



## Hamilton Building Department

PO Box 429  
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Hamilton, MA 01936  
978-468-5585

### PROTECT YOURSELF DON'T FALL PREY TO UNSCRUPULOUS CONTRACTORS

The following are tips to follow when hiring a contractor to make necessary repairs or remodeling:

- Do your homework. When searching for a contractor, hire a licensed professional contractor. All contractors must possess a license from the Massachusetts Home Improvement Contractor Program for work on a 1 – 4 family dwelling. Make sure that your contractor has valid liability and/or workmen's compensation insurance.
- Prior to agreeing to anything, homeowner's should make sure all proposed work, materials and costs are provided on a written contract. Never agree to a verbal contract. Make sure any additional work or costs are added to the original contract.
- Contracts should contain the following: contractor's name, address (no PO Box) and license number.
- Do not sign contracts with blank spaces. All pertinent information should be provided in the contract.
- Make sure all dates are listed; when the work will begin, and when it will end.
- Payments should be made in intervals according to the progress of the work being done. Final payments should not be made until the job is completed to the property owner's satisfaction. You are not required to pay more than 1/3 of the contract price, or the cost of the materials necessary, to begin work.
- When possible, make sure the building permit is in the name of the contractor not the homeowner. This protects the homeowner if they have to pursue legal action against the contractor.

Always ask for and check references!!

If you have any additional questions, please call the Building Department.

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