

# “Permit Us...”

## PRESENTS – Contracting with a Contractor Your Contract should include...

This tip of from the Sayre Code Agency suggests what should be written into the contract. You've found the contractor you want to do your work, you are ready to sign a written contract. The written contract should include:

- 1) Contractor's name, address, phone number and state registration number
- 2) What work is to be done?
- 3) Who supplies the materials?
  - a) What are the costs of the materials?
- 4) Labor costs
- 5) Payment schedule (many times a contractor will ask for a percentage of the total costs to be paid at the time the contract has been signed so that they can buy materials. State mandate is 1/3 down, 1/3 half-way through and 1/3 upon successful completion of the project.)
- 6) Who is responsible for obtaining a building permit if one is necessary? No building permit may be issued on the day the application is given to the Code Office, please plan ahead!
  - a) Who is responsible for contacting the Code Office when ready for required inspections?
- 7) Who is responsible for removing any debris created by the project?
- 8) The project's estimated start date and project's estimated completion date.
  - a) Weather plays a major factor in many project completion dates, so please be understanding of the contractor's situation if weather has influenced this date.
  - b) You may want to include in the contract what happens if the project has not been completed after a reasonable time beyond the completion date.
- 9) How change orders will be handled (if necessary)?
- 10) Warranties
- 11) A written statement of your right to cancel within three days if not signed at Contractor's place of business. You should receive two copies. One copy to keep in your files and one to submit to the contractor.

**REMEMBER: GET THE CONTRACT IN WRITING!**  
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