

Now that I've Selected My Contractor:

- Ask the contractor for references.
- Check other work done by the contractor for whom he or she has previously performed.
- Confirm how long the contractor has been in the business.
- Check with local suppliers on the contractor's reputation.
- Check with the local building department on the contractor's status to pull permits
- Check Online reviews from reputable sources and take note of specific topics on repeated complaints.

Warning... A Few Extra Tidbits

• Avoid any contractor who requires large advance payments. • Arrange to pay the contractor after the work is completed and according to a payment schedule. • The payments should reflect approximately the work that has been done. • Avoid paying in cash. Payment by check will be a record of your payment. • Make all payments by check to the company contracted to do the work, not to "cash" or a person's name. • Do not sign a completion certificate unless all the work is completed according to the contract, your satisfaction and an approved, final inspection has been performed by the applicable building department. • If the direct contract is greater than \$2500, a Notice of Commencement must be filed by the homeowner of contractor. Failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before your Notice of Commencement. A recorded copy of the Notice of Commencement must be posted at the job-site.

An established network of law enforcement agencies routinely partner with the Broward County Contractor Licensing and Enforcement Investigations Unit throughout Broward County. The law enforcement agencies are well versed in responding to contractor licensing investigative cases for prosecution to the fullest extent of the allowable law. Typically, your residency determines which law enforcement agency would be involved to assist as well as the location you may need to file a police report to initiate a complaint against the contractor in question.



Building Code Services Division Contractor Licensing and Enforcement Program

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1,000 copies of this public document were promulgated at a gross cost of \$339, and \$0.339, per copy to inform the public about services by the Contractor Licensing and Enforcement Program per County.



Contractor Licensing and Enforcement

Hire Only
Licensed Contractors





Which Contractor Should I Select?

Have several contractors provide you with a written, detailed estimate of your project, specifying such items as the quality and type of materials.

Obtain in writing how long the job will take to finish and total cost.

Be suspicious of a contractor who offers the fastest, cheapest job on a "you must act now" basis. This may be an indication of using inferior materials, cutting corners, jobs taking too long, or even not being able to complete.

Be suspicious of an all cash deal for a discount price. You should never be asked to pay for the job before the work is completed.

No matter how small the job, always get the proposal, contract or agreement in writing.

Be wary if you are asked to obtain the building permit. A licensed contractor who is in good standing will always obtain the permit and will share this information with you.

Obtain a current copy of the contractor's insurance, including workman's compensation, property damage and liability. Read them carefully, including the fine print. If you don't understand the contract, before you sign or pay any money seek help, such as from an attorney.



The Contract Should Include the Following:

Contractor's name, address, telephone number and Certificate of Competency or State Contractor's license number.

Detail of quality, types of material and a detailed description of the work to be done.

The completion date of the work to be performed and a payment schedule.

A notarized Release of Lien will be provided to the customer by the contractor, subcontractors and suppliers of materials attesting that the contractor has paid all subcontractors and suppliers of materials for their services up to any payment being paid.

The contractor will obtain all necessary building permits if applicable.

If the contractor is paid more than 10% of the contract price at the time of signing, then the contractor must apply for all permits within 30 days of receiving the funds. Work must be started within 30 days after all permits are obtained.

Make sure that all construction debris is removed by the contractor.

How to Verify the Status of a Contractor's License:

Contractors are required to be licensed. To conduct business in Broward County, a contractor must either hold a current Broward County license or a State of Florida license valid for the specific trade he or she is approved to perform. To verify local licensing information or to access complaint information, visit our website at broward.org/building and click on the "Contractors" menu tab. You could also email us at BCSDCL@broward.org or call us at 954-765-4400.

State licensing information and complaints should be directed to the Florida Department of Business and Professional Regulation (DPBR) at myfloridalicense.com or call 954-917-1330.

Research any complaint history that may exist against a contractor and determine if his or her license has ever been revoked or suspended.

