WASHINGTON CONTRACTOR / 01

KEEP A DATED L&I LOOKUP LOG

Use separate labels for the proposed contractor and each trade. A lookup entry is a reference, not a hiring recommendation.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Project label / Washington city or county / general work to discuss

Contractor A: proposal party label / business-name matching question

Lookup 1: L&I page or result reference / date / record type

Lookup 1: official-record observation / unclear wording or match

Lookup 2: separate party label / record type / date / result reference

Question 1: what needs clarification / contractor or official office to ask

Preparation only. Not a contractor endorsement, qualification, insurance, code or permit decision, worker-classification, payment, lien, contract or legal guide. No approval to hire or begin work is implied.

WASHINGTON CONTRACTOR / 02

SEPARATE THE RECORD FROM THE REPLY

Connect a question to its source and answer. Leave identity, status and project-suitability conclusions to the appropriate parties.

Question 1 / record reference / exact point needing clarification

Provider explanation / date / supporting record promised

Official office contacted / reply reference / date / unresolved point

Trade 1: proposed role / separate business or person label / question

Trade 2: proposed role / separate business or person label / question

Record to recheck / reason / responsible person / follow-up status

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WASHINGTON CONTRACTOR / 03

ORGANIZE LOCAL-OFFICE QUESTIONS

L&I's Hire Smart page is a starting point. Ask which office applies; this sheet does not identify required approvals.

- [ ] Proposal parties and separate trades have distinct labels
- [ ] Each lookup note includes its source and date
- [ ] Uncertain matches remain marked as questions
- [ ] Official-record notes are separate from provider explanations
- [ ] The relevant project office is asked, not assumed
- [ ] Office replies have their own dated references
- [ ] Unanswered points have a follow-up owner
- [ ] This checklist is not a clearance to hire or begin work

Question 2: project topic / office suggested by contractor / not yet confirmed

Office reply: source or private-note reference / date / question remaining

Follow-up owner / record requested / next conversation to arrange

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WASHINGTON CONTRACTOR / 04

QUESTIONS FOR THE CONTRACTOR

Use the same lookup and question labels in each conversation. Ask for clarification rather than interpreting a record yourself.

Identity: which proposal party corresponds to which official record?

Trades: which other parties and roles should be recorded separately?

Record question: who can explain an unclear or mismatched entry?

Local office: who confirms the relevant authority and coordinates questions?

Scope: how are unresolved questions and responsibilities documented?

Next step: what updated records and written clarifications will be supplied?

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WASHINGTON CONTRACTOR / 05

COMPARE CLARITY AND FOLLOW-THROUGH

Use A and B for providers. Keep the same project and question list; compare explanations, not a self-created pass/fail score.

Provider A / B / proposal-party labels / discussion dates

Record-match questions and separate trade responsibilities - A / B

Relevant office, question coordination and follow-up owners - A / B

Written scope, exclusions, terms and unresolved items - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a General Contractor request. Share a non-sensitive project brief and responsibility questions so participating pros can compete with proposals. Compare scope, coordination, written terms and fit. Keep private records out.

Start a request

One request. Every pro's best offer.

Participation varies. A site visit and professional scope review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/general-contractor

Washington L&I: Verify hub (official reference)

Washington L&I: Hire Smart (official reference)

Washington L&I: Verify lookup (official reference)

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