LEASE TIMELINE

Task	Timeline (1–28)
Define your requirements	1–2
Meet with managers, department heads, broker	1–2
Contact architect	1–2
Find available properties	2–3
Tour possible properties	2–3
Make proposals, open negotiations	3–4
Begin planning space	3–5
Get cost estimates	3–5
Review counteroffers	4–6
Review space plans, estimates	4–6
Lease contract negotiations	6–9
Architect creates official working plans	8–11
Architect discusses plans with contractor	8–11
Submit plans to landlord	8–11
Apply for permits	11–17
Begin required engineering	11–17
Retail construction	14–26
Office remodeling	14–20
Industrial/Warehouse build-out	14–18