



CITY OF BRUNSWICK
DIVISION OF PERMITS & INSPECTIONS
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Tips on Hiring a Contractor

Before entering into a contract for repairs, additions, or improvements to your property, these simple guidelines may assist you with your project.

1. Plan your project. If you can clearly explain your project to the contractor, it may avoid misunderstandings and cost overruns.
2. Obtain at least three (3) written proposals and compare the proposals to ensure each contractor is proposing the same scope of work.
3. Obtain a list of references from the contractor and investigate them.
4. Contact the Better Business Bureau regarding your contractor.
5. Contact the City of Brunswick Building Department prior to starting your project.
 - a. Although the city is unable to recommend contractors for your project, a list of contractors registered with the city is available. All contractors are required to be registered with the City and provide insurance information, state certificate license, and a performance bond.
 - b. Permits are required for most projects. Require the contractor to obtain the necessary permits and approvals before starting work on your project.
 - c. Beware of the contractor that asks you to get the permit. Permits are issued for your protection and to ensure the work will meet building codes.
6. Discuss project construction details with your contractor including the following:
 - a. The time frame for the project to be completed.
 - b. Project inconveniences including the prevention of dust accumulation, safety for children and pets, lack of kitchen and bathroom facilities, etc.
7. Discuss the payment process with your contractor.
 - a. If a down payment is required, it should be a modest amount.
 - b. When making final payment, make sure you are satisfied with the work and all final inspections have been made.
 - c. Beware of the contractor that requests cash.