

HOMEOWNER CHECKLIST · PART 1 OF 2

Home Addition — What You Purchase

CLIENT

PROJECT ADDRESS

TARGET START

PREPARED

MATERIALS ON SITE — HOW THIS WORKS ON AN ADDITION

We do not build around materials that are still in transit. On a remodel that means everything is at the house before day one. An addition runs five or six months, though, and parking your interior finishes on an active site that long invites damage, weather and theft. So we stage it instead.

1. Before we break ground. Every long-lead item ordered, with a written delivery date from the supplier in our hands.
2. Before dry-in. Windows, exterior doors and roofing at the house. The building cannot be closed to the weather without them, and nothing inside starts until it is.
3. After rough framing, before drywall. Every interior finish material at the house — flooring, trim, doors, lighting, fixtures, hardware.

Miss the third deadline and we do not hang drywall. The job holds where it stands, and your completion date moves by however long the materials take. Staged is not the same as flexible.

The only exceptions are made to fit after construction starts: the countertop slab, cut once your cabinets are set, and shower glass if the addition includes a bath — the glass company measures after the tile is complete and brings you the style and finish options at that visit.

An addition is the longest and most weather-dependent project we do, and it is the one where your purchasing decisions have the largest effect on the calendar. A kitchen can absorb a late decision. An addition usually cannot.

One item outranks everything else on this list: your windows and exterior doors. They run six to sixteen weeks, they cannot be installed until the framing is up, and nothing inside the addition can start until they are in and the building is closed to the weather. If your windows are late, every single phase after framing slides by exactly that much.

HOW TO USE THIS SHEET

- Check the box once the item is bought and the spec sheet or model number is sent to us — not when you have decided on it. A decision we cannot see is not a decision we can build from.
- Send specs to Tony at Tony.KVIconstruction@gmail.com. A photo of the model sticker or a link to the product page is enough.
- The "Due by" column tells you which of the three deadlines above each item falls under. Anything marked "Before we start" is a decision we need from you, not something you deliver.
- If a line does not apply to your scope, cross it off with us at the pre-construction walkthrough so nothing is left looking unanswered.

ITEM	WHAT WE NEED FROM YOU	DUE BY
APPROVALS BEFORE ANYTHING STARTS <i>None of this is construction. All of it can stop construction.</i>		
☐ HOA architectural approval	Your submission to the HOA, sent as early as possible. Some boards meet monthly and take six to eight weeks to answer	Immediately
☐ Property survey or plot plan	A current survey if your jurisdiction requires one or the addition is near a setback or easement	Before permit application
☐ Final architectural plans	Signed and approved plans, with structural engineering where required	Before permit application
☐ Zoning variance	Only if the addition does not meet setback or lot coverage rules. This adds weeks — we will tell you early if it applies	Before permit application
LONG-LEAD ORDERS <i>Order these the week the job is booked. They are the difference between a six-month addition and a nine-month one.</i>		
☐ Windows	Brand, line, color, grille pattern, and glass package. Six to sixteen weeks. This is the single item most likely to move your finish date	On site before dry-in
☐ Exterior and patio doors	Brand, style, swing direction, color, and hardware finish. Same lead times as windows	On site before dry-in
☐ Roof shingles	Brand and color, matched as closely as possible to your existing roof	On site before dry-in
☐ Siding, brick or stone	Product and color. If you have leftover material from the original build, give it to us — exact matches on older homes are often discontinued	On site before siding
☐ Roof trusses	Your confirmation of the roofline and pitch so we can order. Trusses are engineered to order	Before framing
EXTERIOR FINISHES		
☐ Gutters and downspouts	Color, and where you want the water to discharge	On site before siding
☐ Soffit, fascia and exterior trim	Colors, matched to the existing house	On site before siding
☐ Exterior lighting	Model numbers and count for entry, soffit, and any flood lighting	On site before drywall
☐ House numbers or address plate	Style and finish, if the addition changes your entry	On site before drywall
☐ Deck or patio connection	If the addition ties into outdoor space, our Patio and Deck checklist applies too. Ask us for that sheet	Before we start
MECHANICAL AND SYSTEMS		
☐ HVAC approach	Extend the existing system, add a dedicated system, or use a mini-split. An addition often exceeds what the current furnace can carry	Before we start
☐ Water heater capacity	If the addition includes a bathroom, your current water heater may need to be upsized	Before we start

	ITEM	WHAT WE NEED FROM YOU	DUE BY
☐	Electrical panel capacity	An addition frequently triggers a panel upgrade or a subpanel. We will confirm this during design	Before we start
INTERIOR FINISHES			
☐	Flooring	Material with 10% overage. Decide now whether you are matching the existing floor or transitioning to something new	On site before drywall
☐	Interior doors and hardware	Style, solid or hollow core, plus hardware finish and count	On site before drywall
☐	Trim profile	Baseboard and casing profile, matched to the existing house	Before we start
☐	Paint colors	Brand, color name and number, and sheen for walls, ceilings and trim	Before we start
☐	Lighting and fans	Model numbers, counts, and weights for anything that needs blocking	On site before drywall
☐	Device and plate color	White, almond, or black, plus plate style	Before we start
☐	Closet systems and built-ins	Configuration for each closet and any built-in cabinetry	On site before drywall
IF THE ADDITION INCLUDES A KITCHEN OR BATHROOM			
☐	Kitchen scope	Every item on our Kitchen checklist applies, on the addition timeline: appliance specs before we break ground, the appliances and cabinets themselves at the house before drywall	On site before drywall
☐	Bathroom scope	Every item on our Bathroom checklist applies. The shower valve and tub come earlier than the rest — they go in the wall at rough-in, which is before drywall	On site before rough-in

