



Project Checklist

Use this handy list to remind yourself about important milestones:

- Ask around about contractors
- Interview contractors
- Follow up on contractor references
- Select contractors to supply quotes and provide them with the same information
- Obtain building permit if required by municipality, or have your contractor do this for you
- Check with provincial government about applicable lien regulations and requirements
- Call insurance company to ensure your coverage includes construction-related risks
- Verify contractor's business liability insurance
- Verify that required Workers' Compensation coverage is in place
- Insist on a written contract – don't do business with anyone who won't provide one
- Read the contract details to make certain it represents what you have agreed to
- Make sure the contract includes a clear warranty
- Sign it and have your contractor sign it
- Keep written receipts for all payments
- Get any changes to the signed contract in writing
- Follow up on any warranty issues in a timely manner

