



CITY OF PUNTA GORDA
BUILDING DEPARTMENT
326 W. MARION AVE.
PUNTA GORDA, FL 33950

Please Note: The City of Punta Gorda Building Department and Building Board cannot act on civil or contractual issues. Authority is limited to the Building Codes only. They cannot provide legal advice or address issues outside the scope of the building codes. ORD. CHAPTER 7 ARTICLE 2, SECTION 7-13

UNIFORM COMPLAINT FORM
Must be PRINTED or TYPED

DATE RECEIVED: _____

PROPERTY OWNER INFORMATION:

NAME _____

ADDRESS: _____

EMAIL: _____

PHONE: HOME: _____

BUSINESS: _____

CONTACT OTHER THAN PROPERTY OWNER:

NAME: _____

ADDRESS _____

EMAIL: _____

PHONE: HOME: _____

BUSINESS: _____

LICENSEE OR SUBJECT OF COMPLAINT

NAME _____

(Person or Company)

ADDRESS _____

PHONE: _____

EMAIL: _____

CONTRACTOR LICENSE: _____

HAS THIS MATTER BEEN REFERRED TO YOUR ATTORNEY? NAME _____

PHONE: _____ ARE THERE DOCUMENTS INVOLVED: _____ ATTACHED: _____

TO FOLLOW: _____ IS THERE ANY COURT ACTION PENDING _____

IF YES: WHERE _____

FULL DETAILS OF YOUR COMPLAINT

COMPLAINTS ABOUT QUALITY OF WORK OR FAILURE TO CORRECT DEFICIENCIES: If your complaint is about, or includes, a complaint about the poor quality of work done, or the contractor failure to correct deficiencies in the work which you pointed out, we are generally unable to take any action in such cases unless the deficiencies or uncorrected items are so serious as to constitute building code violations. If additional space is needed for details, please date, sign and attach the page(s) to this form.

[illegible]

PLEASE ATTACH Copies of
the purchase agreement, building contract, home improvement contract, copies of receipts, checks and ALL correspondence
with subject, including a copy of your Certified letter, return receipt card, and/or unclaimed letter and envelope.

- 1.. Was there a written warranty?_____ If so, please attach a copy.
2. If you did not sign a contract, what was the date you contacted the subject regarding his services:
Subject's license number, if known:
- 3 What date was the work begun:_____ Completed:
4. Has subject been paid in full?_____ If not, amount paid to date:
5. What was the subject's response to your complaint?

6. Was a Building Permit obtained for the work?_____Who obtained it?
7. Was there a final inspection by the Building Department?_____What were the results?
Was a Certificate of Occupancy issued?_____
8. Have all subcontractors been paid by the contractor?
9. Have any liens been placed on your property?
10. Have you contacted any other agencies regarding this matter?
If yes, WHO:

Signature-Property Owner