

# **LEON COUNTY CONTRACTORS' LICENSING AND EXAMINATION BOARD**

## **UNIFORM COMPLAINT FORM - REGISTERED CONTRACTORS**

1. COMPLETE THE FORM AND SUBMIT TO:  
  
LEON COUNTY CONTRACTORS' LICENSING AND  
EXAMINATION BOARD  
435 NORTH MACOMB STREET, 2<sup>ND</sup> FLOOR  
TALLAHASSEE, FLORIDA 32301  
PHONE: (850) 606-1300
  
2. ONCE THE FORM IS RECEIVED, A COPY OF THE COMPLAINT FORM WILL BE SENT TO THE CONTRACTOR.
  
3. THE BUILDING INSPECTOR IS NOTIFIED OF THE ALLEGED CODE VIOLATION (S) AND WILL CONTACT YOU TO SCHEDULE AN INSPECTION WITHIN ONE TO FOUR WEEKS.
  
4. IF THE MATTER IS NOT RESOLVED BETWEEN THE TWO PARTIES A PUBLIC HEARING CAN BE SCHEDULED FOR THE NEXT REGULAR BOARD MEETING OCCURRING 30 DAYS AFTER THE CONTRACTOR RECEIVES THE NOTICE OF HEARING.
  
5. PLEASE NOTIFY THE CONTRACTORS' LICENSING BOARD IMMEDIATELY IF ANY CHANGES OCCUR CONCERNING YOUR COMPLAINT.
  
6. IF THE MATTER IS RESOLVED, A WRITTEN NOTICE OF SATISFACTION IS REQUIRED TO CLOSE THIS CASE.

**THE CONTRACTORS' LICENSING AND EXAMINATION BOARD MEETS THE FIRST THURSDAY OF EACH MONTH AT THE RENAISSANCE BUILDING, 435 NORTH MACOMB STREET, 2<sup>ND</sup> FLOOR, IN THE CONFERENCE ROOM, AT 4:45 PM.**

**You will need to be present and give sworn testimony before the Board if a Hearing is scheduled.**

**LEON COUNTY CONTRACTORS' LICENSING AND EXAMINATION BOARD**  
**COMPLAINT FORM FOR REGISTERED CONTRACTORS**

**PART I**

Type or Print:

Contact (other than yourself)

Your Name: \_\_\_\_\_

Name: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_  
Work

Telephone (\_\_\_\_) \_\_\_\_\_  
Work

Telephone (\_\_\_\_) \_\_\_\_\_  
Home

Telephone (\_\_\_\_) \_\_\_\_\_  
Home

Contractor Information:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

License Number: \_\_\_\_\_

Have you contacted subject Contractor concerning this complaint?      Yes      No

If Contractor was contacted: Date contacted: \_\_\_\_\_

What has the contractor agreed to do to? \_\_\_\_\_

Witnesses: Please give full name, address, and phone numbers of anyone who has witnessed the alleged code violation(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\*A copy of this complaint form will be sent to the subject of your complaint\*\*\*\*\***

**The Leon County Contractors' Licensing and Examination Board has jurisdiction to hear the following complaints against Registered Contractors. Please check the applicable items below which you believe the contractor has violated. You must give FULL details for each item you check.**

**PART II**

Has the Contractor violated the Contractors Division of the Leon County Code of Laws? (Indicate which section(s) has/have been violated) [5-478 (c) (1)]

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Has the Contractor violated the applicable building or zoning codes? (Indicate which section(s) has/have been violated [5-478 (c) (2)] \_\_\_\_\_

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Did the Contractor obtain his or her Contractor's License by fraud or misrepresentation? (Be specific) [5-478 (c) (3)] \_\_\_\_\_

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Has the Contractor been convicted or found guilty of, or entered a plea of Nolo Contendere to, regardless of Adjudication, a crime in any jurisdiction which directly relates to the practice of Contracting or the ability to practice Contracting? (Give court case number and location of court, and crime) [5-478(c)(4)] \_\_\_\_\_

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Did the Contractor violate any provision of Chapter 455, Florida Statutes, "Regulation of Professions and Occupations: General Provisions"? (Specify which provision) [5-8(c)(5)]

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Did the Contractor knowingly violate the applicable building codes or laws of the state or of any municipalities or counties thereof? (Specify which codes or laws) [5-478(c)(6)] other jurisdiction? \_\_\_\_\_

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Did the Contractor assist a person or entity in engaging in unlicensed contracting?

