



Circle D Civic Association

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How to Select a Contractor: Helpful Steps for Circle D Members

- Obtain at least three bids for your project and carefully compare the bids. The lowest bid may not always be the best value.
- A small retainer fee or payment for necessary materials may be appropriate prior to commencement of the project, but full payment in advance of the project is not advisable.
- Additions or alterations to your home that do not meet minimum building, mechanical, plumbing and electrical codes may affect title transfers or insurance requirements should you ever decide to sell your home. Therefore, be cautious of contractors with no licenses when licenses are required by County and/or State laws to perform work on your home.
- Texas State law requires a licensed contractor to have their license with them when performing work on your home. It is acceptable for you to require them to show it to you. Write the license number down and keep it should you have issues with the work performed. This information would be required should you need to file a complaint with the State agency that issued the license.
- Use only licensed trade contractors and request proof of a current license and insurance. The following trades require a license:
 - Electricians
 - Plumbers
 - Air Conditioning Contractors
 - Irrigation Contractors
- New homes and certain additions to an existing home.
 - The Bastrop County Commissioners Court passed a resolution on September 14, 2009 adopting provisions of HB 2833. HB 2833 requires building contractors to build new homes and certain additions in accordance with the 2006 International Residential Code or the version of the International Residential Code that is applicable in the county seat (City of Bastrop). The contractor must also obtain the services of a third-party inspector to provide three separate inspections during construction.
 - Building contractors are not required to be registered by the State of Texas or have a license to perform work in the State of Texas. You should verify that a building contractor is competent and insured before allowing them to build a new home or add additions to your existing home. They are, however, required to perform work on a new home in accordance with the International Residential Code.
 - The code and inspections are there to protect your family's life/safety and your investment. You should make sure that you obtain a copy of all inspections reports from your contractor during the three phases of construction.
- Request and verify references, and request to see a list or photos of projects like yours.
- Check with the Better Business Bureau for any complaint records on your contractor.