



**Building & Development Services
Permitting Section
1112 Manatee Ave W 4th Floor
Bradenton, FL 34205
Phone: (941) 748-4501
www.mymanatee.org**

**MANATEE COUNTY CONSTRUCTION TRADES BOARD
COMPLAINT FORM**

Please Return to:

Cindi Blake – Contractor Licensing
1112 Manatee Ave West. 4th Floor
Bradenton, FL 34205
Telephone (941) 748-4501 Ext 3802

Complainant's Name: _____

Alternate Contact information (if any):

Address: _____

Telephone: () _____

Complainant is: Owner Contractor Sub-Contractor
 Supplier County Employee Other

SUBJECT OF COMPLAINT

Contractor's Name

Company Name

Street Address or P.O. Box

Phone () _____
Alternate Phone () _____

City, State and Zip Code

Type of work being done _____ License # _____ if known

Has the above contractor been contacted about this issue? Yes No Date: _____

Permit Number if Applicable: _____

Attach any copies of the documents involved such as the Contract, invoices, proof of payment such as copies of receipts, cancelled checks or credit card report.

List code violations and/or construction problems:

Explain the scope of work performed by the Contractor.

Please briefly explain your basic complaint as it relates to the above.

FLORIDA STATUE 837.06 FALSE OFFICAL STATEMENTS. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of their official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

Signature of person filing complaint

Date

State of _____

County of _____

The foregoing instrument was acknowledged before me _____ this day of _____, 20____,
by _____, who is personally known to me () or has
provided the following identification _____

Notary's Signature

Commission Expires _____

Staff Use Only

Received Date: _____

Checklist for Contractor Complaints

Was a permit required for this type of service: YES NO

If yes, Permit Number _____ Date Issued: _____

If no, Violation 310.4 Building Permits 3 Purpose and Applicability and 310.5 Application Requirements

Does the scope of work in the complaint agree with the permit: YES NO

Copy of State License and or Local License: Yes No Expiration Date: _____

General Liability Expiration Date _____ Workman's Comp Expiration Date _____

Doing business as: _____

Is the Contractor in violation of:

489.126 Moneys received by contractors.—

(1) For purposes of this section, the term “contractor” includes all definitions as set forth in s. 489.105(3), and any person performing or contracting or promising to perform work described therein, without regard to the licensure of the person.

(2) A contractor who receives, as initial payment, money totaling more than 10 percent of the contract price for repair, restoration, improvement, or construction to residential real property must:

- (a) Apply for permits necessary to do work within 30 days after the date payment is made, except where the work does not require a permit under the applicable codes and ordinances, and
- (b) Start the work within 90 days after the date all necessary permits for work, if any, are issued, unless the person who made the payment agreed, in writing, to a longer period to apply for the necessary permits or start the work or to longer periods for both.

(3)(a) A contractor who receives money for repair, restoration, addition, improvement, or construction of residential real property in excess of the value of the work performed shall not, with intent to defraud the owner, fail or refuse to perform any work for any 90-day period.

(b) Proof that a contractor received money for the repair, restoration, addition, improvement, or construction of residential real property and that the amount received exceeds the value of the work performed by the contractor and that:

1. The contractor failed to perform any of the work for which he or she contracted during any 60 day period:
2. The failure to perform any such work during the 60-day period was not related to the owner's termination of the contract or a material breach of the contract by the owner; and
3. The contractor failed, for an additional 30-day period after the date of mailing of notification as specified in paragraph (c), to perform any work for which he or she contracted, gives rise to an inference that the money in excess of the value of the work performed was taken with the intent to defraud.

(c) Notification as contemplated in paragraph (b) consists of a certified letter, return receipt requested, mailed to the address of the contractor as listed in the written contracting agreement. The letter must indicate that the contractor has failed to perform any work for a 60-day period, that the failure to perform the work was not the result of the owner's termination of the contract or a material breach of the contract by the owner, and that the contractor must recommence construction within 30 days after the date of mailing of the letter. If there is no address for the contractor listed in the written contracting agreement, or no written agreement exists, the letter must be mailed to the address of the contractor listed in the building permit application.

(4) Any person who violates any provision of this section is guilty of theft and shall be prosecuted and punished under s. [812.014](#).

Any other Statutes or Violations _____

Investigation

CILB _____

Construction Trades Board _____