

PLANNING AND DEVELOPMENT SERVICES

870 Apex Road, Sarasota, FL 34240
4000 S. Tamiami Trail, Room 2090, Venice, FL 34293
941-861-5000

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 contractor complaint form, provide supporting documentation, and return the completed documents to:

Planning and Development Services
Attn: Contractor Licensing & Enforcement
4000 S. Tamiami Trail, Room 2090
Venice, FL 34293

IMPORTANT INFORMATION – please read carefully

- Once the complaint form and supporting documentation is received, a licensing and enforcement case will be opened to investigate whether a violation of the Florida Building Code, Florida statute 489, or Sarasota County ordinance can be determined. Once the investigation is completed, you will be informed in writing of our determination of what issue(s) can be addressed.
 - If violations are found, then the contractor will be issued a Notice of Violation and have 5 business days to respond to the allegations. After that period, we will determine whether a case will be brought before the county's contractor licensing board for a determination of probable cause. If probable cause is found by the board, then a date will be set to hold a public hearing on case. Notification will be provided 15 days prior to the scheduled hearing.
 - **Your attendance at the public hearing is important so that you can provide testimony and have the evidence submitted with your complaint entered into the record. Your failure to attend may result in a dismissal of the case.**
 - After hearing and considering the evidence and testimony, the board may issue a judgement, ranging from a letter of reprimand to suspending or revoking the contractor's permitting privileges in Sarasota County.
- If the contractor is a Licensed State Certified Contractor, you may also file your complaint with the State of Florida. To file a complaint, go to the State's website: <https://www2.myfloridalicense.com/file-a-complaint/> and select "construction industry" 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.

Please keep in mind that the Planning & Development Services Building Division cannot address civil matters, such as: contract disputes, breach of contract, warranties, or issues of workmanship. Civil matters, such as these, must be handled through the court system.

Thank You,
Contractor Licensing and Enforcement



SARASOTA COUNTY GOVERNMENT

Contractor Complaint Form

PLANNING AND DEVELOPMENT SERVICES

870 Apex Road, Sarasota, FL 34240
4000 S. Tamiami Trail, Room 2090, Venice, FL 34293
Contractor Licensing and Enforcement – 941-861-5214
Licensing@scgov.net

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

Permit Number:

Witnesses

(List full names with contact information)

1)
2)
3)
4)

