

Home Renovation Planning Guide

A practical guide for organizing project goals, existing conditions, design selections, budgeting, procurement, and construction planning before renovation work begins.

PLAN BEFORE YOU BUILD.

A well-planned renovation connects scope, design, budget, decisions, procurement, and construction sequencing before the first wall is opened.

01

DEFINE

Clarify what needs to change and why.

02

COORDINATE

Align design, budget, selections, and approvals.

03

EXECUTE

Prepare decisions and materials before construction.

Use this guide when: planning a kitchen, bathroom, basement, addition, major interior reconfiguration, or whole-home renovation.

PROJECT ADDRESS	TARGET START	TARGET COMPLETION

Use this guide as a planning and coordination tool. It is not a substitute for architectural, engineering, legal, permit, contractor, environmental, or other professional advice specific to your project.

Define the Project Goals

Start with the outcome you want, not with a list of finishes. A clear project brief helps prevent scope drift and makes budgeting and design decisions easier.

What are you trying to accomplish?

- | | |
|--|---|
| ☐ Improve functionality or circulation | ☐ Add an addition or expand living space |
| ☐ Modernize an outdated kitchen or bathroom | ☐ Improve accessibility or aging-in-place features |
| ☐ Create additional bedrooms or bathrooms | ☐ Upgrade systems, insulation, or energy performance |
| ☐ Finish or improve a basement | ☐ Prepare the home for resale or rental |
| ☐ Open or reconfigure the floor plan | ☐ Create a cohesive whole-home design |

Project priorities

Top priority:

Second priority:

Must-have outcome:

Nice-to-have outcome:

What should remain unchanged?

SCOPE CONTROL

Separate must-haves from preferences early. If the budget changes, you will know what to protect and what can be simplified, postponed, or removed.

Who is the renovation being designed for?

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|--|--|
| ☐ Current household | ☐ Future buyer |
| ☐ Growing family | ☐ Tenant / rental use |
| ☐ Multigenerational household | ☐ Home office / hybrid work |
| ☐ Aging in place | ☐ Frequent entertaining |

Document Existing Conditions

Before design is finalized, understand the home that already exists. Conditions behind walls, below floors, and within building systems can materially affect scope and cost.

Existing conditions to review

- | | |
|---|---|
| ☐ Verify dimensions and existing floor plan | ☐ Look for water intrusion, moisture, or drainage concerns |
| ☐ Review structural walls, beams, columns, and framing | ☐ Identify uneven floors, settlement, or visible cracking |
| ☐ Evaluate electrical panel capacity and visible wiring | ☐ Confirm ceiling heights and soffits |
| ☐ Review plumbing locations, pressure, and drainage | ☐ Identify hazardous-material testing needs in older homes |
| ☐ Evaluate HVAC equipment, ductwork, and ventilation | ☐ Review utility shutoffs and service locations |
| ☐ Check windows, doors, roof, and exterior envelope where relevant | ☐ Confirm access for demolition and material deliveries |

Existing systems - quick notes

Electrical / panel:

Plumbing:

HVAC:

Structure:

Moisture / drainage:

Other concern:

OLDER HOMES

Older homes may require additional investigation before construction. Hidden electrical, plumbing, structural, insulation, moisture, or hazardous-material conditions can change both scope and sequencing.

Plan the Design & Selections

Design decisions are easier to manage when they are coordinated as one system. Avoid selecting individual finishes in isolation.

Confirm the design framework

- ☐ Final layout and room functions
- ☐ Door and window changes
- ☐ Cabinetry and built-ins
- ☐ Countertops
- ☐ Flooring
- ☐ Tile and backsplash
- ☐ Plumbing fixtures
- ☐ Lighting fixtures
- ☐ Electrical devices and locations
- ☐ Paint colors
- ☐ Hardware
- ☐ Appliances
- ☐ Closet / storage systems
- ☐ Trim and millwork
- ☐ Exterior finishes where applicable

Selection decisions

CATEGORY	SELECTED?	ORDERED?	NOTES
Cabinetry			
Countertops			
Flooring / tile			
Plumbing fixtures			
Lighting			
Appliances			
Hardware / accessories			

DESIGN FREEZE

Set a target date when major layout and finish decisions must be complete. Late selections can affect pricing, lead times, rough-in locations, and the construction schedule.

Build a Realistic Budget

A renovation budget should account for more than the contractor's base construction price. Track the full project cost so the design and scope remain aligned with available funds.

Budget categories

CATEGORY	BUDGET	CURRENT ESTIMATE
Design / architecture	\$	\$
Engineering / surveys	\$	\$
Permits / inspections	\$	\$
Construction labor + materials	\$	\$
Owner-purchased fixtures / appliances	\$	\$
Temporary housing / storage	\$	\$
Contingency	\$	\$
Other	\$	\$
TOTAL	\$	\$

Budget questions

- ☐ Does the budget include demolition and disposal?
- ☐ Are permit and inspection costs accounted for?
- ☐ Are allowances clearly defined?
- ☐ Are owner-purchased items included in the total budget?
- ☐ Is there a contingency for unforeseen conditions?
- ☐ Have taxes, delivery, freight, and installation been considered?
- ☐ Are temporary housing or storage costs needed?
- ☐ Is financing / carrying cost relevant to the project?

ALLOWANCES

An allowance is not a final price. Confirm what quantity, material level, tax, delivery, and installation assumptions are included so selections do not create unexpected overruns.

Plan Procurement & Long-Lead Items

Materials that arrive late can stop work even when the rest of the project is ready. Procurement should be coordinated with the construction sequence, not handled as an afterthought.

Potential long-lead items

- ☐ Custom or semi-custom cabinetry
- ☐ Windows and exterior doors
- ☐ Specialty interior doors
- ☐ Appliances
- ☐ Plumbing fixtures
- ☐ Decorative lighting
- ☐ Tile / specialty stone
- ☐ Countertop slabs
- ☐ Custom glass / shower enclosures
- ☐ Hardware
- ☐ HVAC equipment
- ☐ Electrical equipment / specialty devices
- ☐ Millwork and built-ins
- ☐ Special-order flooring

Procurement tracker

ITEM	ORDER BY	ETA	RESPONSIBLE
Cabinetry			
Windows / doors			
Appliances			
Plumbing			
Lighting			
Tile / stone			
Other			

VERIFY BEFORE ORDERING

Confirm model numbers, dimensions, rough-in requirements, finishes, quantities, lead times, return policies, storage needs, and who is responsible for inspecting deliveries.

Prepare for Construction

Once the design and scope are aligned, convert the plan into a construction-ready package. The clearer the preconstruction phase, the easier it is to manage work in the field.

Before construction begins

- | | |
|--|--|
| ☐ Final scope of work is written and understood | ☐ Long-lead materials are ordered |
| ☐ Plans / drawings are complete enough for the work | ☐ Site protection and access plan is established |
| ☐ Required permits are identified or issued | ☐ Temporary housing plan is confirmed if needed |
| ☐ Contract and payment schedule are signed | ☐ Utility shutdowns / temporary services are coordinated |
| ☐ Insurance documentation has been reviewed | ☐ Neighbor / HOA requirements are addressed if applicable |
| ☐ Selections and allowances are documented | ☐ Communication and approval process is defined |

Key contacts

Owner / decision maker:

Designer / architect:

Contractor / superintendent:

Engineer / specialist:

Permit / inspection contact:

Other:

DECISION AUTHORITY

Identify who can approve field changes, added cost, substitutions, and schedule impacts. A clear approval path reduces delays and conflicting instructions.

Manage the Construction Phase

Renovation is dynamic. A strong management process keeps decisions, changes, documentation, and expectations organized while work is underway.

Recommended communication rhythm

WEEKLY SITE UPDATE Progress completed, work ahead, open decisions, and schedule issues.	AS NEEDED DECISION LOG Track selections, substitutions, approvals, and due dates.	BEFORE WORK CHANGE REVIEW Document scope, cost, and schedule impact before added work proceeds.
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Construction management checklist

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|---|---|
| ☐ Track progress against the current schedule | ☐ Track allowances against actual selections |
| ☐ Photograph concealed work before walls close | ☐ Maintain a running punch / issue list |
| ☐ Document owner decisions and approvals | ☐ Verify inspections occur at required stages |
| ☐ Review change orders before work proceeds | ☐ Protect completed finishes as work progresses |
| ☐ Confirm material substitutions in writing | ☐ Plan final cleaning, commissioning, and closeout |

Change-order checkpoint

Requested change: _____

Reason for change: _____

Added / reduced cost: _____

Schedule impact: _____

Approved by / date: _____

DO NOT RELY ON VERBAL CHANGES

A change should describe what is changing, the price adjustment, and any schedule impact. Written documentation protects both the owner and the construction team.

Project Readiness Check

Use this final page before authorizing construction. A project does not have to be perfect, but major unknowns should be identified and assigned to someone before work begins.

AREA	READINESS STATEMENT	YES	NEEDS WORK
Scope	The renovation goals and included work are clearly defined.	☐	☐
Existing conditions	Major systems and visible site conditions have been reviewed.	☐	☐
Design	Layout, details, and key selections are sufficiently resolved.	☐	☐
Budget	The total budget includes soft costs, owner purchases, and contingency.	☐	☐
Procurement	Long-lead items have been identified and ordering dates are known.	☐	☐
Approvals	Required permits, HOA approvals, or other authorizations are understood.	☐	☐
Contract	Scope, payment, insurance, and change procedures are documented.	☐	☐
Schedule	Target dates, access, temporary housing, and sequencing are understood.	☐	☐

Final notes / next actions

READY TO MOVE FORWARD?

A thoughtful renovation starts with clear priorities, coordinated design, realistic cost planning, timely procurement, and a construction process built around documented decisions.

HAUS 121 brings renovation, design, and project planning together under one standard of thoughtful execution and lasting value.

START A RENOVATION CONVERSATION