

# FGC Contractors

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## Homeowner Pre-Renovation Checklist

	Have you obtained at least three formal quotes that include cost, duration and timeline?
	Have you checked with the BBB for any issues with chosen contractor?
	Have you confirmed (yourself) whether or not building or electrical permits are required? <a href="#">City of Calgary Requirements</a> <a href="#">Rocky View County Requirements</a>
	Have you informed your home insurance carrier that you are renovating? Typically a homeowner's insurance plan is based on "regular use of the home". Check with your insurance company and see the <a href="#">Canadian Home Builder's Association</a> for important information about how renovation may affect your coverage.
	Have you confirmed that the contractor carries general liability insurance with a minimum of \$1M dollars coverage? Do this by obtaining a copy of the certificate of insurance and note the <i>limit and extension of coverage</i> and the <i>expiration date</i> . This protects you from damage to your home or neighboring properties.
	Have you ensured the contract contains all of the necessary elements? See the CHBA site for a specific list of items that should be included in the <a href="#">Renovation Contract</a> .

	What are some of the future plans for your home that may impact your current renovation plans?
	What are your priorities? Sort the choices into must-haves and nice-to-haves before you begin in order to make decisions during the project easier.
	Have you been explicit about the hours of work at home that you agree to? For example, do you want to ensure everyone is out by 5 or 6pm each evening? Are you okay with weekends? Let your contractor know your limits.
	Have you been explicit about if and where tools can be stored and how clean the area is expected to be at the end of each day? It is typical for the area (including your garage or driveway, if being used) to be swept and free of debris. Interior work areas should be tidy and clean at the end of each day. Above all, the area should be safe.
	Have you checked with your neighbors or homeowners association in your area about whether or not you can keep a commercial sized refuse bin in your neighborhood or property? What is allowed?
	Have you separated your own tools so that they're not being mistakenly used? It is appropriate to expect that the contractor /subs will bring all the required tools and equipment to your home. This includes the equipment necessary to clean the area (garbage bags, brooms, shop vacs). They should take them with them each night too, unless otherwise agreed to by you.
	Do you understand the invoicing process? Do you know how often you'll be invoiced and when? Have you agreed to the detail that will be shown on the invoice to you?

Have you clarified that extra building materials should be removed as soon as they are no longer required? It is appropriate for you to expect that your property is kept free of extraneous materials and not wait until the end to be free of extra sheets of plywood, drywall etc. that will no longer be used.

On the other hand you may want to keep extra materials. In this case, have you been clear with the contractor about those left over materials that you'd like to keep?