

INSPECTION DEPARTMENT

BUILDING
HEATING
PLUMBING
ELECTRICAL
ZONING
SANITATION
ENVIRONMENTAL PROTECTION
ORDINANCE ENFORCEMENT



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HIRING A CONTRACTOR

Things to consider **before** hiring a contractor for any work - or emergency / disaster work
Get more than one quote / estimate, three is a good number.

- ❖ **Check your contractor**
 - A. Credentials – state licenses (see below)
 - B. Insurance – both liability and for poor workmanship
 - 1. Call the insurance company to verify the policy
 - C. Past Customers – call them
 - D. Better Business Bureau – 248-223-9400 – www.easternmichiganbbb.org
- ❖ **Never pay for the entire job :**
 - A. Before the work begins (a material deposit may be ok)
 - B. Until all work is completed – inspected and approved
- ❖ **Have a valid written contract**
 - A. This should spell out:
 - 1. Scope of the work
 - 2. Materials
 - 3. Time Frame to complete
 - B. Have your attorney review the document
- ❖ **Obtain permits as required**
 - A. Contractor should obtain permits (not homeowner) if they are doing the work
 - B. Call Inspection at 734-466-2580 for questions with types of permits that may be needed
- ❖ **Licenses may be verified by either:**
 - A. Calling the State Department of Licensing and Regulatory Affairs (LARA) at 517-373-8376
 - B. State Website for:
 - 1. Trades: (Electrical, Plumbing, Heating/Cooling) – www7.dleg.state.mi.us/bclicense
 - 2. Builders and Salespersons – www2.dleg.state.mi.us/colalicverify
- ❖ **Other Resources**
 - A. There are several articles on checking credentials, construction, your homeowners insurance, and other helpful topics at Glenn Haegel's (America's Master Handyman) – website: www.masterhandyman.com
 - B. Attorney General, Bill Schuette – website: www.michigan.gov/ag- Click on the consumers protection tab and then look at recent consumer alerts. Several helpful ones are:
 - 1. Building and remodeling – advice for homeowners
 - 2. Contract cancellation