



The Roman Catholic Diocese of
BATON ROUGE

Renovation and Construction Guidelines

All construction projects should be performed by Louisiana Licensed Contractors. This is especially important for electrical, roofing, and plumbing work. Volunteers or parishioners should never perform work that they are not licensed to perform. In the event they are injured, cause injury to another, or cause damage to a building, the parish/school would be liable. Residential only contractors should not perform work on parish/school buildings.

Two (2) estimates should be obtained for all projects over \$15,000.

Estimates must include the following:

- Scope/details of the work to include breakdown of line-item pricing and the total project cost.
- Labor cost and materials cost breakdown.
- Written warranty information.
- Time frames in which the project will be completed, including estimated start and end dates.
- Role of the property owner.
- Contractor responsibility.

Contractor requirements:

- Commercial license and tax ID number.
- License for the trade of work being performed.
- Insurance – A certificate of insurance must be provided with the following coverage amounts naming the parish/school and the Diocese of Baton Rouge as additional insured:
 - Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
 - Workers Compensation as State required limits.
 - Auto Liability Insurance \$1,000,000

Types of Contractor Licenses:

- Commercial required for all projects over \$50,000.
- Electrical/Mechanical/Plumbing required license for projects over \$10,000.
- Mold remediation, asbestos, hazardous waste, and lead-based paint abatement/removal required license for any type of work regardless of cost.
- Residential required license for projects over \$75,000 (NOT ALLOWED FOR DIOCESAN LOCATIONS).

Contracts may only be signed by the pastor or by a person designated by the pastor.

- The “small construction contract” is attached for use. However, if a contractor wishes to use its own contract, the attached “Addendum to Construction Contract” should also be signed.
- All contracts should be reviewed by the diocesan general counsel.
 - Submit to sgreggio@diobr.org
- A corporate resolution is required before a contract is signed.

Payments to Contractors – Beware of contractors requesting full payment upfront. It is recommended to pay 1/3 of the cost upfront, 1/3 of the cost at the halfway point, and 1/3 once the project is completed to your satisfaction.