



HOMEOWNER CHECKLIST

Pre-Construction Document Checklist

A practical list of what to keep ready before your first site visit. Having these on hand lets us scope your project accurately and move from enquiry to a written proposal faster.

Plot & Property



Plot / property title documents

Sale deed or title document confirming ownership, and the latest property tax receipt, if available.



Sanctioned building plan / map (if any)

An existing approved map helps us assess feasibility quickly; if you don't have one, our team can guide you on next steps.



Plot dimensions / survey details

Approximate length, width and total area, or a copy of a site survey if one has been done.



Photos of the current site or existing structure

Useful for floor additions, renovations or demolition-and-rebuild projects.

Budget & Brief



An approximate budget range

Even a rough range helps us recommend realistic material and finish options during the first conversation.



Design references

Photos, Pinterest boards, saved reels or sketches of layouts, finishes or interior styles you like.



Architectural drawings, if you already have them

If you're working with your own architect, bring floor plans or elevation drawings for CDEF to execute against.

Approvals & Compliance

- ☐ **Building plan sanction / map approval status**
Note whether this is already approved, in process, or not yet started – our team can coordinate with your architect or liaison consultant.

- ☐ **Any site-specific NOCs**
Society, RWA or neighbouring-boundary no-objection documents, where applicable to your plot.

- ☐ **Utility connection details**
Existing water, electricity and sewage connection information, where relevant to scope.
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Before You Sign

- ☐ **Identification & authorisation**
Valid ID proof for the project agreement, and a power of attorney document if someone is signing on the owner's behalf.

- ☐ **Your questions, written down**
Bring a list of questions on timeline, materials, payment milestones or warranty – our project lead will walk through each one before you sign.
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Not Sure You Have Everything?

That's completely normal, especially at an early stage. Bring whatever you have to your first consultation – which is free, with no obligation – and our team will tell you what else is needed before a written proposal can be issued.

A Note on This Document

This checklist is a general planning aid and may not cover every document required for your specific plot, location or project type. Exact documentation requirements are confirmed by CDEF Buildcon during your site visit and scoping discussion.
