



# National Association of State Contractors Licensing Agencies

## Consumer Checklist for Hiring a Contractor

When planning a project that requires you to hire a contractor, from the smallest paint job to a major remodel, follow this checklist to make sure you've done everything you need to for your project.

- Plan your project carefully.
- Get three written estimates for the job.
- Verify the license of all contractors and subcontractors through your State Licensing Board.
- Check for a permanent place of business, telephone number, and tax I.D. number for your contractor
- Get three local references from the contractor you are considering, contact them and ask questions.
- Request of list of subcontractors if any are to be used.
- Draw up a written contract.
- Read the entire contract and understand all the terms and conditions.
- Make sure the contract is specific, including details about start dates, finish dates, materials, colors, brands and models.
- Obtain the appropriate building permits and make sure your project is in compliance with city and county codes.
- Make frequent inspections of the work as it is being done.
- Put all changes or additions to your contract in writing.
- Pay as significant work is completed.
- Request a complete lien release before making a final payment.
- Keep all copies of documents and correspondence.

National Association of State  
Contractors Licensing Agencies  
23309 North 17th Drive, Unit 110  
Phoenix, AZ 85027

Phone: 623-587-9354  
Fax: 623-587-9625  
E-mail: [info@nascla.org](mailto:info@nascla.org)  
[www.nascla.org](http://www.nascla.org)