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| HOME RENOVATIONS | | |
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| Checklist  ***A home renovation can be an exciting time. Using this checklist can help you plan and stay organized for a successful project*** | | |

# Reduce the Risk of a Renovation Gone Wrong by Consulting with Your Lawyer Before Getting Started

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|  | 1. Restrictions on what you can renovate  |  |  |  | | --- | --- | --- | |  |  | * 1. Building and Zoning restrictions   2. Minor variance required | |  |  | * 1. Change of use or type (i.e. from a single-family home to a multi-unit, such as a duplex, or other)   2. Tearing down an existing building   3. Splitting the property into two or more separate lots   4. Older properties may not meet today’s standards and a planned renovation may trigger a review (loss of legal non-conforming rights) | | |
|  | 1. Property Characteristics | |
|  |  | * 1. Access - public road with snow removal, etc. vs. private road with shared maintenance costs |
|  |  | * 1. Encroachment onto neighbour’s property or over your property   2. Location of utility easements and rights of way   3. Require temporary access, or use of or over, neighbour’s property   4. Land dedication for street widening or other |
|  | 1. Condominium Regulations affecting renovations  |  | | --- | | * 1. Damage deposit or insurance requirements | | * 1. Time of day work permitted, parking for tradespeople   2. Waste disposal bins   3. Use of elevators   4. Noise or other nuisance restrictions   5. Condominium board approval   6. Type of material to be used (i.e. flooring)   7. Restrictions affecting renovations in condominiums  1. Expertise or Approvals Required    1. Electrical    2. Plumbing    3. Engineering (structural, soils, architectural, etc.)    4. Surveying    5. Environmental    6. Well and/or septic (city/private)    7. Tax or accounting    8. Building department    9. Building envelop/sciences respected or breached 2. Heritage Homes  |  | | --- | | * 1. Restrictions on permitted renovations | | * 1. Current building and safety standards compliance issues   2. Specialized and more costly materials   3. Permission of local heritage committee |  1. Well and Septic Systems  |  | | --- | | * 1. Capacity and location | | * 1. Location of construction (addition, decks and pool) |  1. Title Insurance  |  | | --- | | * 1. Coverage vs. conducting searches | | * 1. Exclusions   2. Value of property insured (pre and post construction) |  1. Impact of Planned Renovations  |  | | --- | | * 1. A builder by Canada Revenue Agency   2. HST or capital gains triggered   3. Need to be registered with Tarion | | * 1. Sale after renovations (taxed as capital gains or income) | |  1. Consequences of Unconditional Offers | |
|  | |  | | --- | | * 1. Lack of negotiating leverage and possible increased costs (load bearing wall has been removed, roof trusses compromised, or faulty electrical work done, etc.) | | * 1. Will it be possible to get:      + Permissions needed to complete renovations you planned      + Insurance      + Financing      + Undertake any due diligence re: potential renovations | | |

# Things to Consider Before You Buy a Property to Renovate

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|  | 1. Market value increase post renovations |
|  | 1. Financing for the project – mortgage brokers can help |
|  | 1. Property flipping and tax implications (need to incorporate as a business) |
|  | 1. Building inspection concerns    1. Asbestos or UFFI    2. Water leakage and mold    3. Bug infestations    4. Solid foundation    5. Grow-op damage 2. Environmental conditions |

# Preparations Prior to Getting Started

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|  | 1. Creating a plan from start to finish (who does what, when and how long will it take) 2. Financing and timing/conditions of advances 3. Architectural drawings |
|  | 1. Structural engineer to review drawings |
|  | 1. Demolition permit 2. Building permit |
|  | 1. Getting quotes from tradespeople |
|  | 1. Insurance broker 2. Weight restrictions on roads during certain times of the year |

# Budgeting for the Renovation

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|  | 1. Sufficient funds to finance the project |
|  | 1. Account for both materials and labour costs 2. Government levies (permits, development/connection charges, other) |
|  | 1. Plan for extra expenses (unplanned extras and contingency fund) 2. Weather conditions impact on renovation (winter or rain) 3. Living arrangements during renovations 4. Security of the construction site |
|  | 1. Beware of construction liens |

# Hiring Contractors

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|  | 1. Detailed estimates 2. References |
|  | 1. Contract details  |  | | --- | | * 1. Business registration number and insurance details | | * 1. Drawings attached, details regarding materials   2. Preparation work (i.e. demolition), items to be salvaged, waste disposal   3. Structural details (i.e. framing, size and location of windows and doors, insulation, ductwork, installation of utility services)   4. Scope of work (work the homeowner will be doing and/or bringing in other contractors)   5. Who is doing the work (experience, supervision, sub-contractors, etc.)   6. Timelines and terms of payment (caution with pre-payments)   7. Mechanism for documenting deviations from the contract   8. Anticipated and unexpected delays   9. Dispute mechanism | |
|  | 1. What if a contractor walks off the job? |

# Monitoring Progress

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|  | 1. Regular supervision and/or surprise site visits |
|  | 1. Attending at inspections with the building inspector |
|  | 1. Planning for more than one trade to be on site simultaneously |
|  | 1. Following safety standards 2. Construction mortgage advances and necessary approvals/searches |

# Resolving Disputes

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|  | 1. Timely written and photo documentation of every change or matter of concern 2. Use of email to document complaints |
|  | 1. Holding back payments for incomplete/substandard work |
|  | 1. Involving a lawyer |
|  | 1. Mediation/Arbitration |
|  | 1. Small claims court |

# Other

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|  | | 1. Occupancy permit if required | |
|  | | 1. Appraisal 2. Update title insurance policy, if wanting added protection | |
|  | | **Enjoy your renovated home or sell for possible profit** | |