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 #

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.
Have you contacted subject concerning complaint?  Yes______ No______
If Yes, date(s) contacted:
________________________________________________________________
________________________________________________________________

Please give full details of your complaint. Include facts, details and dates.
(Please use an additional page if necessary.)
________________________________________________________________

Florida Statute 837.06, False Official Statements: 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.

Signature (required to file complaint)  date
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 __