



PLANNING & GROWTH
MANAGEMENT
BUILDING SERVICES
DIVISION
COMPLAINT AFFIDAVIT

(Name of Person Completing this Form) Telephone _____

(Address) (Home)

(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 _____ Cancelled Checks (front & back) _____
Receipts _____ 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
5701 E. Hillsborough Ave. #2459
Tampa, Florida 33610
(813-635-7315)

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) 635-7308/7309 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.

CODE COMPLIANCE

Address: NetPark Office Complex, 5701 E. Hillsborough Ave.,
Suite 2459 Tampa, Florida 33619
(813) 635-7315, Sanshaunna Stokes

The Hillsborough County Code Compliance Section is responsible for investigating any violations of the Hillsborough County Construction Code Ordinance 01-33, as amended by 01-34. ([LINK TO RESOURCES/CODES](#)). 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.