Site Visit Field Notes

Capture what you see and what needs checking.

Use during a site walk to organize observations, household priorities and follow-up questions.

Visit date	Site contact	Photo folder

CHECK / NOTE / ASK

- [ ] **Approach and arrival**
  Note access, steps, parking and visible overhead constraints.
- [ ] **Plot edges**
  Photograph visible edges; confirm boundaries from reliable records.
- [ ] **Levels and low points**
  Record clues and flag where a measured level survey is needed.
- [ ] **Water and drainage clues**
  Mark stains or pooling without diagnosing the cause.
- [ ] **Visible utilities**
  List meters and pipes for provider or professional verification.
- [ ] **Neighbour context**
  Note adjacent openings, walls, trees and activity.
- [ ] **Existing building condition**
  Photograph concerns and request qualified assessment if needed.
- [ ] **Household priorities**
  Capture needs, preferences and decisions still open.

Print this sheet or fill it in a PDF app. Keep observations separate from decisions.

Preparation worksheet; project-specific review still required.

Turn notes into next steps.

Use one row per decision or observation. Add a photo/drawing reference where useful.

Item	Observation or question	Next step

AT YOUR NEXT MEETING

01 Which observations need a measured survey?

02 Which records should I provide next?

03 Who should review the visible condition concerns?

READ THE GUIDE / CHECK THE SOURCES

BIS: National Building Code of India 2016 overview

Bengaluru Building Plan Approval System

Ready to discuss your home?

Request a quotation at arkline.studio/quote/