



**Okeechobee County Community Development Department**  
**Building Code Compliance Department**

1700 NW 9<sup>th</sup> Avenue, Suite A, Okeechobee, Florida 34972

Phone (863) 763-5548

Your name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Home Other

Contact other than yourself:

Name: \_\_\_\_\_ Phone: (H): \_\_\_\_\_  
Other: \_\_\_\_\_

**SUBJECT OF CONTRACTOR COMPLAINT**

Name: \_\_\_\_\_  
(Person and/or Company)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Contractor License Number (if known): \_\_\_\_\_

Occupation: \_\_\_\_\_

Have you contacted subject concerning complaint?               Date contacted: \_\_\_\_\_  
Yes No

*Because of the Statute of Limitations, please do not delay in consulting with an attorney or initiating any actions to preserve your civil remedies in this matter.*

Please list witnesses concerning this matter:

\_\_\_\_\_  
\_\_\_\_\_

Please give full details of your complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I addition to your complete written statement, we are requesting documentation of your contractual relationship with the contractor and evidence supporting your allegations. Please provide the following: (if available)

- \*Contract between you and contractor
- \*Proof of payment (canceled checks, receipts, etc.)
- \*Liens, judgements and notices to owner including copies of related work.

Was a permit obtained from the Building Department?  Yes  No

Permit Number: \_\_\_\_\_

Has the contractor offered to make repairs?  Yes  No

Has the contractor made attempts to make repairs?  Yes  No

Have you had any other licensed contractor, architect or engineer inspect the work?  Yes  No

If yes, please furnish a copy of the report, if any.

I am complaining in my capacity as:

- Homeowner
- Sub-Contractor
- Supplier
- Building Department
- Contractor
- Owner of commercial structure worked on by contractor

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

- Build a house
- Remodel
- Remodel/built addition to commercial structure
- Re-Roof entire house
- Re-Roof or repair part of the roof of house
- Built a pool at house
- Installed air conditioning or heating at residence
- Built addition to residence
- Built commercial structure
- Roof work, commercial
- Electrical work
- Other, as follows: \_\_\_\_\_

Please check the category that best describes your complaint:

- Poor workmanship
- Job finished, but contractor will not correct problems
- Roof leaks, contractor will not repair
- Contractor failed to pay sub-contractors
- Contractor taking unreasonably long time to do job
- Contractor abandoned job
- Financial dishonesty
- Other, please explain: \_\_\_\_\_

List the three (3) worst items you are complaining about; that you feel are substandard and/or the contractor will not fix.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**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 or her official duty shall be guilty of a misdemeanor of the second degree.

Signature (Required to be complete) \_\_\_\_\_

Date \_\_\_\_\_