



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

CONTRACTOR COMPLAINT FORM COVER LETTER

Attached, please find the Pinellas County Construction Licensing Board complaint form.

Should you find it necessary to file a complaint against a contractor, please complete all areas of the form which apply to your particular complaint. **If you do not provide copies of supporting documents such as contract, warranty, proof of payment, etc it will delay the handling of your complaint.** In the case of the contractor being State Certified you should also file a complaint with the Department of Business and Professional Regulations.

Your complaint will no doubt indicate that the contractor has performed in some manner or committed some act which you believe to be wrong, unethical or illegal. While this may be true, our jurisdiction is limited to certain prohibited activities prescribed in State Statutes and or County Ordinances, which regulate the contractor in his profession. Other acts committed by the contractor may be civil in nature and fall within the jurisdiction of the courts. All information/evidence must be submitted in writing!

Complaints are assigned to an investigator after they are received, and all complaints are handled in the order in which they are submitted to this office. **Please allow several weeks before contacting us with questions about your case.** A copy of your complaint will be sent to the contractor, along with a cover letter requesting his/her response and advising him/her that the complaint may result in a hearing before the PCCLB.

Then your complaint will be prepared for a Probable Cause hearing (which is an internal process) and will be presented at the next scheduled Probable Cause hearing with your complaint, the contractor's response and any additional evidence obtained during the investigation. (Neither the complainant nor the contractor need to be present at these hearings). Probable Cause hearings are scheduled approximately every six weeks.

Should Probable Cause be found your complaint will proceed to an Administrative Complaint and the contractor will be given 21 days to choose whether he wants to try to resolve the complaint with the Director and the Investigator; choose to appear at an Informal Hearing before the Board of the Pinellas County Construction License Board; or choose to appear before an Administrative Law Judge with the State Of Florida Division of Administrative Hearings.



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

FORMAL COMPLAINT FORM

Ref#: _____

YOUR NAME: _____

ADDRESS: _____
Number Street City State Zip

PHONE: _____

Construction Address if Different: _____

Complaint is against: _____ License #: _____

Company Name: _____

Contractor or person in charge: (if known) _____

Address: _____

Phone: _____ Date of contract: _____

THE SPECIFIC COMPLAINT IS: (Attach additional sheets as necessary)
(**PLEASE PRINT OR TYPE LEGIBLY**)

Attach copies of all appropriate documents: contracts, checks, (both sides) liens, permits, etc.

(Signature)

(Date)