



City of Southlake

TIPS ON CONTRACTOR SELECTION

When selecting a contractor to perform work, the follow list of items may be considered to assist you in process. A little advance work can go a long way to prevent hiring an undesirable contractor and unpleasant results.

- Consider getting at least three (3) written bids on a project and examine the scope of work covered, warranties, exclusions, etc.
- Never pay for a project in advance. Be wary of any contractor requesting total payment up front prior to any work being started. A small retainer fee or payment for materials may be appropriate.
- Never use a contractor who advises that permits or inspections are not required. Be aware of contractors who intend to perform work that does not comply with established standards.
- Be especially wary of contractors suggesting that the property owner obtain the necessary permits for their work. The property owner then becomes responsible for the work. Contractors will do this to relieve themselves of responsibility.
- Verify that the contractor is licensed by asking them to produce credentials. The State of Texas requires that Electricians, Plumbers, Heating and Air Conditioning contractors, and Irrigation contractors must be licensed. They must carry a license on their person and their vehicles must be identified with their state license number affixed to the vehicle.
- General contractors must be registered with the City before doing any work. Contact Building Inspections to ascertain such information.
- Ask for a list of work previously performed that are similar to your project. Ask for references and check them.
- Verify the contractor's place of business by driving there and observe the site for anything unusual that may be cause for concern.
- Check with the Better Business Bureau for any complaint records on your contractor.
- Before the project begins, insist on seeing the permit issued by the City. During the course of construction, monitor your contactor's inspection records. This will protect you from being responsible for code violations and ensure project completion.

This is not an all-inclusive list. Ask lots of questions and if the answers sound suspicious, investigate further.

BUILDING INSPECTIONS

1400 Main St., Ste. 250 – Southlake, Texas 76092 - (817) 748-8237 or 8236 – FAX (817) 748-8241
Building Inspection Request Line (817) 748-8214 www.ci.southlake.tx.us