

Plan a successful construction project



Do your homework...

- 1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
- 2. Verify that the contractor's license is active and check the complaint history at www.oregon.gov/ccb or call 503-378-4621.
- 3. Ask for, and check references. Look at other jobs the contractor has completed.

Ask the contractor questions...

- 1. Do they have the experience and expertise to do the work you want done?
- 2. Who will do the actual work: the contractor, subcontractors or employees?
- 3. Who will get the permits?
- 4. How many other jobs will the contractor be working on at the same time as yours?
- 5. What written warranties are offered?
- 6. Who can I call if I have questions or concerns during the project?



Ask yourself...

- 1. Can I communicate with this contractor?
- 2. Does this contractor seem honest?
- 3. Do I have reasonable expectations, including being prepared for unexpected costs and delays?

A carefully written contract includes at least...

- 1. A list of materials to be used including quality, quantity, weight, color, size, brand names, etc.
- 2. A list of allowance items and the budgeted amount. An allowance is an amount allocated to buy items not yet selected. When these items (such as light fixtures) exceed the allowance, the homeowner pays the additional amount.
- 3. A list of permits and who will get them.
- 4. A payment schedule. Agree in advance to a payment schedule that coincides with work completed. Don't pay for everything up front.
- 5. An agreement that all "change orders" will be signed by the contractor and the homeowner. All change orders will be dated, and will include the nature and cost of the change. The change will include who is responsible for any additional cost.
- 6. Workmanship warranties and specifically what they cover.
- 7. Copies of the CCB required residential construction notices.
- 8. Start and completion dates.
- 9. The total price.
- 10. Contractors name, contact information and CCB number.
- 11. Address of the jobsite.

Construction Contractors Board

PO Box 14140

Salem, OR 97309

503-378-4621

www.oregon.gov/ccb

