

CONSTRUCTION PLANNING GUIDE

Questions to ask yourself before you build.

The need to plan ahead is never greater than when you intend to build. Put simply, better planning means a better building. The time to cut operating and maintenance costs, as well as make sure your building will be readily adaptable to your future needs is before you build.

The questions in this guide are designed to help you analyze your building needs with regard to size, purpose and budget. We hope you will find it useful.

Is my company ready to build? (please check the appropriate box)

Yes

No

Unknown

Do you have the go-ahead from all interested parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can plans begin and be completed without interruption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the optimum "open for business" date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know when construction must start to meet this deadline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a budget been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dollar amount?	_____		
▪ Is financing in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the land been selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has it been purchased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is it properly zoned for your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a survey of the land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a topographical survey of the land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have soil borings / testing been performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Water table?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ What build code restrictions govern the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSTRUCTION PLANNING GUIDE (Page 2 of 8)

	Yes	No	Unknown
■ Are there easements on the site? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Wetlands? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Flood zone? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Will extensive grading and/or fill be required? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Is the site big enough for you building, _____ plus future planned expansions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Parking requirements? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Are utilities available on site? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Water? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Gas? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Sewer? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Storm drainage? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Power? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How much do you want to do yourselves? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you need help with site selection? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you want to hire an:			
■ Architect / Engineer? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Design-build Contractor? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Interior Decorator? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Landscape Architect? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Developer? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSTRUCTION PLANNING GUIDE (Page 3 of 8)

Yes **No** **Unknown**

Do you need assistance in obtaining financing? _____ _____ _____

Do you want to hire a General Contractor for single source responsibility? Or do you want to act as your own contractor and purchase each portion of your building from subcontractors? _____ _____ _____

_____ _____ _____

_____ _____ _____

Selecting the Builder

Do you want a design-build Contractor? _____ _____ _____

Do you require your builder to be bonded? _____ _____ _____

What insurance limits do you require your contractor to carry? _____ _____ _____

Are the contractors you are considering equally capable? _____ _____ _____

Does the contractor have experience in your type of building? _____ _____ _____

Have you checked the builder's references? _____ _____ _____

Have you inspected the builder's past projects? _____ _____ _____

Preliminary Budgeting

Have you budgeted for the following:

- Architect / Engineering Fees? _____ _____ _____
- Performance / payment bonds? _____ _____ _____
- Builder's risk insurance? _____ _____ _____
- Legal fees? _____ _____ _____
- Financing fees? _____ _____ _____
- Site development? _____ _____ _____

CONSTRUCTION PLANNING GUIDE (Page 4 of 8)

Yes
No
Unknown

Preliminary Budgeting (continued)

- Building?
- Landscaping?
- Permits & fees?
- Contingency fee?
- New furnishings?
- Moving costs?
- Land costs?
- Increase in property taxes?
- Increase in utility usage?
- Property / building insurance?

Building Layout & Design

Do you know the size of building or addition you need?

Will interior columns interfere with your building's function requirements?

What are your building requirements?

- Multiple floors?
- Mezzanine?
- Loading dock?
- Overhead doors?
- Canopies?

CONSTRUCTION PLANNING GUIDE (Page 5 of 8)

Yes
No
Unknown

Building Layout & Design (continued)

- Windows?

- What type of exterior do you want on the building?
 - Masonry?
 - Metal skin?
 - Stucco or Dryvit?

- Are there special requirements for the building?
 - Clearance height?
 - Energy performance?

- Office space?
 - Restrooms? / Shower Facilities?
 - Conference Rooms?
 - Offices?
 - Copy Rooms?
 - Vestibules?
 - Reception areas / waiting areas?
 - Front counter?
 - Mechanical Room?
 - Kitchen / Lunch Rooms?
 - Storage areas?

CONSTRUCTION PLANNING GUIDE (Page 6 of 8)

Yes No Unknown

Building Layout & Design (continued)

- Computer Rooms?
- Do you need a Show Room?
- What is the size of the Warehouse / Production area? _____
- Shipping / Receiving?

What are the other building requirements? _____

Building Interior? _____

- Floor finishes? _____
- Type of ceiling? _____
- Type of interior partitions _____

Electrical / Mechanical Requirements

- Do you require heating and cooling in all areas?
- Which areas require heating and cooling?
- Which areas require heating only? _____
- Which areas require no heating or cooling? _____
- What type of heating system do you want? _____
 - Radiant Heat?
 - Hot air?
 - Infra-red heating system?
 - Hot water?
- Are there special heating / cooling requirements?

What are your lighting needs for each area? _____

CONSTRUCTION PLANNING GUIDE (Page 7 of 8)

Yes
No
Unknown

Electrical / Mechanical Requirements (continued)

What are your power requirements for each area? _____

Do you need backup power? _____

▪ Generator? _____

▪ UPS system? _____

Do you require exterior site lighting? _____

▪ On building? _____

▪ Parking lot? _____

Additional Building Requirements

Do you need an elevator? _____

Do you require a crane? (capacity?) _____

Do you require a phone system? _____

Do you require a burglar alarm or surveillance system? _____

Does your building require computer or fiber optic wiring? _____

Are there special environmental controls required? _____

Do you require an internal sound system? _____

Do you need an illuminated sign? _____

Is a sprinkler system required or needed? _____

Are there any other building requirements? _____

CONSTRUCTION PLANNING GUIDE (Page 8 of 8)

Yes
No
Unknown

Exterior Requirements

Is fencing required? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior storage areas or sheds? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extent of landscaping? _____				
▪ Town Requirements? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking lot and driveway extents? _____				
Building required set backs? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curb cuts or NYS DOT requirements? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retaining walls? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lawn sprinkler system? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can you provide sketches or drawings of your existing building, if applicable? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Feel free to print out this guide, and send back to us so that we may contact you to discuss your building and planning needs.

Better Planning Means a Better Building

Company: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____ E-mail: _____