# NEW PRACTICE CHECKLIST

## WHO'S INVOLVED:

<table>
<thead>
<tr>
<th>Doctor</th>
<th>Equipment Partner</th>
<th>General Contractor</th>
<th>Architect/Designer</th>
<th>Insurance Partner</th>
<th>Banker/Financial Accountant</th>
<th>Real Estate Broker</th>
</tr>
</thead>
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## CREATE A BUSINESS PLAN

### What is Your Mission Statement?

- [ ] Yes

## GETTING STARTED

### Build Your Team

- [ ] Yes

### Financing:
- Pre-Approval
- Commitment Letter

### Site-Selection:
- Demographics
- Population
- Growth
- Income Characteristics

### Pre-Inspection:
- HVAC
- Electrical
- Mechanical
- Building Services
- Signage
- Parking
- Interview Contractor/Designer

### Zoning:
- Permitted Use
- Parking
- Other By-laws

### Insurance

- [ ] Yes

### Preliminary Plan:
- Request Floor and Site Plan from Landlord
- Design Work

## CONSTRUCTION PROCESS

### Bid Process:
- Award Bid (selection of General Contractor)

### Discussion with Equipment Provider:
- Finalize Equipment Order/Purchase Agreement

### Prepare Construction Documents:
- Coordination Between Equipment Manufacturer/Architect
- Signage
- Landlord Approval of Plans (design, signage, etc.)
- Apply for Permits

### Notice Period (if applicable):
- Inspection & Verification of Landlord's Work

### Construction Begins:
- General Contractor to Manage Process
- Installation of Equipment

## PREPARING TO OPEN

### Pre-Marketing Activities

- [ ] Yes

### Inventory

- [ ] Yes

### Opening Day

- [ ] Yes