



CITY OF CORAL GABLES
CONSTRUCTION REGULATION BOARD
INFORMATION & COMPLAINT FORM INSTRUCTIONS

The Construction Regulation Board was organized pursuant to Florida Statutes, Chapter 489, authorizing counties and municipalities to create local construction enforcement boards to monitor compliance with constructions laws in their jurisdiction. The City Commission passed Ordinance 3161 in 1995 establishing the Board.

If the contractor is a “*Certified*” contractor (a contractor licensed by the State of Florida) the Construction Regulation Board is empowered to deny a building permit(s) if such contractor, through the public hearing process, has been found guilty of fraud or a willful building code violation. If the contractor is a “*Registered*” contractor (a contractor licensed by Miami-Dade County) the Construction Regulation Board is empowered to deny a building permit(s) and/or imposed a fine and/or impose other penalties if such contractor is found guilty of violating a county or municipal ordinance or deemed to have committed fraud or a willful building or zoning code violation. Once a certified or registered contractor is found guilty by the Board, notification of and information concerning such a finding is submitted to the Florida Department of Business and Professional Regulation/Construction Industry Licensing Board for further determination.

The Coral Gables Construction Regulation Board is composed of five (5) volunteer members who are residents of the City and are appointed by the City Commission to serve one (1) year terms. The Board meets once a month to hear cases where probable cause is found and charges are filed by the Development Services Department.

In order to file a complaint with the Construction Regulation Board, the property owner, tenant, their attorney or legal representative **must** complete the attached Complaint Form and file it, along with the appropriate supporting documents with the Development Services Department. A case number will be assigned and an investigation will be conducted. Once the investigation is completed, the complainant will be notified as to any findings of probable cause. If a violation exists, charges will be filed and the case will be scheduled for the next available date on the docket.

PLEASE DO NOT USE LEGAL-SIZED PAPER

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 CONTRACTOR COMPLAINT FORM

1. Name of Complainant(s) Affiant
2. Current address
3. Address of location where the job was performed
4. Contact telephone no.
5. What is the name and address of the company(s) or individual(s) you contracted with?
6. What is the name(s) of the person(s) you deal with from that company?
7. Did the company or individual represent they were licensed? Yes or No. If yes, what license number did he/she/they use?
8. What else was said, done, written or shown to you to cause you to believe the individual company was licensed?
9. Did you enter into a written agreement/contract with that company or person? Yes or No.
If yes, please provide a copy of all written agreements/contracts entered into.
10. What was the date the agreement/contract was entered into?
11. What date (or approximate) did the work begin?
12. What work was supposed to be done under the terms of the contract?

13. What was the total amount to be paid under the contract?
14. What were the terms of payment (draws) to be paid under the contract?

15. Did you make any payments? If so, please list the date and amount of each payment and to whom the payment was given. If payments were different from the terms of the contract, please explain why they were different. **If checks were given, please provide copies of the front and back of all checks. Important! Please fill this portion out completely.**

| Date of Payment | Amount | Reason for Payment |
|-----------------|----------|--------------------|
| _____ | \$ _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

16. To your knowledge, was a permit obtained? Yes or No.
 By whom?

17. Please provide a brief summary of the nature of your complaint.

18. Describe the extent of work done by the contractor. And if you know, what is the estimated value of the work done?

19. When or what date was the last time the contractor performed work?

20. Did he/she work steadily from the date he/she started work? Yes or No

21. Have you had conversations with the contractor regarding your complaint since he/she stopped or finished work? Yes or No
If yes, explain.

22. To your knowledge, have any inspections been performed by the Development Services Department? Yes or No

23. Have you had any independent sources inspect the work, such as an architect, engineer or another contractor? If so, what was their determination? If a report was made, please attach a copy of their report. Yes or No

24. Have any liens been filed against you property by the contractor, subcontractor or suppliers? Yes or No

25. Have you filed a civil suit against the contractor? Yes or No

X _____
Affiant (property owner or authorized representative)

STATE OF FLORIDA)

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COUNTY OF MIAMI-DADE)

Sworn to or affirmed and subscribed before me this _____ day of _____, 20 ____ by
_____ who has taken an oath and is personally known to me or has
produced _____ as identification.

My Commission Expires:

Notary Public