

## Questions to ask when 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 oftentimes 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 cannot 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 positive 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 Division**

**307-674-5941**

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



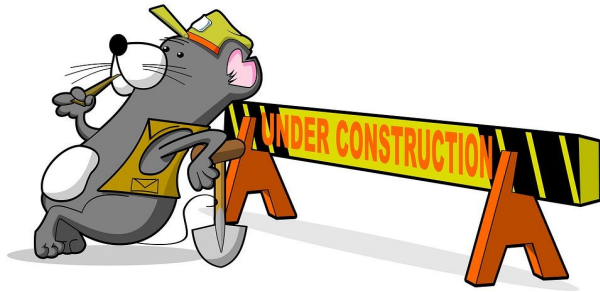
Building Department  
55 Grinnell Plaza  
PO Box 848  
Sheridan, WY 82801  
Phone: (307) 674-5941  
Fax: (307) 672-0045  
[www.sheridanwy.gov](http://www.sheridanwy.gov)



## 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;
- Refuses 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 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 person's 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 City limits. A license is required for any contractor that constructs, alters, moves, enlarges, repairs, or demolishes a structure.
4. **Not checking references.** Check with previous customers. Were they satisfied with the work? Was the work finished within a reasonable time frame? Did the contractor return phone calls? If the person had problems with the contractor's work, ask how the contractor responded to the complaints.
5. **Not doing the homework.** Plan your project carefully. Consider your budget. "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 dislike. Get accurate plans or blueprints and make sure they 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 any changes by either party be made to the original plan
- The total contract prices 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 or expectations.

## 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 mail you a Certificate of Liability Insurance with you named as the "Certificate Holder."

