

**City of Sanibel
Building Department/Licensing Division
Contractor Complaint Form**

**Please return to: Sanibel Building Department; Licensing
800 Dunlop Road
Sanibel, FL 33957
Tel: (239) 472-4555 Fax: (239) 472-8826**

Office Use Only:	Case #	Cert #
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Type or Print

Complainant's Name
Address
Home Phone
Work Phone
Cell Phone

SUBJECT OF COMPLAINT

Contractor's Name:
Business Name:
Address:
Phone Number:
License Number:

Note: A copy of this form may be sent to the SUBJECT of your complaint pursuant to 455.225(1) Florida Statutes. Please be advised that any documents submitted to City of Sanibel constitutes a public record under Florida Law and may be inspected and copied upon request by any member of the public.

Check the category that best summarizes the work the contractor did for you or that you were involved in:

_____ Single Family Residence

_____ Single Family Residence addition

_____ Single Family Residence interior remodel

_____ Single Family Residence Roof Replacement

_____ Swimming Pool

_____ Condominium Interior Remodel

_____ Commercial Alterations

Other:

In addition to your complete written statement, we are requesting documentation of your contractual relationship with the contractor and evidence of supporting allegations will be helpful with our investigation of this complaint.

Copies of any of the following documents may be helpful, please provide.

- Contract between you and the contractor Y__ N __ Attachment __
- Copies of bills Y __N __ Attachment __
- Lien Statements Y__ N __ Attachment __
- Correspondence Y__ N __ Attachment __
- Notices to owner Y__ N __ Attachment __
- Copies of work orders Y__ N __ Attachment __
- Sub-contractors Y__ N __ Attachment __
- Receipts Y__ N __ Attachment __
- CD or Photos Y__ N __ Attachment __