Contractor Hiring Checklist

Use before signing a renovation or repair contract.

Verify the business

[ ] Confirm the legal business name and contact information.

[ ] Ask for recent references for similar work and follow up.

[ ] Ask for evidence of liability insurance and verify as appropriate.

[ ] Check applicable WSIB / workers compensation requirements.

[ ] Verify required trade qualifications and municipal permits.

Review the quote and contract

[ ] Get the full scope, materials and exclusions in writing.

[ ] Confirm taxes, allowances, disposal and site protection.

[ ] Document start date, milestones, payment terms and warranty.

[ ] Confirm who obtains permits and books inspections.

[ ] Require written approval and pricing for change orders.

Questions to record

Contractor name / contact:

_____

Insurance / qualifications checked on:

_____

Unanswered questions / follow-up:

_____

Working worksheet

Contractor	Quote / scope	Checks completed

Contractor	Quote / scope	Checks completed

Safety & use: General Canadian homeowner education only. Verify local permits, contracts and trade requirements. Do not attempt hazardous or regulated work without appropriate qualified help.