

# NEW PRACTICE CHECKLIST

## WHO'S INVOLVED:

Doctor

Equipment  
Partner

General  
Contractor

Architect/  
Designer

Insurance  
Partner

Banker/  
Financial  
Accountant

Real Estate  
Broker

## CREATE A BUSINESS PLAN

What is Your Mission Statement?



## GETTING STARTED

Build Your Team



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



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



Inventory



Opening Day

