



# COMMERCIAL BUILD-OUT CHECKLIST

**Avoid delays, budget surprises, and missed opening dates.  
Built for: Restaurants • Chiropractic Clinics • Office • Retail**

## HOW TO USE:

Check these off BEFORE Pricing and starting construction. If you can't check it, it's a risk.

## THE 10 BUILD-OUT MUST-CHECKS

- ☐ **1) Lease + Landlord Rules Confirmed (Work Letter approved in writing):** Preferred vendors, construction hours, parking, dumpster location etc.
- ☐ **2) Permits + Inspections Mapped (timeline verified):** Identify required permits (building, electrical, plumbing, mechanical, fire alarm, sprinkler) + confirm review/inspection lead times.
- ☐ **3) Existing Conditions Verified (not assumed):** Complete an above-ceiling/behind-wall investigation plan (if possible): photos, measurements, panel labels, HVAC tags, plumbing locations.
- ☐ **4) Electrical Capacity Confirmed (service/panels are real):** Verify service size, panel space, spare breakers, and whether upgrades/new service are required.
- ☐ **5) HVAC Capacity + Layout Confirmed (comfort + code):** Confirm tonnage, zoning, ventilation, controls, and whether RTUs/duct changes are required.
- ☐ **6) Plumbing + Gas Capacity Confirmed (for your actual use):** Restaurants: grease, venting, interceptor needs • Others: fixture counts, equipment hookups, water/sewer/gas capacity.
- ☐ **7) Fire/Life Safety + ADA Locked Early (avoid redesign later):** Confirm sprinkler relocations, fire alarm devices, egress paths, occupant load, accessibility requirements.
- ☐ **8) Long-Lead Items Identified + Order-By Dates Set (protect opening date):** RTUs, electrical gear, lighting, storefront/glass, millwork, specialty equipment—late order = late opening requirements.
- ☐ **9) Key Selections Finalized Before Start (reduce change orders):** Lock lighting, flooring, tile, fixtures, doors/hardware, paint, millwork before construction starts.
- ☐ **10) Written Scope + Change Control Set (no surprises):** Clear inclusions/exclusions + allowances + alternates; define change-order approval, pricing, and schedule impact.

## BEFORE YOU START (DO THESE EARLY)

**Goal: protect your opening date and reduce budget surprises.**

- ☐ Engage your GC early (pre-lease if possible) to validate budget + timeline.
- ☐ Engage an architect/designer early to confirm code path, occupant load, and layout feasibility.
- ☐ Set a realistic opening plan with buffer time for permits, inspections, commissioning/closeout.