

DMV Home Remodeling Contractor Checklist

Use this checklist to evaluate and compare contractors for your project

Contractor Name: _____ Date: _____

1. LICENSING & INSURANCE

- Holds valid license for my jurisdiction (check all that apply):
 - MD (MHIC)
 - VA (Class A/B/C)
 - DC (DCRA)
- Provided proof of license (not just license number)
- Carries general liability insurance
 - MD requires minimum \$500,000*
- Carries workers' compensation insurance
- Willing to provide certificate of insurance

2. EXPERIENCE & PORTFOLIO

- Has completed projects similar to mine
- Portfolio matches my design style/preferences
- Experience working in my specific area/neighborhood
- Familiar with local building codes and permit process
- Years in business: _____
 - Longer track record provides more references to verify*
- Member of professional organizations (NKBA, NARI, etc.)

3. REFERENCES & REPUTATION

- Provided at least 3 client references
- I called references and received positive feedback
- Reference feedback notes:
Budget: On Over | *Timeline:* On Delayed | *Communication:* Good Poor
- Checked online reviews (Houzz, Google, Angi, BBB)
- No unresolved complaints with BBB or licensing board
- Visited a completed project (if possible)

4. COMMUNICATION & PROCESS

- Responsive to initial inquiry (within 24-48 hours)
- Showed up on time for consultation
- Listened to my ideas and concerns

- Explained their process clearly
- Identified a dedicated point of contact for my project
- Explained how they handle permits and inspections
- Described their change order process
- Uses project management tools for updates/communication

5. ESTIMATE & CONTRACT

- Provided detailed written estimate
- Estimate includes itemized breakdown (labor, materials, fees)
- Payment schedule is reasonable (not large sum upfront)
- Contract includes:
 - Scope Timeline Payment schedule Change order process Warranty
 - Warranty terms are clear (workmanship + manufacturer)
 - Contractor obtains all permits (not homeowner)
 - Asked questions about anything unclear in the contract

6. TYPE OF CONTRACTOR (circle one)

- Design-Build Firm: Best for complex renovations, whole-house projects, major remodels
Integrated design + construction under one team
- General Contractor: Best for straightforward projects with existing plans
Focuses on construction; may work from your architect's drawings

CONTRACTOR COMPARISON

Factor	Contractor 1	Contractor 2	Contractor 3
Licensed & Insured			
Relevant Experience			
References Check Out			
Communication Quality			
Estimate Amount	\$	\$	\$
Timeline Estimate			
Gut Feeling (1-5)			

Provided by Boss Design Center | McLean: (703) 382-1222 | Bethesda: (301) 200-9991 |
bossdesigncenter.com

Schedule a free consultation to discuss your kitchen, bathroom, or whole-house remodeling project.