



MARTIN COUNTY LICENSING DEPARTMENT
900 SE RUHNKE STREET
STUART, FL 34994
(772) 288-5482
FAX (772) 419-6935

COMPLETE THE ATTACHED FORM AND RETURN WITH DOCUMENTATION TO THE ABOVE LISTED ADDRESS.

IMPORTANT INFORMATION CONCERNING YOUR COMPLAINT

PROCESS OF A COMPLAINT: This office investigates complaints filed against licensed contractors to determine if there are violations of Martin County Code of Ordinance Chapter 43 Construction Industry Licensing. When complaints are received, they are reviewed by staff, who will then attempt to contact the complainant and the respondent in each case.

To process your complaint in a timely manner, please provide the following information:

- 1.) Full details and date of incident.**
- 2.) Include documents such as contracts, bids, invoices, canceled checks, advertisements, correspondence, photographs, etc. to support your complaint.**

Procedures: After investigating the complaint the county will determine if there was a possible violation of Martin County Ordinance Chapter 43, Construction Industry Licensing. If so, both parties will be notified to appear before the Martin County Construction Industry Licensing Board. The county will follow Florida Statutes 162 for service, and the item will be placed on the next available hearing date.

Limits of Board action:

County licensed contractors

Dismissal
Probation
Suspension
Revocation

State licensed contractors

Dismissal
Suspension of permitting privileges
Revocation of permitting privileges

Issues such as punitive damages, pain and suffering, legal fees, etc., are civil in nature and should be addressed to a court with appropriate jurisdiction. If you are filing a complaint regarding fees, personal conduct, or a manufacturer's warranty, please be advised that this office **WOULD NOT be able to assist you.**



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The Laws of Florida and Martin County require a Contractor to have a CERTIFICATE OF COMPETENCY to bid, contract, or perform in the following trades:

General Contractor
Building Contractor
Residential Contractor
Sheet Metal
Class A A/C (HARV)
Class B A/C (Commercial)
Roofing Contractor
Marine Contractor
Master Electrician
Journeyman Plumber
Commercial Pool/Spa
Pool/Spa Servicing
Underground Utilities
Acoustical/Susp. Ceiling
Aluminum w/Concrete
Asphalt Sealing
Burglar Alarm
Concrete Forming & Finishing
Demolition Contractor
Drywall (Gypsum)

Garage Door
Glass & Glazing
Gunite Contractor
Hurricane Shutter/Awning
Insulation Contractor
Irrigation Contractor
Master Plumbing w/Gas
Masonry Contractor
Journeyman Electrician
Pile Driving
Pre-Stressed/Pre-Cast Concrete erection
Reinforcing Steel
Residential window, door & siding
Roof Deck Contractor
Sign – Electrical
Sign – Non-Electrical
Structural Steel

****To obtain a complaint form from the State of Florida for a State Certified Contractor, please contact the Department of Business & Professional Regulation at (850) 487-1395 or online at www.myfloridalicense.com.***



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Licensing Complaint Form

(Please Type or Print)

Complainant: _____

Address: _____

Phone: _____

Alt. Phone: _____

Subject of Complaint

Contractor: _____

Address: _____

Phone: _____

Alt. Phone: _____

Did you sign a contract? Yes No

Contract Date: _____

Please give full details and include copies of ALL documentation supporting your complaint.

An attempt will be made to assist you and the contractor in negotiating a resolution whenever possible. If this is not possible, other actions may be taken depending on the result of the investigation.

Florida Statutes 837.06, False Official Statements: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of this official duty shall be guilty of a misdemeanor of the second degree.

Signature: _____ **Date:** _____

The foregoing instrument was acknowledged before me this _____ day of
_____, 202__

BY _____

Notary Public

Personally known _____

Produced ID _____

Type of ID produced _____

NOTARY STAMP: