

## **SAM Conveyancing's Building an Extension Checklist**

1. Form a clear vision of what you want to achieve – more space, increase your property's value?
2. Plan your budget and factor in a buffer or contingency fund for unexpected costs.
3. Contact your local planning authority to understand if any restrictions are in place for your property.
4. Check to see if the work you are planning falls under permitted development rights.
5. Contact any relevant utility companies to see if gas, electricity, or sewage lines could disrupt the construction.
6. Get a Water and Drainage Search.
7. Communicate with your neighbour(s) to avoid potential future conflicts.
8. Make a planning application online through the Planning Portal.
9. Instruct an architect or structural engineer to draw up the plans. For smaller builds, an experienced builder might be able to do this.
10. For larger projects, hire an architect to help design the build.
11. Gather quotes from contractors for the work and choose the best one.
12. Decide whether you will manage the project yourself or hire a Project Manager to handle the build.
13. Provide the main contractor or Project Manager with a schedule of works and a specification document.
14. Agree upon and sign a contract for the work. Tip: include staged payments instead of one lump sum.
15. Will you live on-site during construction or find temporary accommodation? If the property is left vacant, you will need unoccupied buildings insurance.
16. Once work is completed, note every defect that you find such as cracks, gaps in sealant, electrical faults, or tiling mistakes. Report these to the main contractor to ensure it's addressed.
17. Enjoy your extension!