2nd floor, partitions/walls
- Wall sheathing
- Check square, level, and layout as work progresses
- Ceiling joists
- Trusses and rafters
- Roof felt and sheathing
- Framing inspection
- Install windows/doors *
- Measure cabinets

Step 8: Exterior masonry/Miscellaneous tasks

- Schedule delivery of exterior windows, siding, trim, doors.
- Install doors (if not done in framing)
- Install windows (if not done in framing)
- Installation of factory built fireplace
- Miscellaneous deadwood and rough frame
- Install stone/brick (if required or specified)

Step 9: Roofing

- Install roofing as soon as possible
- Check shingle lines on a horizontal roof
- Align shingles on vertical splits
- Four nails per shingle
- Stagger metal flashing
Step 10: Cornice and Siding

- Check siding nailing instructions from manufacturer
- Check siding as it is installed
- Check flashing installation
- Installation of garage doors
- Exterior Pain/Stain
- Clean up

Step 11: Plumbing Rough

- Specify copper or plastic pipe
- Rough-in for kitchen or bath, etc. *
- Pay only once the work has been inspected

Step 12: Heating And Cooling Rough

- Take floorplan to the power company for the size of the system
- The smaller system is usually more efficient
- Consider using multiple systems in a bigger house
- Rough-in cooling/heating *
- Get tough-in approved by the building inspector before making payment

Step 13: Electrical Rough

- Sketch furniture in each room showing switches and outlets
- Get approved for proposed wiring plan
- Get power company to recommend how much amp service is needed
- Rough-In wiring *
- Pay for rough-In only once the inspection is complete

Step 14: Insulation

- Have power company determine the amount of insulation are R Valve needed
- With blow-in insulation, do not block soffit vents

Step 15: Ceiling And Wall Covering

- If you install drywall, let the contractor give it a smooth finish
- Half inch drywall is recommended for 16-inch on-center studs
- Stipple ceilings before painting walls
Clean the interior

**Step 16: Trim and Cabinets**

- Hire a master carpenter
- Select either paint grade or stain trim
- Allow half inch space under baseboard for carpet
- Install interior doors and bath/kitchen cabinets
- Caulking around window and door trim, outside and inside is recommended
- Finish the fireplace

**Step 17: Interior Paint And Wallpaper**

- Paint interior trim and walls
- Over drywall, use one coat of primer over two finish coats
- Put up wallpaper

**Step 18: Final Finish And Trim**

- Call back electrical, heating, cooling and plumbing for final work *
- After final inspection, you can turn utilities on (power will be required before the final inspection takes place)
- Install tile, carpet, vinyl, and hardwood
- Install bath and mirror accessories
- Install screens and gutters
- Landscaping, walks, patio, drives, etc.
- Final inspection *

**Step 19: Final Clean Up**

- Touch up paint, fix little nicks, clean floors, windows, etc.
- Appliance installation

**Step 20: Move-In**

- Move in and enjoy all the comforts of your new home!