

## Questions to ask when you are hiring a contractor

- **Are they licensed, bonded, and insured?** These are very important questions to ask because contractors must meet certain requirements to become a licensed contractor. In many cases a test is required to prove they have the necessary knowledge to be doing the work they are licensed for.
- **Length of experience?** Are they a well established contractor with plenty of experience behind them? This often times can mean a difference in the time it takes from obtaining required permits all the way to job completion.
- **Can they provide references?** Always ask for and check references provided from a contractor. If they can't provide references there may be good reasons why they can't. This can also give peace of mind to those hiring the contractor in knowing that others have had a good experience and were satisfied.

**Don't forget to contact the City of Sheridan Building Division to verify your contractor is licensed, bonded, and insured.**

**City of Sheridan Building Division  
55 Grinnell Plaza  
Sheridan, WY  
307-674-5941**

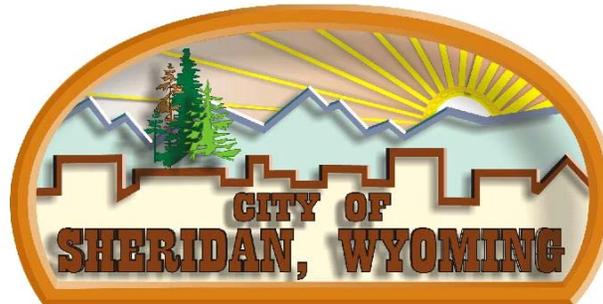


**Be sure to verify that your contractor is licensed.**

**Contact the City of Sheridan Building Inspection Division**

**307-674-5941**

*The language of this brochure is for informational purposes only and does not provide legal advice. Information in this brochure is subject to change.*



Building Department  
55 Grinnell Plaza  
PO Box 848  
Sheridan, WY 82801  
Phone: 307-674-5941  
Fax: 307-672-0045  
[www.city-sheridan-wy.com](http://www.city-sheridan-wy.com)



**Tips For Hiring a Contractor**

Who do you want building for you?

City of Sheridan  
Building Department  
Tel: 307-674-5941



### Avoid any contractor who:

- Arrives in an unmarked truck or van;
- Asks you to sign an estimate or authorization before you have decided to actually hire them;
- Appears to be willing to do the job at an unusually low price;
- Only provides a post office box for their business address;
- Requires full or substantial payment before work begins;
- Refuse to provide you with a written estimate or contract;
- Refuses to provide you with a license number issued by the City of Sheridan
- Refuses to provide you with references
- Shows up at your door unsolicited or
- Uses high pressure sales tactics;
- Does not provide a business card with a physical address, mailing address, contact persons name and phone numbers

## Five Consumer Mistakes When Hiring a Contractor:

A successful building or remodeling project requires careful planning and attention to detail. Below are the top five most common mistakes made in a construction project:

1. **Automatically accepting the lowest bid.** The old saying, “you get what you pay for,” generally applies here. A higher bid may be worth the price in better materials, workmanship, and reliability.
2. **No written contract.** A written contract protects you and the contractor. It is recommended that all agreements, including all changes to the original contract, be in writing.
3. **Not checking the contractor’s license.** It is a City of Sheridan ordinance (law) that contractors must be licensed to conduct work within the City limits. A license is required for any contractor that constructs, alters, moves, enlarges, repairs, repairs or demolishes a structure. Replacement, repair or maintenance of equipment or changing the use or occupancy of a building may also require a licensed contractor.
4. **Not checking references.** Check with previous customers. Were they satisfied with the work? Was the work finished within a reasonable time frame? If the person had problems with the contractor’s work, ask how the contractor responded to complaints. Look at examples of the contractor’s work.
5. **Not doing the homework.** Plan your project carefully. Consider your budget. Find pictures of styles and products, write down brand names and models. Show them to your contractor. “High quality faucets” or “ivory paint” may mean something different to you and your contractor. Walk with your contractor through a finished project and explain what you like and don’t like. Get accurate plans or blueprints and make sure then show your project accurately.

**Before signing a contract, read the contract, *even the small print*. Make sure it includes the following:**

- A detailed summary of the work to be done;
- A description of materials;
- A provision that a written agreement will be signed by both parties should changes by either party be made to the original plan;
- The total contract price or how the price will be calculated; and
- Specific timelines and provisions that address what will happen if the contractor fails to meet the contractual deadlines

### Documents that you should obtain and retain:

- A copy of the signed contract
- A copy of the building permit
- A copy of the approved plans
- Have the contractor contact his insurance agent and have them mail you a Certificate of Liability Insurance with you named as the “Certificate Holder”

