



QUICK NOTES

- [illegible]

- ☐ Maintain regular communication with the contractor.
- ☐ Track milestones: framing, rough-in, insulation, drywall, finishing.
- ☐ Request documentation for permit inspections and approvals.
- ☐ Ensure proper installation of egress windows and smoke/CO detectors.
- ☐ Confirm clean, safe access throughout the renovation.
- ☐ Review any changes or upgrades in writing (change orders).
- ☐ Keep all invoices, receipts, and documentation organized.

- ☐ Walk through the completed space with the contractor.
- ☐ Create a deficiency list ("punch list") and ensure items are resolved.
- ☐ Obtain occupancy permit or legal suite approval from the City of Calgary.
- ☐ Get all warranty documents and product manuals.
- ☐ Update your home insurance policy to reflect the finished basement.
- ☐ If renting, apply for a secondary suite registration with the City.
- ☐ Leave a review or testimonial if you're satisfied with the work.