(NOTE: The Contractor must have known or had reasonable grounds to know that the person or entity was uncertified and unregistered) (Specify the act) [5-478(c) (7)] \_\_\_\_\_

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Did the Contractor allow his or her contractors' license to be used by an unlicensed person with intent to evade the provisions of this part? (Be specific) [5-478(c) (7)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the Contractor do contracting work under a different name? (Be specific) [5-478(c) (9)] \_\_\_\_\_  
\_\_\_\_\_

Have valid liens been recorded against your property for supplies or services ordered by the Contractor for your job? AND has the Contractor received funds from you to pay for the supplies or services? AND has the Contractor not had the liens removed from your property, by payment or by bond, within 75 days after the date of such liens? (Attach a copy of the recorded lien, and provide documentation that the Contractor received funds for the supplies or services.) [5-478(c)(10)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor abandoned your job and is the percentage of completion less than the percentage of the total contract price paid to the Contractor as of the time of abandonment, unless the contractor is entitled to retain such funds under the terms of the contract or refunds the excess funds within 30 days after the date the job is abandoned? (Provide date of abandonment, and documentation of amount paid to contractor) [5-478 (c) (10)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor's job been completed? AND have you had to pay more for the contracted job than the original contract price, as adjusted for subsequent change orders? (NOTE: this Section does not apply if the increase in cost was the result of circumstances beyond the control of the Contractor, was the result of circumstances caused by you or was otherwise permitted by the terms of the contract between the contractor and you.) (Provide documentation of amount paid and documentation of any change orders) 5-478(c) (10)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor been disciplined by any municipality or county for an act or violation of Chapter 489, Florida Statutes? (Provide a copy of the order of the municipality or county which disciplined the contractor) [5-478(c) (11)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor failed in any material respect to comply with the provisions of Chapter 489, Florida States, "Contracting" or violated a rule or lawful order of the Florida Construction Industry Licensing Board? (Specify the provision or rule, provide copy of the order) [5-478(c) (12)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor terminated a construction project without just cause or without proper notification to the owner, including the reason for termination, or failed to perform work without just cause for 90 consecutive days? (Give dates) [5-478(c) (13)] \_\_\_\_\_  
\_\_\_\_\_

Has the Contractor signed a statement with respect to a project or contract falsely indicating that the work is bonded? (Provide copy of statement) [5-478(c) (14)]  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor falsely indicated that payment has been made for all subcontracted work, labor, and materials which results in a financial loss to the owner, purchaser, or contractor? (Provide copy of the statement) [5-478(c) (14)]  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor falsely indicated that workers' compensation and public liability insurance are provided? (Provide copy of statement) [5-478(c) (14)]  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor committed fraud or deceit in the practice of contracting? (Be specific) [5-478(c) (15)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor committed incompetence or misconduct in the practice of contracting? (Be specific) [5-478(c) (16)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor committed gross negligence, repeated negligence, or negligence resulting in a significant danger to life or property? (Give specifics)[5-478(c) (17)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor proceeded on any job without obtaining applicable local building department permits and inspections? (Specify which permits and/or inspections) [5-78(c) (18)] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor intimidated, threatened, coerced, or otherwise discouraged the service of a notice to owner under Part I of Chapter 713, Florida Statutes "Construction Liens" or a notice to Contractor under Chapter 255, "Public Property and Publicly Owned Buildings"? (Give specifics) [5-478(c)(19)]  
\_\_\_\_\_  
\_\_\_\_\_

Has the Contractor failed to satisfy within a reasonable time, the terms of a civil judgment obtained against the Contractor, licensee, or the Contractor's business relating to contracting? (Provide a copy of the civil judgment) [5-478(c) (20)]

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If the Contractor received money totaling more than 10 percent of the contract price for repair, restoration, improvement, or construction to residential real property, did the Contractor fail to apply for permits necessary to do work within 30 days after the date payment is made, and fail to start the work within 90 days after the date all necessary permits for work are issued, unless the person who made the payment agreed, in writing, to a longer period? (Provide documentation of amount paid and give dates) [5-478(c) (21)] \_\_\_\_\_

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Did the Contractor enter into an agreement, oral or written, where the Contractor's license number is used, or is to be used, by a person who is not licensed, or used or is to be used, by a business organization that is not qualified to engage in the business, or act in the capacity, of a contractor? (Provide copy of agreement) [5-478(c) (23)] \_\_\_\_\_

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Has the Contractor knowingly allowed his or her license number to be used by a person who is not licensed, or used by a business organization that is not qualified to engage in the business, or act in the capacity of a contractor? (Be specific) [5-478(c) (24)] \_\_\_\_\_

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Has the Contractor applied for or obtained a building permit for construction work without entering into a contract to make improvement to, or perform the contracting at, the real property specified in the application or permit. This subsection does not prohibit a contractor from applying for or obtaining a building permit to allow the contractor to perform work for another person without compensation or to perform work on property that is owned by the contractor. [5-478(c) (25)] \_\_\_\_\_

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**PART III**

What remedy are you seeking?

Place Contractor on probation

Reprimand the Contractor

Revoke the Contractor's license

Suspend the Contractor's license

Deny the issuance or renewal of the contractor's license or registration

Require financial restitution to you (Provide documentation for any restitution you may be seeking)

Additional Comments:

Have you provided a copy of all bills, documents, records, correspondence, and contracts associated with this complaint? Label all documents and indicate which code violation it corresponds to. Code violation sections are indicated in brackets as [5-478 ( ) ( )]. Documents provided will become part of the record for this complaint and will not be returned.

**Florida Statutes Section 837.06, False Official Statement: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty, shall be guilty of a misdemeanor of the second degree.**

\_\_\_\_\_  
SIGNATURE (Required to file complaint)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE (Required to file complaint)

\_\_\_\_\_  
DATE

Revised 10/2007

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