

Will not be accepted unless the contractor can provide a valid registration number.

The law also helps make sure contractors have fulfilled each of these requirements. It makes it more likely that the contractor you hire does competent work.

There are penalties for contractors who fail to register

A minimum \$1000 fine for a first offense and a misdemeanor infraction can be levied against any contractor who preforms work or submits a bid without being registered with the Department of Labor & Industries.

Contractors must carry personal/property liability insurance

Contractors are required to carry at least \$50,000 in property damage insurance coverage and \$200,000 in personal injury or death insurance.

Our contractors registration hotline will answer your questions about contractors and the registration law

The Department of Labor & Industries contractor registration hotline (1-800-647-0982) operates weekdays from 8 a.m. until 5 p.m., excluding state holidays. The hotline allows you to check if home or business remodeling contractors are registered and properly bonded. Our hotline staff can tell you if the contractor is currently registered, whether or not there is a pending action against the bond, or if there have been actions in the past. They can also tell you how long a firm has been in business.

CITY OF OTHELLO
500 E MAIN STREET
OTHELLO, WA 99344
(509) 488-5686
Inspections Line—
(509) 488-3302

Anne Henning—
Community Development Director
ahenning@othellowa.gov
(509) 331-2710

Jackee Carlson—
Building & Planning Secretary
jcarlson@othellowa.gov
(509) 488-3302

Tim Unruh—
Certified Building Inspector
tunruh@othellowa.gov
(509) 488-5686

State of Washington
Department of Labor & Industries

Building & Construction Safety
Inspection Services Division
Contractor Registration Program

**Questions? Call our Contractor
Registration Hotline at:**
1-800-647-0982

Planning to build or remodel?

Before you start... here's some advice on contracting?



Are you a consumer interested in having work done by a contractor? This Brochure:

- Explains how the Washington State contractor registration program works.
- Describes how the contractor registration law protects consumers.
- Outlines the requirements for contractors.

Consumers and businesses need to learn about prospective contractors before contracts are signed— and before money is paid out. If you have any questions about the contractor or need more information about the contractor registration law, give us a call at our statewide toll-free contractor registration hotline (1-800-647-0982)

12 tips to remember when dealing with contractors

1. Make sure your contractor is licensed.
2. Be wary of contractors who ask **you** to pick up the building permit.
3. Plan your project carefully, including detailed plans if necessary.
4. Try to get at least three written bids from contractors.
5. Ask the contractors for references.
6. Ask what inconveniences might arise.
7. Obtain a written contract.
8. Make sure you understand the terms **before** you sign anything.
9. Be cautious about paying out money for work not yet completed.
10. Put all change orders in writing.
11. Make frequent inspections and consult your local building department.
12. Avoid making final payment until you have received a lien release from suppliers & subcontractors.

Contractor registration requirements

To be in compliance with Washington's contractor registration law, general contractors must take out \$6,000 bond and specialty contractors must maintain a \$4,000 bond. (Specialty contractors are those who participate in no more than two trades.) It is against state law for any contractor to submit bids or perform any work without being registered with the Department of Labor or Industries. It is also illegal for contractors to advertise without including a contractor registration number in the advertisement.

The Contractor registration law protects consumers

The law exists to protect consumers from those contractors who are incompetent, fraudulent, or both. By requiring that contractors be bonded, consumers have some financial protection against unsatisfactory or incomplete work. Dissatisfied consumers may take civil action to obtain restitution by taking action against a contractor's bond in superior court. The law also requires contractors to carry insurance for property damage and public liability. It also make sure they have current industrial insurance, employment security, employers' identification and state excise tax numbers. In addition, any correspondence you send to contractors should make clear that bids

Continued on next page