

Guide to Finding a Licensed MD Contractor

Selecting a GREEN Home Improvement Contractor

1. Pick up application and review the City Beautiful program guidelines.
2. Then pick at least 2 GREEN contractors to visit your home and give you an estimate on the proposed home improvements.
3. Request 2 references from the contractor of past clients who had similar GREEN home improvement work completed on their home by the contractor. Attach references to contractor design/estimate and submit to city.
4. To select the certified GREEN company, go to The Green Building Council website, <http://greenhomeguide.com/findapro>, locate the **Find a Pro** tab, then Search by: *Zip code: 20747* or Select: *“Search by Proximity”* in the drop down menu to select companies nearby, Under Categories (on left): Select any of the following, based on your home improvement needs:
 - ✓ Builders & Contractors
 - ✓ Electricians
 - ✓ Landscaping
 - ✓ Painting
 - ✓ Roofing
 - ✓ Windows & Doors

OR

Go to the US Green Building Council Member Directory at

<http://www.usgbc.org/myUSGBC/Members/MembersDirectory.aspx?PageID=2122&CMSPageID=140>.

Select: Contractors and Builders, and State: Maryland from the drop down menu to find contractors in Maryland. Try to find contractor in-state before selecting contractors out-of-state. Keep in mind the farther way the contractor is, the more he may charge, but not in all cases.

5. The city also has an additional list of local Green Home contractors. Copies of the list can be picked up at the General Government office, located at 2000 Marbury Drive, District Heights, MD or emailed on request.
6. Also, you can search for a Licensed Electrician or home improvement contractor, and verify that they are licensed to do work in Maryland, by visiting the Maryland Home Improvement Commission (MHIC) website <http://www.dlr.state.md.us/query/> or call 410-230-6231.
7. Then submit your application with all supporting documentation, contractor information, and at least 2 original copies of the contractor's estimates for review and approval.
8. During the application review process Code Enforcement will schedule an appointment with the homeowner to inspect projects for eligibility and need, and take pictures.
9. Please allow up to 21 days for approval to proceed.

Please follow the **“Select a Tree/Stump Removal Contractor Guide”** to pick a licensed company for your tree hazards needs.

Selecting a Tree/Stump Removal Contractor

1. Pick up application and review the City Beautiful program guidelines.
2. Then pick at least 2 contractors to visit your home and give you an estimate to handle your tree hazard needs.

3. To find a certified Tree care company by visiting the MD Department of Natural Resources website at: http://www.dnr.state.md.us/forests/tree_expert_search.asp. Search by: County, and select: Prince George's County, or a copy of the companies can be picked up or emailed upon request.
4. The city will have resource information available with existing licensed Tree care companies. The city is not responsible for any work performed by the companies on the list. We are not recommending companies, but mainly providing a resource of information to assist with your contractor selection.
5. Approval for tree hazard projects is subject to a mandatory pre-inspection by the City's code enforcement officers.
6. Submit your estimates to the City, with contractor information and allow up to 21 days for approval to proceed.

Contractors “Things to Know”

to ensure a successful project completion

Construction Timeframe: Improvements must be completed in 45 days from the time the committee approves the bid estimate. If there are any change orders, please submit to City General Government office prior to resuming work, for review and approval.

Building Permits: Permits must be obtained by the hired contractor at the City Municipal Building prior to beginning improvements. All other permits must be obtained by the County and State Departments prior to construction.

Inspections: Code Enforcement will conduct post inspection and take pictures of finished project. Some other work, such as electrical will require third party inspections from the County/State Department after work has been completed. Please submit copies of passed third party and/or additional County inspections to the city general government office. Final invoices will not be paid until proof of passed inspections is submitted to the city General Government office.

Site Waste Management: The relationship between the contractor and the client (homeowner) is crucial to making the green design and renovation a success. Thus, we ask that the contractor remain clear about the scope of work and the responsibilities and/or accommodations of the client during the planning and renovation process (i.e. providing adequate space of separating materials for recycling, reuse, and/or disposal). Please contact Code enforcement office to verify the rules regarding storing construction materials onsite.