

FLOW CHART OF A FLIP WITHOUT A GC

Walk the property and assess all seeable damage

1. Measure & Order Plans for Remodel or Addition Construction if permitted.
 - a. Small projects can be done without CAD plans, sketches are usually enough
2. Order Utility Services
 - a. Gas
 - b. Electrical
 - c. Water/Sewer
3. Schedule Structural Engineer & Repair foundation as needed
 - a. Order plumbing pressure test
4. Exterior & Interior Demolition can begin simultaneously prior to obtaining Permit
 - a. Permit-Order Dumpster in place
 - b. No Permit-Hide Trash in Garage or under tarps- hire out trash pickup
5. Framing
 - a. Remove load bearing walls & install headers or LVLs per design
 - b. Remove or replace interior/exterior doors as needed
 - c. Coordinate w/ Windows for any enlargements or enclosures as needed
 - d. Frame in any showers or built-ins as needed
 - e. Green Tag- 1st Draw Pay – upon measure & order
 - i. Permit - hold retainer until Final Project Green Tag Windows
 - ii. No Permit - pay after install
6. Insulation
 - a. Install Wall batting or foam Insulation as needed
 - b. Blow-in or foam attic insulation
 - c. Install baffling or radiant barrier if required by city
 - d. Green Tag – Final Pay
7. Plumbing – license required **
 - a. Contract and materials Deposit
 - b. Concrete chipped or trenches dug as needed
 - i. large areas require Concrete Cutting Company
 - ii. small areas usually chipped by plumber
 - c. Install, repair or replace shut off valves
 - d. Install, repair or replace leaks, interior and exterior
 - e. Underground pipes laid
 - i. Rough- Underground inspection
 - ii. Green Tag – 1st Draw pay
 - f. Concrete closed. Pipes in walls
 - i. Rough – Above floor inspection
 - ii. Green Tag – 2nd Draw pay
8. Electrical – license required **
 - a. Contract and materials Deposit
 - b. Concrete chipped or sheetrock removed as needed
 - i. Production crew replaces concrete and/or sheetrock
 - b. Change or move electrical panel as required
 - c. New wire ran, new or moved plugs & switches
 - d. Electrical rough in inspection
 - i. Green Tag – 1st Draw pay

8. Mechanical – license required**
 - a. Contract and materials Deposit pay
 - b. Duct work moved or replaced as needed
 - c. Rough in for units installed if needed
 - d. Green Tag –1st Draw pay
 - e. HVAC units installed or replaced as needed
 - f. Bathroom/Ventahood vents installed as needed
 - g. Green Tag – 2nd Draw pay
9. Windows
 - a. Install New Windows
 - b. Green Tag – Final Pay
 - c. OR repair/replace new or retrofit windows per plan
 - d. No city inspection necessary. Final Pay upon completion
10. Production Crew
 - a. Close all walls per plans with sheetrock
 - b. Fix any cracks as needed
 - c. Texture all surfaces to match
 - d. Paint ceilings
 - e. Paint walls
 - f. Paint doors, window sills
12. Cabinets
 - a. Order Cabinets as needed
 - i. Pay full order directly or Materials Deposit to Contractor
 - b. Install or repair/paint cabinets as needed in kitchen
 - c. Install or repair/paint bathroom vanities as needed
 - d. No city inspection. Final Pay upon completion
11. Countertops
 - a. Select and order countertops
 - b. 1st Draw Pay
 - c. Install Kitchen Countertops
 - d. Install undermount or drop in sinks
 - e. No City inspections. Final Pay upon completion
12. Ceramic Tile
 - a. Select and Pay for tile & supplies directly or Materials Deposit to Contractor
 - b. Install 1/4" hardiboard over wood floor areas as needed
 - c. Install, repair or replace kitchen, utility, bathroom floors
 - d. Grout in all Floors
 - e. 1st Draw Pay
 - f. Install, repair or replace ½" hardiboard in shower surround areas
 - g. Install, repair or replace shower surrounds w/glass insets and shelves as needed
 - h. Install, repair or replace backsplash in kitchen
 - i. Grout all wall areas
 - j. Final Draw upon completion

13. Plumbing

- a. Trim out all sink/shower/tub faucets
- b. Install toilets
- c. Check for leaks and repair as needed
- d. Green Tag – 3rd Draw - hold back \$500 for Final Project Green Tag

14. Wood/Laminate Floors

- a. Order Flooring & supplies directly or Materials Deposit to Contractor
- b. Install, repair or replace traffic area floors
- c. No City inspections. Final Pay upon completion

15. Baseboards

- a. Order baseboards directly or pay Materials Deposit to Contractor
- b. Prime and install baseboards
- c. Caulk and paint baseboards
- d. No city inspections. Final Pay upon completion

16. Carpet

- d. Order carpet directly or Materials Deposit to Contractor
- e. Install, repair or replace bedroom floors
- f. No City inspections. Final Pay upon completion

17. Electrical

- a. Hang lights/smoke detectors & trim out as needed
- b. Final Inspection
- c. Green tag- 3rd Draw – hold back \$500 for Final Project Green Tag

18. Production Crew

- a. Touch up paint all dings on walls, etc
- b. Touch up any doors, trim.
- c. Epoxy paint garage floor if needed
- d. Epoxy paint front and rear patio slabs if needed

19. Landscaping

- a. Remove any trash or nails left
- b. Till/sod and install plants/mulch as needed

20. Final – You act as General Contractor

- e. Blue tape inspection
 - i. Clearly indicate any deficiencies
 - ii. Schedule repairs and touchups
 - iii. Order Final Inspection from City
 - iv. Green Tag - Pay all outstanding invoices and holdback