



Home Building Checklist

A step-by-step guide to creating the home of your dreams.

1. Your home building process begins with a meeting with your Bob Ward Trademark Homes sales consultant to determine which home plan will work best for you, and what options you would like incorporated into your home.
 2. You will need to provide a credit approval letter from one of our approved lenders.
 3. After you have selected your options, which will include custom requests, your sales contract will be written. You will then have thirty (30) days to make your color choices which will make your home uniquely your own.
 4. You and your Bob Ward Trademark Homes sales consultant will review your home's architectural drawings to be certain that all your requested changes have been incorporated into your plans. You will also have an opportunity at this time to make any last minute additions.
 5. You will now need to apply for your construction loan.
 6. Your engineer will now prepare the site plan to determine the exact location of where your Bob Ward Trademark home will be on your homesite. This site plan will be needed for permit application.
 7. Once the site plan has been approved by all parties, you will be able to apply for your building permit. Along with filling out the application, you will need to submit the site plan and architectural drawings to local government construction officials for review and issuance of the building permit.
 8. Pre-construction meeting: You will meet with your Bob Ward Trademark Homes sales consultant and the construction superintendent to review all the construction plans and specs. All these things will be finalized at this time, and you will provide us with the permits.
 9. Before actual site work or construction begins, you will need to close on your home construction loan.
 10. Site development: Before construction can start, you will need to have your homesite cleared and graded, utilities installed or at least on schedule to be installed within the next few weeks, sediment and erosion controls put in place and the construction entrance completed...laying the groundwork for building to begin! Once the site is cleared and graded, you will need to contact your engineer to stake the location of the house. Some jurisdictions may require a pre-start meeting with the sediment and erosion control inspector prior to starting any site work. We would be glad to participate in that meeting if requested.
 11. Bob Ward Trademark Homes starts construction of your home. Excavation and foundation can begin once the site is ready and the construction entrance is in. Your engineer will provide you with cut sheets that you will need to forward to Bob Ward Trademark Homes.
- In order to keep the project on track and the lines of communication open, several scheduled on site meetings will occur throughout the construction of the home.*
12. Foundation inspection: Once the foundation is in, you will meet with your construction Supervisor, at which time, he can answer any questions you may have.
 13. Pre-drywall inspection: You will meet on site with your construction Supervisor to review construction, confirm options, and the locations of utility rough-ins.
 14. Cabinet inspection: Once the cabinets are in, you will meet on site once again with your construction Supervisor to check on the progress of your home and to verify the cabinet installation.
 15. Pre-settlement inspection: You will meet with your construction Supervisor to do the final walk through of your home. At this time, your Supervisor will explain how your home's various systems work. He will provide valuable maintenance tips which you will need to follow in order to keep your home looking new. While walking through the home, if you see anything that still needs to be completed or corrected, your Supervisor will note these items on your Pre-Settlement List.
 16. If needed, a brief additional meeting will be scheduled to allow you to sign off on outstanding punch out items.
 17. Bob Ward Trademark Homes will obtain the final building inspection. At that time you will need to finalize the Use and Occupancy Certificate.

Building homes marked with your individuality on your individual homesite...that's our "Trademark."