



CONSTRUCTION INDUSTRY LICENSING BOARD (CILB)
OF PALM BEACH COUNTY
PZB/CONTRACTORS CERTIFICATION DIVISION
2300 N JOG ROAD, SUITE 2W-61
WEST PALM BEACH, FL 33411-2741
Telephone: (561) 233-5525
EMAIL: PZB-INVESTIGATIONS@pbcgov.org
WEBSITE: www.pbcgov.com/pzb/contractors

Complaint/Referral Against a Contractor



All information provided is public record and is available for inspection by the public under the Florida Public Records Law. This includes all of the information you have included in this complaint and supporting documentation.

Contact Information			
Name		Home Phone	
Address		City	State Zip
Mobile Phone		Work Phone	
Email			
Contractor Information			
Name		Company Name	
Address		City	State Zip
Phone		Fax	
License # Used		Contact Person	
Email			
Complaint/Referral Initiation			
<input type="checkbox"/> By Owner <input type="checkbox"/> By General Contractor Against Subcontractor <input type="checkbox"/> By Subcontractor Against General Contractor <input type="checkbox"/> By PBC Department/Division _____ <input type="checkbox"/> Complaint by a Government Entity _____ <input type="checkbox"/> Other			
Project Information			
Construction Site Owner Name		Construction Site Owner Phone	
Construction Site Owner Address		City	State Zip
Construction Site Physical Address		City	State Zip
Information on the work for which you contracted:			
Contract Date		Date Work Started	Date Work Ceased
Amount \$	Amount Paid on Contract \$	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit	
Why did you choose this contractor?			
<input type="checkbox"/> Regular Customer <input type="checkbox"/> Door-to-Door Solicitation <input type="checkbox"/> Referral <input type="checkbox"/> Advertisement <input type="checkbox"/> Other Please explain: _____			

Is this project a:

- Residence New Construction Commercial Building Public Utility Other

Please explain:

- Repair Remodel Addition Other

Please explain:

Was the contract:

- Written Oral New Home Purchase Agreement Public Utility Other

Please explain:

Were there any change orders?

- Yes No

If yes, were they: Written Oral Both

Is your complaint:

- Abandonment Quality of Work No permits Other

Please explain:

Was a permit obtained?

- Yes No Unknown

If yes, permit pulled by: Contractor You Salesperson Public Utility Unknown

Permit #

Department

Was a Notice of Commencement filed?

- Yes No Unknown

Who presented contract?

Who was the contract presented to?

- Contractor Salesperson Other

Name of person/Company:

Name:

Does the contractor have employees or is a subcontractor?

- Yes No Unknown

If yes, how many:

Did you dismiss the contractor, cease and desist the contractor or terminate?

- Yes No Dismiss Cease and Desist Terminate

Was any work performed?

- Yes No Unknown

Did you receive a "Notice to Owner?"

- Yes No Unknown

If yes, by whom:

Were any liens filed on this job?

- Yes No Unknown

Did you file any claims or liens on contractor?

- Yes No Unknown

Have you filed a complaint with State of Florida Department of Business and Professional Regulation?

Yes No Unknown

Are you attaching any documentation in support of your complaint?

Yes No

Please list each documents (example: photos, contracts, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Please provide copies (front and back) of all paperwork related to your complaint, including copies of contracts and/or estimates, proof of payment* and any other pertinent materials – including photographs. Please cross out all Social Security numbers and bank or credit card account numbers. If copies are not available, please indicate. **Do not send original documents**

*Proof of payment includes: (1) if payment was made by cash, a receipt reflecting payment; (2) if payment was made by check, a photocopy of the front and back of the negotiated check; (3) if payment was made by credit card, a photocopy of the credit card receipt or statement; (4) if a dispute was filed with your credit card company, the results of that dispute.

An attempt will be made to assist you and the contractor in negotiating a resolution whenever possible. If this is not possible, other actions may be taken depending on the result of an investigation.

- If the contractor is licensed, he/she will be informed of this alleged complaint and will be asked to contact us.
- We are unable to direct an unlicensed person to complete or correct any project.

We do not represent private citizens in court – nor can we collect money for you. Please contact an attorney for advice on filing such action.

Florida Statute §837.06 states: *Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.*

Under penalty of perjury, I declare the facts contained herein are true, correct and complete.

Signature

Date

This complaint form must be notarized in order to be accepted for investigation. Please return this completed form with all necessary documentation to the division address on page 1 or e-mail to: PZB-INVESTIGATIONS@pbcgov.org.

Notary Public

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____

by _____
(name of person acknowledging)

(Signature of Notary Public-State of Florida)

(NOTARY SEAL)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____