

City of Sanibel
Building Department

Part II, Contractor Complaint Form

In addition to your complete written statement, we are requesting documentation of your contractual relationship with the contractor and evidence of supporting allegations.

Please answer as many questions below as possible to assist us in investigating your complaint. Copies of any of the following would be appreciated:

Contract between you and the contractor

Proof of payment to contractor(cancelled checks, front and back), receipts, closing statements, etc.

Liens, judgments and notices to owner, including copies of related work orders, bills, sub-contracts or warranties.

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

_____ SFR

_____ SFR remodel

_____ Pool

Other: _____

_____ SFR addition

_____ SFR Roof

_____ Commercial work

BASIC BACKGROUND DATA

1. Was contract in writing? _____ Yes _____ No
2. Contract Price \$ _____ Date on contract: _____
3. Approximate date work began: _____ Approx. date work ended _____
4. Is the work site located inside city limits? _____ yes _____ No
5. Street address of work site: _____

Any additional information you would like to note:

**These questions may relate to building code compliance by the contractor.
Please answer these questions to the best of your knowledge.**

1. Was a permit obtained from the Building Department? ___Yes___ No
2. (If no, was a permit required? _____ Yes _____No)
3. Permit Number: _____
4. Final Inspection passed? _____ Yes _____ No
5. Who pulled permit? _____
6. Certificate of Occupancy issued? _____ Yes _____ No
7. Was the permit obtained on time? _____ Yes _____ No
8. Were any inspections missed or performed late? ___ Yes ___ No
9. If certificate of occupancy not issued, why?

FINANCIAL QUESTIONNAIRE

1. Total contract price: \$ _____
2. Total paid to contractor: \$ _____
3. What is actual or estimated cost to finish the job if you hire another contractor?
_____ (please attach any estimates from licensed contractors)
4. Have you had to pay subcontractor or suppliers which contractor should have paid? ___Yes ___No
5. Are there now unpaid bills owed to subcontractors or suppliers which contractor should have paid? _____Yes _____No
6. What is the total of such unpaid bills? \$ _____
7. Did contractor sign any statements to the effect that all bills have been paid?
_____Yes _____No
8. Have you fired the contractor? _____Yes _____No
9. Has the job now been completed by you or a new contractor? ___Yes ___No
10. Is the contractor allowed back on the property to remedy any agreeable solutions? _____Yes _____No