



Hillsborough County  
Florida

PLANNING & GROWTH  
MANAGEMENT  
BUILDING SERVICES  
DIVISION  
COMPLAINT AFFIDAVIT



Hillsborough County  
Florida

\_\_\_\_\_  
(Name of Person Completing this Form)

Telephone \_\_\_\_\_  
(Home)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Business)

SUBJECT OF COMPLAINT

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

License #: \_\_\_\_\_

LOCATION OF WHERE THE ALLEGED VIOLATION OCCURRED

Address: \_\_\_\_\_  
(Zip Code)

PLEASE PROVIDE DETAILS OF YOUR COMPLAINT AND COPIES OF:

Contracts and/or Agreements \_\_\_\_\_  
Receipts \_\_\_\_\_

Cancelled Checks (front & back) \_\_\_\_\_  
Other Documents \_\_\_\_\_

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

If necessary attach additional information.

Florida State Statute 837.06-False Official Statements. Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

Sworn to and Subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

[Stamp]

\_\_\_\_\_  
(Affiance Signature)

Date: \_\_\_\_\_

Return this form to: Code Compliance  
BUILDING SERVICES DIVISION  
601 E. Kennedy Blvd., 19<sup>th</sup> Floor  
Tampa, Florida 33601  
(813-635-7313)

ID: \_\_\_\_\_ Personally Known to me

## CODE COMPLIANCE

Address: County Center, 601 E. Kennedy Blvd., 19<sup>th</sup> Floor, Tampa, Fl. 33601  
(813) 635-7313, Gloria Hatfield

The Hillsborough County Code Compliance Section is responsible for investigating any violations of the Hillsborough County Construction Code Ordinance 09-3. Code Compliance also serves as a liaison to Contractor Licensing/Boards & Councils: Boards of Adjustment, Appeals and Examiners (Gas, Electric, Mechanical, Plumbing & Building) on matters relating to the Construction Code Ordinance. For more information on Board activities, please contact, Gloria Hatfield.

The Construction Code allows a Code Compliance investigator to issue Notices of Violations and Citations, which carry a civil penalty of up to \$500.00 for any person, firm, corporation or agent who violates the Construction Code. Any such person, firm, corporation or agent who fails to comply with a Notice of Violation or Citation may be brought before the appropriate Building, Electric, Mechanical, Plumbing or Gas Board of Adjustment, Appeals and Examiners for disciplinary action.

Hillsborough County Construction Code violations include, unlicensed contractors, unpermitted construction work and any other contractor's violations of the Construction Code. These violations are reported by the public and other County/State agencies through complaint letters, phone calls, e-mails and faxes.

**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. The Department cannot be your legal Representative. Matters which involve monetary recovery or questions of restitution for damages are civil in nature and should be addressed to the court with appropriate jurisdiction.**

*All Contractors working in Hillsborough County are required to purchase a \$5,000.00 Code Compliance Bond. If your contractor has been issued a Notice of Violation of the Construction Code and fails to act on the violation, you are entitled to file a claim against the bond to have the noted violation corrected.*

*In order to file a claim, you will need to contact our Contractor Licensing Section at, (813) 635-7312 or 307-4561 to obtain the name of your contractor's bonding company and bond number. You should contact your contractor's bonding company to acquire the proper forms for filing your claim.*