

How can you see if your contractor is licensed, bonded, insured, and what type of business license they have?

Go on the web:

[www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ)

Call

(907) 269-8160

or

(907) 269-4925

Business hours 8 a.m. to 5 p.m.  
Monday through Friday



Visit our web site at:  
[www.labor.alaska.gov/lss/mihome.htm](http://www.labor.alaska.gov/lss/mihome.htm)



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

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# Alaska

## Before You Hire a Contractor

## A check list for home owners

## Contractor check list for home owners

1. Plan your project carefully.
2. Familiarize yourself with contractor law by going to: [www.commerce.alaska.gov/occ/pcon.htm](http://www.commerce.alaska.gov/occ/pcon.htm)
3. Ensure that the contractor has a contractor's license, business license, insurance (liability and workers' compensation) and is bonded. Require proof before you let the contractor bid or start work. This information is available online at: [www.commerce.alaska.gov/occ/bussearch/busnames.cfm](http://www.commerce.alaska.gov/occ/bussearch/busnames.cfm)
4. Require three references and then check the references.
5. Check with the Better Business Bureau (BBB) in your area to determine if there have been any complaints filed against the contractor.
6. Contact Mechanical Inspection Section of the Department of Labor and Workforce Development to determine if the plumber or electrician you intend to hire has an appropriate certificate of fitness as tradesman or if you have any questions call (907)269-4925.
7. Find out about liens and how they impact you.
8. Get a written bid or contract.

## Monitoring

1. Make frequent inspections of the work.
2. Call your local building department to check on required permits and who is responsible for obtaining the required permits.
3. Be very careful about paying for work that has not been finished.
4. Keep detailed records of payments made (to any person or business) and what the payments are for.
5. Put in writing any changes to your original agreement.
6. Pay as significant work is completed.



## Closing the Deal

1. Before making final payment on a project, request a completed lien release.
2. If you have a problem with work that has been improperly done, not done at all, or have been stuck with a lien, consider your options. Depending upon the nature of the problem, these options might include filing a complaint with the BBB, filing a complaint with the Division of Corporations, Business, and Professional Licensing, hiring a private attorney, filing your own case in small claims court, or filing a complaint with the Alaska Attorney General's Office.

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- Residential construction is subject to inspection by State Inspectors outside of Anchorage, Fairbanks and Juneau.
  - As an "Owner-Builder" you are the general contractor and are responsible for employees and subcontractors like any other contractor.
  - We strongly suggest you investigate your insurance and the legal liabilities of assuming these responsibilities.
  - Ensure that your contractor has a residential endorsement to build your home.
  - If the cost of the alteration or remodel is greater than 25% of the value of the structure the contractor must possess a residential endorsement.