



Contractor Qualifications Checklist

Getting quotes from at least three different contractors will help you find good service and price. Creating a checklist of contractor qualifications and specifications that are required by your province, municipality, and/or the incentive program you plan to participate in, will help you choose the right service provider. Here is sample checklist to help you get started.

This is not an exhaustive list and should be used only as an informational resource. This list is NOT meant to be used as a substitute for a legal document or advice.



- Has a business license and a business number
- Has membership in a trades' association (like HRAI, NECA, or CHBA)
- Is accredited with the Better Business Bureau
- Has proof of technical education and qualifications
- Is able to provide supplier references
- Is able to provide customer references
- Is insured for personal injury and workers compensation.
Ask for a Clearance Certificate
- Has at least \$1-2 million dollars in third-party liability insurance
- Is covered by theft insurance
- If a general contractor, is covered by default insurance
- Is committed to entering and signing a contract
- If you are applying to an incentive programme that requires it: the contractor is registered with, or qualified by, the programme