HOME ADDITIONS / 01

SET THE ROOM PROGRAM WITHOUT PRIVATE PLANS

Use neutral labels. Keep the address, identities, access, finances, security details and private drawings outside.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Property A / broad project goal / no address

Addition Zone A / desired use / relationship to existing home

Addition Zone B / desired use / relationship to existing home

Existing Zone A / activity or access consideration

Desired operating or occupancy milestone / no guarantee

Open program, access, record or coordination question

Preparation only. Not architecture, engineering, structure, survey, construction, utilities, hazards, accessibility, zoning, code, permit, inspection, insurance, contract or legal advice. Keep addresses, access, finances, private plans and security details out.

HOME ADDITIONS / 02

MAP INTERFACES AND RESPONSIBILITIES

Ask providers to separate investigation, design, approvals, construction interfaces, temporary conditions and handoff by role.

Existing-to-new structure, enclosure and finish interfaces

Utility, drainage, equipment and service interfaces

Design, engineering, record and authority-coordination roles

Contractor, trade, utility, owner and other-party roles

Occupied access, protection, temporary-condition and sequence plan

Testing, closeout, training, correction and handoff plan

Preparation only. Not architecture, engineering, structure, survey, construction, utilities, hazards, accessibility, zoning, code, permit, inspection, insurance, contract or legal advice. Keep addresses, access, finances, private plans and security details out.

HOME ADDITIONS / 03

CHECK PROPOSAL READINESS

Tick what is organized. These checks do not design, measure, investigate, approve or authorize construction.

- [ ] Every contractor receives the same neutral room program
- [ ] Addresses, access, finances and private plans stay private
- [ ] Desired uses are separated from design decisions
- [ ] Existing-to-new interfaces are listed for verification
- [ ] Design, approval and record roles are requested
- [ ] Trade and utility responsibility boundaries are requested
- [ ] Occupied access, protection and change controls are included
- [ ] Testing, closeout and final handoff are requested

Open room-program, existing-condition or access question

Unclear design, trade, utility or authority responsibility

Missing change, testing, closeout or handoff detail

Preparation only. Not architecture, engineering, structure, survey, construction, utilities, hazards, accessibility, zoning, code, permit, inspection, insurance, contract or legal advice. Keep addresses, access, finances, private plans and security details out.

HOME ADDITIONS / 04

QUESTIONS FOR THE GENERAL CONTRACTOR

Record the answer and where it appears in the proposal, responsibility matrix, sequence plan or handoff.

Inputs: what site and private records are needed?

Roles: who owns design, engineering and approvals?

Interfaces: how are existing-to-new conditions verified?

Boundaries: who owns each trade and utility interface?

Occupied work: how are access, protection and changes handled?

Handoff: what tests, records and closeout are provided?

Preparation only. Not architecture, engineering, structure, survey, construction, utilities, hazards, accessibility, zoning, code, permit, inspection, insurance, contract or legal advice. Keep addresses, access, finances, private plans and security details out.

HOME ADDITIONS / 05

COMPARE THE SAME PROPERTY A BRIEF

Use Contractor A and B. Clarify unlike design, interface, role, sequence or closeout assumptions before comparing proposals.

Contractor A / B / proposal dates / shared room-program brief

Design, approvals, records and existing-condition review - A / B

Interfaces, roles, occupied work and change process - A / B

Testing, closeout, handoff, exclusions and written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a General Contractor request. Share a non-sensitive Property A addition brief so participating pros can compete with proposals. Compare roles, interfaces, occupied-work assumptions, changes, testing, closeout, exclusions and fit. A provider-led site, design and qualified-party review may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A provider-led site, design and qualified-party review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/general-contractor/home-additions

FTC: How To Avoid a Home Improvement Scam (official reference)

EPA: Renovation, Repair and Painting Program for Consumers (official reference)

Preparation only. Not architecture, engineering, structure, survey, construction, utilities, hazards, accessibility, zoning, code, permit, inspection, insurance, contract or legal advice. Keep addresses, access, finances, private plans and security details out.