



**ScottBuilt** 

[Ultimate Building Decision Checklist →](#)

Owner's Name:

Site Address:



Is this build for your personal needs, or are you building to invest or sell?

When do you want to start?

Have you created a design or Pinterest board, or do you need help defining your ideal style?

Have you engaged an architect or draftsman? If so, are they providing plans and administration, or plans only?

Do you have a clear budget? Will you need finance, or are you self-funding?

Is this project for an independent property (Torrens title) or in a residential complex (strata title)? Have you checked the site's heritage or zoning restrictions?

Which of the following approvals do you already have?

Development Application

Complying Development Certificate

Construction Certificate

When can site demolition, rubbish removal and materials delivery begin?

Do you plan to live on-site for any part of the building process, which can add to the complexity and timeframe of your build?

Which service package best describes your needs for this project?

Bronze package: Labour only

Silver package: Supply and labour

Gold package: Design, selection, supply and labour.

Who will be your certifier, or do you need help choosing one?

Have you completed our schedule of fittings and finishes, and started to order the agreed items?

Are you clear on all project inclusions and exclusions?

Do you have a hard copy of our contract, including project and payment milestones?

Will you be available to discuss progress at least once a week?

Are all items listed in our building contract supplied and installed to your satisfaction?

For major renovations, have you received your Occupation Certificate so that you can claim a refund of your Council security deposit?

Would you be interested in our optional property maintenance package or other follow-up services?





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