

Home Remodel Process Checklist

RADCON Builders (408) 268-6547



A. Consultation

Step	Notes	Status
1. 1st contact - Initial phone call questions, get an indication of homeowner's timing for the project		
2. Welcome email from RADCON to homeowner, which includes: i.) Electronic flip book about choosing a contractor ii.) List of references iii.) Access to a sample project in our online project management system		
3. We ask that the homeowner do research about how we work, to make sure they like how we do business. Talk to our references.		
4. In-home consultation – we meet in the home to be remodeled		
5. Listen to client needs i.) Consider major layout changes, if any. Consider new walls or wall removal. ii.) Get list of desired finishes (tile, flooring, counters, etc.) iii.) Detailed walk-through, take photographs, look at attic, crawls space, and utility hook ups		

B. Bidding

Step	Notes	Status
1. Return to office to create a budget with a plus/minus percentage spread around a bottom line number. Example: \$500,000, plus or minus \$50,000.		
2. Detail line items in the budget, which include: costs for drawings, demolition, concrete, framing, plumbing, finishes, electrical, rough plumbing, and finish plumbing. Include description of what each trade will do.		
3. The construction work will have a bottom line price within a variable range, however there will be a fixed price for i.) Design work ii.) Construction drawings to get to a buildable plan		
4. All design work is done in CAD. Floorplan, elevation, kitchen design, 3D walk through		
5. Client signs off on drawings		
6. Move to construction drawings, engineering designs framing systems, floor, walls, rough plumbing.		
7. Title 24 engineer does energy calculation for window efficiency, furnace efficiency, insulation values.		
8. Put together CALGreen Code requirements (based on the California Green Building Standards Code)		
9. Construction/architectural drawings are completed		

Home Remodel Process Checklist

RADCON Builders (408) 268-6547



C. Permitting

Step	Notes	Status
1. Planning Department Submission i.) A standard planning review will take about 15 minutes, but they can take up to a year for complex projects. ii.) A standard submission conforms with local daylight planes and is designed with existing neighborhood standards		
2. Building Department Submission i.) The building department is different than the planning department ii.) All documents, typically 15 pages of documents, get submitted to the Building Department. iii.) Most building departments are 4 weeks to review a set of plans. If everything is OK, the building permit is issued in 4 weeks. iv.) If the need more info thy will send a "comment letter," then we re-submit, then 2 weeks later permit is ready.		
3. The project will typically start around 14 days after the building permit is issued.		

D. Pre-Construction

Step	Notes	Status
1. Schedule temporary fencing, temporary toilet, signs (safety, work hours, mail boxes)		
2. Talk to the neighbors: 2 deep on each side, and 3 across the street. Set expectations about work to be done, make sure they have our contact number in case of any inconvenience.		
3. Notify demolition contractor		
4. Initial job-walk—identity objects that should not be damaged, for example: hardscapes, patios, plant material. These are photographed.		
5. Schedule job tasks and set completion date.		
6. Before a shovel is in the ground, the homeowner knows what day we will start, when each sub-contractor will start, and when the final inspection will be. These dates are posted online for the homeowner and the subs to see.		

Home Remodel Process Checklist

RADCON Builders (408) 268-6547



E. Construction

Step	Notes	Status
1. The demo sub-contractor will demolish the required exterior, interior, and roof portions.		
2. Concrete sub-contractor i.) Excavate crawl space, build footings and forms for foundation ii.) Inspection iii.) The foundation gets poured after a successful inspection		
4. The framing sub-contractor will frame the underfloor		
5. Underfloor plumbing is installed		
6. Under-floor HVAC, if needed		
7. Inspection		
8. Insulation of floor		
9. Inspection		
10. The framing sub-contractor will frame entire addition including roof		
11. Doors and windows are installed		
12. The plumbing sub-contractor does "top out," installing above floor plumbing system and roof pipes		
13. The roofing sub-contractor roofs the building		
14. When the roof and windows done – the siding sub-contractor starts, ether stucco or wood siding. If stucco: i.) Inspection after lathe ii.) Stucco takes about a month, as there are 3 coats, letting each coat rest 7-10 days.		
15. The building is now a sealed, weather-proof box.		
16. The HVAC sub-contractor does duct work, furnace, air conditioning as needed.		
17. The electrician comes in, after all the prior work is completed as wire be run anywhere, but plumbing and ductwork cannot. The siding also needs to be up prior to electrical work.		
18. Building inspection		
19. If everything passes, the interior of the building is insulated		
20. Inspection		
21. The drywall sub-contractor puts up the interior sheetrock		
22. Inspection		

Home Remodel Process Checklist

RADCON Builders (408) 268-6547



23. We are now about half way done		
24. Finish and tape and texture drywall		
25. Tile sub-contractor contractor comes in		
26. The finish carpenter installs: doors, window trim, closet shelving, pantry shelving, crown molding, wainscoting, as needed.		
27. Stair railings are installed, if needed		
28. Hardwood floor sub-contractor installs, but not does not finish yet, floors need to acclimate first to detect swelling and cupping (Takes about a week and half)		
29. The painting sub-contractor primes and preps, caulking, sanding, fixes nail holes, finishes coats on ceilings, doors, windows, but not walls yet		
30. Hardwood floor sub-contractor comes back to sand and finish.		
31. We cover and protect the finished floors		
32. The cabinetry, casework (mantles), baseboards, mantles are completed as needed		
33. The countertop sub-contractor comes in to measure and then fabricate		
34. The painter comes back in, starting inside and moving outside		
35. The countertops are installed while painter is outside		
36. The appliances are installed		
37. The plumber installs the toilets and sinks		
38. The electrician installs light switches and fixtures – starting inside, moving outside		
39. One of the last sub-contractors to install anything is the shower door contractor		
40. The very last sub-contractor is the carpet installer		
41. The house is finished		
42. Final inspection		
43. We schedule a walkthrough with client to develop punch list to fix minor defects, inside and outside		
44. We fix smudges, squeaks, and straighten out lines – will schedule subs to come back and fix over a week		
45. The house cleaning crew does a deep-cleaning		

Home Remodel Process Checklist

RADCON Builders (408) 268-6547



F. Completion

Step	Notes	Status
1. Hand keys to home owner, final payments made		
2. We give homeowners a three year warranty, the industry is only required to provide a one year warranty		
3. We recommend keeping a list for six months of minor fixes. We'll then come in and fix them. Typically that is the last time we have fix something.		
4. Enjoy your remodeled home!		