Checklists

Before You Renovate: Project Readiness Checklist

Reviewed: 18 October 2026

Before obtaining detailed designs or construction prices, establish a basic picture of the project. These prompts help organise what is known, what remains uncertain and which questions need professional input.

Use these questions to organise your enquiries. Checking every box does not establish suitability or feasibility.

Your objectives

- ☐ Have you clearly identified what you want to achieve and why?
- ☐ Have you distinguished essential requirements from optional features?

Existing conditions

- ☐ Do you have accurate information about the existing property and building?
- ☐ Have significant structural, service and access uncertainties been identified?

Planning and approvals

- ☐ Have you checked relevant planning controls and likely approval requirements?
- ☐ Do you understand which investigations or approvals may need to happen first?

Budget and timing

- ☐ Does your preliminary budget consider consultants, permits, investigations and contingency?
- ☐ Have you considered the effect of approval and construction uncertainties on timing?

Project responsibilities

- ☐ Do you know which professionals may be needed and when?
- ☐ Have you identified who will coordinate information and decisions as the project progresses?

Sources: Building and Plumbing Commission — Agreements and contracts; Planning Victoria — Using VicPlan; Consumer Affairs Victoria — Due diligence checklist - for home and residential property buyers

Before committing: The purpose is not to eliminate uncertainty. It is to recognise the issues that may affect whether the project is realistic, how it should proceed and what it may cost.

Permit responsibilities should also be clearly documented when engaging professionals.

A starting point for project preparation, not confirmation of feasibility.

References & Further Reading

Building and Plumbing Commission — Agreements and contracts

Planning Victoria — Using VicPlan

Consumer Affairs Victoria — Due diligence checklist - for home and residential property buyers

General information

This resource provides general educational information, not a property-specific assessment or legal, architectural, engineering, building inspection or planning approval advice. Circumstances differ and requirements can change. It does not establish development feasibility or complete due diligence; seek appropriate specialist advice for your circumstances.

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