

REVIEW

- 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 amount of work that has been completed.
- 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 contract, your satisfaction, and a final inspection has been performed by the Local Building Department.

HOW TO FILE A COMPLAINT AGAINST A LICENSED CONTRACTOR;

- **FOR LOCALLY LICENSED:**
To file a complaint against any local contractor licensed by the Volusia County Contractor Licensing Board at 386-736-5957
- **FOR STATE LICENSED:**
To file a complaint against any contractor licensed by the State of Florida, call 954-917-1330.



Building and Zoning Services
City of Deltona
386-878-8650
www.deltonafl.gov
Monday—Friday 8am—5pm

Designed and created by: Steve Roland



City of Deltona
Building and Zoning Services

HOW TO CHOOSE A CONTRACTOR

HOME IMPROVEMENTS AND REPAIRS CAN POSE MANY PROBLEMS FOR HOMEOWNERS. THE GENERAL GUIDELINES AND CAUTIONS SHOWN HERE CAN ASSIST THE HOMEOWNER WITH HIRING A LICENSED CONTRACTOR.



HOW TO CHECK ON A LICENSED CONTRACTOR

- Contact **Volusia County Contractor Licensing Board** at 386-736-5957 for local licensing and complaint information.
- Contact **Department of Business and Professional Regulation**, 954-917-1330, for State licensing and complaint information.

Following the background check, request from the contractor:

- How long the contractor has been in business.
- At least 2 –3 references.
- Check the references.
- Check with the Building and Zoning Services on the contractor's status to pull permits.



WHAT TO LOOK FOR IN A CONTRACTOR?

- Have several contractors provide a written estimate of what you want done, specifying such items as the quality, type of material specifications, the date the job is to start, how long the job will take to finish and the total cost.
- When the contract exceeds \$2,500.00, a Notice of Commencement must be filed by the contractor. A recorded copy of the Notice of Commencement must be posted at the job-site.



- Be suspicious of a contractor who is too aggressive and offers the fastest, cheapest job on a "you must act now" basis. This may be an indication of inferior materials, jobs taking too long to complete and/or unfinished jobs.
- Get the proposal, contract or agreement, in writing.
- Be wary when asked to obtain the building permit.
- A licensed contractor, who is in good standing, will always obtain all necessary permit.



- Obtain a current copy of the contractor's insurances, including workman's compensation, property damage and liability. Read them carefully, including the fine print.

- In the contract, a payment schedule should outline when payments will be made. The final payment to be made **only** after all final inspections have been passed by the Building Department.



- A notarized Release of Lien should be provided to the customer by the contractor, subcontractors and suppliers before the last payment is paid.
- Make sure the contractor is to remove all construction debris and is responsible to repair any damage not related to the work contracted for.

