

ADU construction records checklist

Use these prompts when you talk with your project team. Keep technical findings and official approvals with the people qualified to provide them.

Project / address: _____ Date: _____

- ☐ Save the agreement and current drawings.
- ☐ Connect invoices and payments to the agreed work.
- ☐ Record approved changes and allowance adjustments.
- ☐ Keep any Preliminary Notices and related correspondence.
- ☐ Track upcoming Owner decisions and unresolved questions.

Notes and questions for your project team

Educational prompts, not a technical inspection or legal review. Confirm project requirements with your team and the responsible agency.