ORDER THESE FIRST — THEY DECIDE WHEN WE CAN START

- Windows and exterior doors. Six to sixteen weeks, and the whole interior waits on them. Order them the week the job is booked.
- HOA approval. It is free and it takes weeks. Submit it before you have even finalized your finishes.
- Roof trusses. Engineered and built to order, and framing stops at the wall plates without them.
- Siding or masonry that matches your existing house. Older products get discontinued, and finding a match takes time you do not want to spend in September.

HOMEOWNER CHECKLIST · PART 2 OF 2

Home Addition — How the Work Runs

An addition runs longest and has the most phases outside our control — permits, inspections, and weather. We build realistic buffer for all three, and we will tell you the moment one of them moves.

The sequence below cannot be reordered. You cannot drywall a building that is not closed to the weather, and you cannot close it to the weather without your windows.

Every phase below assumes you hit the three materials deadlines on page 1. They are what the schedule is built on.

#	PHASE	TYPICAL TIME	WHAT MUST BE SETTLED OR ON SITE FIRST
1	Design, engineering and HOA approval	3–10 weeks	Plans finalized, HOA submitted, survey obtained if required
2	Permit review and issuance	2–8 weeks	On the jurisdiction's clock. Nothing on site happens during this
3	Utility locates and site preparation	2–5 days	Access to the yard, and anything you want protected moved out of the way
4	Excavation	1–4 days	Dry enough ground to dig. Weather dependent
5	Footings and footing inspection	2–5 days	Inspector availability
6	Foundation walls, block or pour	3–7 days	Concrete needs cure time before we load it
7	Waterproofing, drain tile and backfill	2–4 days	Nothing needed from you
8	Framing: floor, walls and roof	5–15 days	Trusses delivered. This is the phase where it finally looks like a building
9	Roof dry-in and shingles	2–5 days	Shingles on site, and two or three dry days
10	Windows and exterior doors install	1–3 days	Windows and doors delivered and inspected. If they are late, everything after this waits
11	Siding, brick or stone	5–12 days	On site before siding
12	Rough plumbing, electrical and HVAC	5–10 days	All fixture and appliance specs, HVAC approach confirmed, panel capacity resolved
13	Rough inspections	3–7 days	Multiple trades, often separate visits
14	Insulation and insulation inspection	2–5 days	Inspector availability
15	Drywall: hang, tape, three coats, sand	7–14 days	Nothing needed from you. It cannot be rushed without the finish showing it
16	Prime and paint	3–6 days	Colors and sheens selected
17	Flooring	2–5 days	On site before drywall
18	Trim, doors and interior finish	4–8 days	Doors, hardware and trim on site
19	Finish plumbing, electrical and fixtures	3–5 days	Every fixture and appliance on site
20	Final grade, gutters and exterior touch-up	2–4 days	Gutter color confirmed, seed or sod decided
21	Final inspections, punch list and walkthrough	1–2 weeks	You available to walk the job with us

Shaded rows are stretches where little or nothing happens on site. They are part of the schedule, not a sign the job has stalled.

What actually moves your date

THE THREE MOST COMMON DELAYS ON A HOME ADDITION

- Window and exterior door lead times. This is the number one cause of a late addition, and it is entirely decided in the first week of the project. Order at signing.
- Permit review. Two weeks in one jurisdiction and eight in another, for the same set of plans. We submit as early as we can and then we wait with you.
- Weather during excavation, foundation and framing. Wet ground cannot be dug, fresh concrete cannot be loaded, and an open roof cannot be left open. We work around it but we cannot work through it.

Typical lead times

These are ranges we see in the Columbus market. Confirm the real number with your supplier when you buy, and tell us if it is longer than what is shown here.

ITEM	TYPICAL LEAD TIME	ORDER IT BY
Windows	6–16 weeks	On site before dry-in
Exterior and patio doors	6–16 weeks	On site before dry-in
Roof trusses	3–8 weeks	As soon as the job is booked
Siding or masonry, standard colors	2–6 weeks	4 weeks before the siding phase
Siding or masonry, matching an older home	4–12 weeks	As soon as the job is booked
HVAC equipment	2–10 weeks	As soon as the job is booked
HOA architectural approval	2–8 weeks	Before you finalize anything else
Permit review	2–8 weeks	As soon as plans are stamped

Acknowledgment

We have reviewed the selection list and the sequence above. We understand that KVI Construction works to the three materials deadlines stated on page 1, that we will not hang drywall until every interior finish material is at the home, and that a missed deadline moves the completion date, and that changes made after a phase is complete may carry additional cost.

 Homeowner signature / date

 KVI Construction / date