



COMMERCIAL PROJECT PLANNING CHECKLIST

Professional Pre-Construction & Project Planning Review

Use this checklist to organize planning requirements before starting a commercial project.

Project Name: _____	Client: _____
Location: _____	Date: _____
Prepared By: _____	Reference No.: _____

A PROJECT BASICS

- Project name and description defined
- Commercial project type identified (office / retail / mixed-use / warehouse / other)
- Client goals and business requirements documented
- Site location confirmed
- Plot size and dimensions available
- Target budget range defined
- Target completion timeline defined
- Project stakeholders identified

B SITE & FEASIBILITY REVIEW

- Site ownership / legal status verified
- Zoning and land-use compliance checked
- Site access and road connectivity reviewed
- Utility availability reviewed (electricity, water, sewerage)
- Topography / land level reviewed
- Soil testing requirement identified
- Land survey requirement identified
- Environmental or surrounding constraints reviewed

C PLANNING & DESIGN REQUIREMENTS

- Space requirements / area program prepared
- Functional layout needs defined
- Parking requirements reviewed
- Circulation and access planning considered
- Fire safety and emergency access considered
- Architectural design brief prepared
- Structural design requirements identified
- MEP requirements considered
- Vastu / directional preferences (if applicable) noted
- 3D exterior visualization required?
- 3D interior visualization required?

D REGULATORY & DOCUMENTATION

- Required approvals identified
- Municipal / authority submission requirements reviewed
- Building by-laws reviewed
- Setback requirements checked
- Height and coverage limits checked
- Required drawings list prepared
- NOCs / permissions required identified
- Documentation file complete?

E COST, SCHEDULE & EXECUTION PLANNING

- Preliminary cost estimation required
- BOQ / quantity takeoff required
- Cash flow / budget planning reviewed
- Project execution sequence planned
- Procurement requirements identified
- Contractor / consultant requirements noted
- Primavera / project schedule needed?
- Construction start readiness reviewed
- Key risks and mitigation notes recorded

F FINAL REVIEW

- Priority action items listed
- Missing information identified
- Planning status: Ready / Needs Review / Pending Approval
 Ready Needs Review Pending Approval
- Final remarks _____

NOTES / REMARKS

CLIENT SIGNATURE _____
Name: _____ Date: _____

CONSULTANT SIGNATURE _____
Name: _____ Date: _____

