

PLANNING ARCHITECTURE INTERIORS

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Real Estate Development Process Owner's Task List

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BUSINESS PLANNING

- · Create a Company Name & Logo
- · Prepare a Business Plan
- · Obtain Financing
- · Select a Location
- · Zoning Research
- · Select an Architect
- · Select a Civil Engineer

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CONCEPT DESIGN

- Provide all Due Diligence Items to the Civil Engineer & Architect
- · Attend Initial Site Visit Meeting
- · Review & Approve Building Program
- · Review & Approve Site Program
- · Review & Approve Site Plan
- · Review & Approve Building Design
- Attend Zoning Meetings
- · Obtain Zoning approvals



CONSTRUCTION DOCS.

- · Review & Approve Site Design
- · Review & Approve Building Materials
- · Review & Approve Engineering Designs
- · Review & Approve Interior Design
- · Review & Approve Construction Docs
- · Provide CDs to Specialty Vendors



BIDDING

- Select Contractors to Bid
- · Provide List of Required Vendors
- · Send Bid Package to Contractors
- · Compare Bids
- · Interview Bidders
- · Consider Costing Alternates
- · Select Contractor
- \cdot Close on Financing with Bank



MOVE IN

- Apply for Childcare Licensing
- · Market Business to Public
- · Hire & Train Staff
- Advance Enroll Students
- · Move Furniture & Equip. In
- · Train Staff
- Open for Business!

DUE DILIGENCE

- · Obtain & Review:
 - · ALTA Survey
 - · Lease Agreement
 - · Existing Building Plans
 - · Soils Report
 - · Phase 1 Environmental Report
 - · Finalize Lease or Purchase



DESIGN DEVELOPMENT

- · Select Kitchen & Specialty Equipment
- · Review & Approve Building Design
- · Review & Approve Built-in Milwork
- Obtain Building Renderings for Marketing Purposes
- Coordinate Design with Specialty Vendors



PERMITTING

- · Select Permitting Expeditor
- · Obtain Land Disturbance Permit
- · Obtain Building Permit
- · Obtain Fire Marshall Permit
- · Obtain Health Dept. Permit
- · Obtain Signage Permit
- · Pay Impact & Permit Fees



CONSTRUCTION

- · Review & Approve Change Orders
- · Review & Approve Pay Applications
- $\cdot\,$ Attend Weekly OAC Conf. Calls
- · Attend Monthly Site Meetings
- · Coordinate Specialty Vendors
- · Coordinate Utility Services with GC
- · Attend Final Punch List Walk Through
- · Sign-off on Completed Punch List