

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

Dear Homeowner:

If the work you are concerned about was performed in Unincorporated Sarasota County and the contractor is a Licensed State Certified or State Registered Contractor, complete the enclosed form, add supporting documentation, and return it to:

Planning and Development Services
Attn: Contractor Licensing
1001 Sarasota Center Blvd.
Sarasota, FL 34240

IMPORTANT

- If the contractor is a Licensed State Certified Contractor, you may also file your complaint with the State of Florida. To file a complaint, you may go to the State's website: <https://www.myfloridalicense.com/entercomplaint.asp> or call 850-487-1395.
- If the work was not performed in Unincorporated Sarasota County, then the contractor complaint cannot be filed with this office.
- If the work was performed in Unincorporated Sarasota County, return the completed complaint form with supporting documentation. A complaint file will be opened and given to the Deputy Building Official's Office for investigation. Once the investigation has been completed you will be informed in writing to determine what issue(s) we can address. The contractor will also be informed in writing to the outcome of the investigation.

Please keep in mind that the Planning & Development Services Building Division has the ability to address fraud and other building code violations pursuant to the Sarasota County Ordinance No. 83-63 as amended by Sarasota County Ordinance 2011-017, §22-127, (5) (g) and (h) and cannot address civil matters such as contract disputes or issues of workmanship.

Thank You,

Contractor Licensing

SARASOTA COUNTY GOVERNMENT
SARASOTA, FLORIDA
Planning and Development Services
Contractor Complaint Form

North County Office
 Planning and Development Services
 1001 Sarasota Center Blvd
 Sarasota, FL 34240
 (941) 861-5214



South County Office
 Planning and Development Services
 4000 South Tamiami Trail
 Venice, FL 34293
 (941) 861-3285

COMPLAINANT INFORMATION

If you wish to list a contact person other than yourself an additional space is provided.

Name:		Name:
Address:		Address:
Phone:		Phone:
Email Address:		Email Address:

CONTRACTOR INFORMATION

Name:	
Company Name:	
Address:	City:
State:	Zip:
Phone:	Email:

License Number *(if known)*:

GENERAL QUESTIONS (Please check one)

Have you contacted the contractor concerning complaint?	Yes	<input type="checkbox"/>	No
What was the date that you contacted the contractor?	Date:		
Are there documents involved?	Yes	<input type="checkbox"/>	No
Are the documents attached?	Yes	<input type="checkbox"/>	No
Do you have a private attorney?	Yes	<input type="checkbox"/>	No
List the attorney's name and contact information:			

Permit Number:

Witnesses

(List full names with contact information)

1)
2)
3)

