

RIGHTSTART

CORE CHECKLIST

A Pre-Construction Checklist for Any Building Project

This checklist outlines the key prerequisites typically required before a building permit can be submitted. Items are grouped by project type.

Not all items apply to every project; applicability depends on scope, site conditions, and jurisdiction. This checklist defines planning prerequisites only; it does not include construction means, methods, procurement, or pricing.

RightStart ends with a permit-ready package. Permit submission and construction begin afterward.

Most of these items require professional coordination, proper sequencing, and experienced oversight. Stellan Eoin Builders offers RightStart Agreements to manage this entire process on your behalf—reducing the risk of missed steps, sequencing errors, and last-minute surprises. **Learn more at stellaneoin.com or contact us directly.**

ALL PROJECT TYPES

1. Property & Zoning

- ☐ Confirm property ownership and legal description
- ☐ Verify zoning classification and permitted uses
- ☐ Identify setbacks, height limits, lot coverage, and FAR
- ☐ Review overlay districts (historic, floodplain, form-based, conservation)
- ☐ Identify recorded easements (utility, drainage, access)
- ☐ Determine whether variances or special approvals are required

2. Architectural Documentation

(Scope and level of documentation varies by project type and jurisdiction.)

- ☐ Floor plans and spatial layouts
- ☐ Exterior elevations
- ☐ Roof plan and building sections
- ☐ Window and door schedules
- ☐ Architectural site plan (building placement, setbacks, access)

3. Structural Engineering & Evaluation

- ☐ Foundation design (new or modified)
- ☐ Structural framing plans
- ☐ Beam, LVL, and steel specifications
- ☐ Lateral force-resisting system

4. MEP Engineering

- ☐ Mechanical load calculations
- ☐ HVAC system layout and feasibility
- ☐ Electrical service and panel load calculations
- ☐ Plumbing schematics or riser diagrams (as required)
- ☐ Fire and life-safety strategy (where applicable)

5. Energy Compliance

- ☐ Energy compliance documentation (RESCheck / COMCheck)
- ☐ Envelope performance data (windows, doors, insulation)
- ☐ Air sealing and ventilation strategy

6. Administrative & Financial Readiness

- ☐ Contractor licensing and insurance documentation
- ☐ Impact and connection fee identification
- ☐ Preliminary construction budget alignment
- ☐ Pre-construction schedule outline
- ☐ Third-party stakeholder requirements reviewed (lender, insurer, HOA)

NEW SITE WORK — Ground-Up & Site-Disturbing Additions

These items apply when new ground is being disturbed, new foundations poured, or new utility connections established.

7. Surveys

- ☐ Boundary survey
- ☐ Topographic survey
- ☐ Flood elevation documentation
- ☐ Tree survey (where required)

8. Septic, Sewer & Water

- ☐ Septic feasibility testing and field layout (must occur before site disturbance)
- ☐ Septic system approval OR sewer availability and capacity confirmation
- ☐ Well permitting and water quality testing (where not served by municipal)
- ☐ Water service availability and meter sizing

9. Utilities

(Required where service is new, modified, or increased.)

- ☐ Electric service evaluation and capacity review
- ☐ Gas service availability
- ☐ Temporary utilities coordination (power, water)
- ☐ Utility provider pre-approval requirements identified

10. Geotechnical & Site Conditions

- ☐ Geotechnical / soils report
- ☐ Bearing capacity and foundation suitability
- ☐ Rock depth or excavation feasibility
- ☐ Preliminary drainage path analysis
- ☐ Floodplain development compliance review
- ☐ Retaining wall feasibility (where grade changes exist)

11. Civil / Site Engineering

- ☐ Grading plan

- ☐ Grading permit (where required)
- ☐ Drainage and stormwater plan
- ☐ Stormwater or hydrology calculations
- ☐ Erosion and sediment control plan
- ☐ Site utility routing and connection plans

12. Site-Related Approvals

- ☐ Site plan or design review
- ☐ Third-party plan review (where required)
- ☐ Driveway or access permit
- ☐ Right-of-way or street cut permit (where required)
- ☐ Tree removal permit (where required)

EXISTING BUILDING — Renovations & Additions

These items apply when work connects to, modifies, or impacts an existing structure.

13. Existing Conditions Assessment

- ☐ Existing building documentation review (original drawings, permits)
- ☐ As-built verification of existing conditions
- ☐ Structural condition assessment of existing construction
- ☐ Existing utility capacity verification (electrical, plumbing, HVAC)
- ☐ Hazardous materials assessment (asbestos, lead-based paint)

REGULATORY APPROVALS — All Projects, Varies by Scope

14. Jurisdictional Approvals

- ☐ Variance or zoning board approvals
- ☐ Historic or overlay district approvals (where applicable)
- ☐ Utility authority approvals (water, sewer, stormwater)
- ☐ Fire marshal review
- ☐ Health department review (where applicable)

Trade Permits *(State or local depending on jurisdiction.)*

- ☐ Electrical permit
- ☐ Plumbing permit
- ☐ Mechanical/gas permit

FINAL RIGHTSTART DELIVERABLES

15. Permit-Ready Package

- ☐ Coordinated architectural permit set
- ☐ Structural engineering package
- ☐ Civil/site engineering package (where applicable)
- ☐ MEP documentation as required
- ☐ Septic approval or sewer confirmation (where applicable)

- ☐ Utility confirmations
- ☐ Energy compliance documents
- ☐ Completed jurisdictional approvals
- ☐ Permit-ready application package

RightStart ends here. Permit submission and construction contracting follow.

Feeling overwhelmed? That's normal. A RightStart Agreement puts one experienced team in charge of coordinating the applicable items—so you don't have to manage it yourself.

Let Us Handle This For You

Through a RightStart Agreement, Stellan Eoin Builders, LLC takes responsibility for coordinating applicable prerequisites—surveys, engineering, septic, permits, and jurisdictional approvals—in the correct sequence, with experienced oversight.

You get: one accountable team, reduced risk of missed steps, no wasted design dollars, and a permit-ready package that's organized from day one.

The process culminates in a construction-ready proposal—a defined scope of work based on a final design shaped by real constraints and kept in budget alignment from the start.

Ready to Start Right?

Head over to **stellaneoin.com** and send us a line via the Contact Us button. Or email us directly at **quotes@stellaneoin.com**. You can also call us at **(615) 212-9005**—if we don't answer, leave a voicemail and we'll get back to you.

Stellan Eoin Builders, LLC • Tennessee License #BC 73150

Serving Middle Tennessee with professionalism, discipline, and integrated pre-construction leadership.