



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 other month.

Should Probable Cause be found your complaint will proceed to an Administrative Complaint and the contractor will be given 21 days to choose 1. whether he wants to try to resolve the problems with the Director and the Investigator, 2. if wants an informal hearing before the Pinellas County License Board, 3. or wants an administrative hearing with a hearing officer out of Tallahassee.



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Ref # _____

Your Name: _____

Address: _____

Phone: _____

Contractor: _____ License # _____

Business name: _____

Address _____

Phone: _____

Work Site Location: _____

Was the contract in writing? () Yes () No **If yes, please provide a copy of the contract**

Contract Price: \$ _____ Contract Date: _____

Approximate date work began: _____ Approximate date work ended: _____

Was a Building Permit obtained? () Unknown () Yes () No Permit # _____

Did you fire the contractor or tell him/her to cease work? () Yes () No

If yes when? _____

Please check the following statements which best describe the basis for your complaint:

- () Contractor failed to obtain required permit(s)
- () Contractor failed to comply with Building Codes
- () Contractor failed to pay Subcontractors and or Suppliers
 - () Contractor has abandoned job
 - () Poor workmanship
 - () Contractor failed to honor warranty
 - () Contractor unlicensed
- () Contractor assisted unlicensed contractor
 - () Contractor has no Workers Comp

