



Pre-Construction Meeting Checklist

North DFW New Builds

NorthDFWNewBuilds.com

Welcome to Your Pre-Construction Checklist!

Use this comprehensive checklist during your pre-construction meeting with your builder. Each question includes space for notes, answers, and follow-up items. Check off each question as you discuss it, and document important details in the notes area below each question.

Timeline Note: Custom home construction in the Dallas-Fort Worth area typically takes 8-12 months from groundbreaking to completion.

Pro Tip:

Work with a REALTOR® experienced in new construction to navigate this process. They can review contracts, attend meetings, and ensure your interests are protected—at no additional cost to you.

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Build Timeline & Process

- What is the estimated timeline from start to completion?

Notes:

- What factors could delay the project, and how are delays communicated?

Notes:

- Will I receive regular progress updates? How often?

Notes:

- What are the major milestones, and when can I expect each?

Notes:

- Can I visit the site during construction? Are there restrictions?

Notes:

- Who manages the day-to-day construction process?

Notes:

- Who is my main point of contact during construction?**

Notes (Name, Phone, Email):

- How quickly can I expect responses to questions or concerns?**

Notes:

- What's the best way to communicate—phone, email, or text?**

Notes:

- Will I work with the same contact throughout the entire process?**

Notes:

- Who handles warranty issues after closing?**

Notes (Name, Phone, Email):

- Can I review the full architectural plans and specifications?

Notes:

- What customization options are available at this stage?

Notes:

- When is the deadline for making changes or upgrades?

Notes:

- How are change orders processed and documented?

Notes:

- Will changes affect the timeline or warranty?

Notes:

- Are there written specifications for all finishes and materials?

Notes:

- Has a soil test been completed? What were the results?**

Notes:

- What type of foundation will be used, and why?**

Notes:

- How is drainage managed to prevent water issues?**

Notes:

- Are there any easements, setbacks, or restrictions on this lot?**

Notes:

- Who is responsible for clearing, grading, and preparing the site?**

Notes:

- What measures are taken to prevent foundation settling or cracking?**

Notes:

- What grade and brand of materials are used (framing, roofing, windows, etc.)?**

Notes:

- Are all subcontractors licensed and insured?**

Notes:

- What type of insulation will be installed, and what is the R-value?**

Notes:

- What roofing material is used, and what is its expected lifespan?**

Notes:

- Are the windows energy-efficient? What are their U-factor and SHGC ratings?**

Notes:

- Can I approve or inspect materials before installation?**

Notes:

- What type of HVAC system is installed? What is its SEER rating?

Notes:

- Is the home designed to meet any energy efficiency standards (ENERGY STAR, etc.)?

Notes:

- What type of water heater is included (tank, tankless, heat pump)?

Notes:

- Are smart home features or pre-wiring included?

Notes:

- What electrical panel size is installed, and is it adequate for future needs?

Notes:

- How is the home's air quality managed (ventilation, filtration)?

Notes:

- When can I schedule walkthroughs during construction?**

Notes:

- Who conducts the pre-drywall walkthrough, and can I attend?**

Notes:

- What inspections are required, and who schedules them?**

Notes:

- Can I hire an independent inspector for major milestones?**

Notes:

- When is the final walkthrough, and what is the punch list process?**

Notes:

- How long do I have to identify issues before closing?**

Notes:

- What warranties are included (structural, systems, finishes)?

Notes:

- What is covered under the builder's warranty, and for how long?

Notes:

- Are manufacturer warranties transferred to me for appliances and systems?

Notes:

- How do I submit a warranty claim, and what is the response time?

Notes:

- Are there any exclusions or conditions that void the warranty?

Notes:

- Is there a follow-up inspection at 30, 60, or 90 days after closing?

Notes:

- What is the total cost breakdown (base price, upgrades, allowances)?

Notes:

- Are there any additional fees not included in the contract?

Notes:

- What is the payment schedule, and when are draws required?

Notes:

- Are upgrades and change orders clearly itemized in writing?

Notes:

- What happens if the project goes over budget?

Notes:

- Are allowances clearly defined, and what happens if I exceed them?

Notes:

Next Steps:

After your meeting, review your notes and follow up on any unanswered questions. Keep this checklist with your construction documents for reference throughout the build process. Consider scheduling regular check-ins with your builder to stay informed and address concerns early.