

RESIDENTIAL BUILDERS – STATEMENT OF COMPLAINT

Type or print legibly in ink. The Department has jurisdiction in only certain matters involving consumers and licensees in the area of occupational professions licensing laws. If the Department has jurisdiction over your complaint, an investigation will be conducted for possible licensing action by the Department. If a complaint is against a residential builder for violations of the residential building code, you must send a copy of the initial complaint to the builder. Your individual remedies should be pursued in the civil courts.

The Department must receive residential building complaints no later than 18 months after completion, occupancy, or purchase, whichever occurs latest. With regards to projects requiring an occupancy permit, the 18-month ends with the latest of either the issuance of a temporary certificate of occupancy, a certificate of occupancy, or closing. Include appropriate documentation to reflect completion, occupancy, closing, or purchase, as applicable.

YOUR COMPLAINT IS AGAINST	INFORMATION ABOUT YOU
Name of Licensee (Company)	Name
Address (Number and Street)	Address (Number and Street)
City, State Zip Code	City, State Zip Code
Telephone Number	Telephone Number
Name of Person You Dealt With	E-mail Address
License Number (If known)	Are you willing to testify in a hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No

Briefly explain your complaint below. Attach additional sheets, if necessary, to clearly document the violations which you believe have occurred.

Attach copies of the following documents as applicable to support your complaint. Failure to do so will cause unnecessary delays. Check below which documents you have enclosed. Do not attach lengthy court proceedings, binders, or other bulky material. You may be asked to provide other documents at a later date. **Do not send originals, we cannot be responsible for their safekeeping.**

- | | | | |
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| <input type="checkbox"/> Buyer/Listing Agreement | <input type="checkbox"/> Canceled Checks, Receipts | <input type="checkbox"/> Legal Property Description | <input type="checkbox"/> Change Order(s) Building |
| <input type="checkbox"/> Offer to Purchase | <input type="checkbox"/> Claim Form | <input type="checkbox"/> Contract for Service | <input type="checkbox"/> Inspection Report |
| <input type="checkbox"/> Closing Statement | <input type="checkbox"/> Land Contract | <input type="checkbox"/> Building Inspection Report | |
| <input type="checkbox"/> Disclosure Statement | <input type="checkbox"/> Advertisements | <input type="checkbox"/> Building Permit App/Permit | |

I understand the information provided will not be returned, will be used for investigative purposes, and may be subject to release under the Freedom of Information Act.

Signature *Date*

REQUEST FOR COMPLETION OF BUILDING INSPECTION REPORT

Instructions to Complainant: Take this form along with a copy of your completed Statement of Complaint to your local Building Code Enforcement Official (Building Inspector). Ask your Building Code Enforcement Official to complete this form. The Building Inspection Report is used to VERIFY OR CONFIRM whether the problems described in your Statement of Complaint are code violations. The process may be delayed if the Building Inspection Report is not included with the Statement of Complaint form.

Instructions to Building Code Enforcement Official/Inspector: To substantiate allegations of building code violations against a residential builder or residential maintenance and alteration contractor, the building project must be inspected by a registered building inspector.

Please conduct an inspection of each item identified in the complaint and identify your findings in the report. You may add additional items that are code violations. Complete each section of the report and return it to this office. If you identify code violations and the residential builder or residential maintenance and alteration contractor fails to correct the defects, the Department may pursue disciplinary action by filing a formal complaint against the licensee. If a formal complaint is filed against the licensee, you may be called to testify in an administrative hearing. As the Building Code Enforcement Official/Inspector, your testimony is needed to prove building code violations. ***Your Building Inspection Report should only contain statements to which you have personally observed and are prepared to testify under oath at an administrative hearing. If you cannot testify to an item as a violation, you should not check it on the form as a violation.*** Check the “no violation” box, instead.

When completing the Building Inspection Report, it is important that you identify the following items:

1. The code in effect at the time of construction (e.g. MRC) and the year of that code (e.g. MRC 2009).
2. The specific section of the construction code which was violated (e.g. MRC 2009, R 404.1).
3. The local ordinance number for any ordinance violation that is cited and the date adopted (e.g. ordinance 143, 12/1/90).
4. The date of the inspection, inspector’s name, inspector’s e-mail address, inspector’s telephone and fax number, the city, township or village, the office address and the building inspector’s signature.

Once you have completed the Building Inspection Report, please return it to the complainant.

Pursuant to Section 23(1)(h) of the Stille-Derossett-Hale Single State Construction Code Act, 1972 PA 230, the Building Code Enforcement Official/Inspector has a duty to report violations of the Act or Rules promulgated under the Act.

BUILDING INSPECTION REPORT

THIS FORM TO BE COMPLETED BY THE BUILDING INSPECTOR ONLY

Owner of Property		Contractor Responsible for Work Performed	
Construction Site – Street Address		Business Address of Contractor	
City, State & Zip Code		City, State & Zip Code	
Occupancy Date, New Construction	Completion Date, Home Improvement	License Number	
Is Building Permit Required?	Permit Number (if required)	Permit Issued To	Date Permit Issued

INSPECTOR: Identify each item the complainant has listed on the Statement of Complaint. You may include other items you believe are justified. Inspect the building project and indicate below whether the items are justified because they are code violations. If they are not, check the box marked "No Violation." You should not check the "No Violation" box if you indicate the item represents a code violation. Please provide any information regarding non-building code violations, such as abandoned projects or departures from plans and specifications, etc. ***You may be asked to testify to your statements at an administration hearing if the Department pursues a formal complaint against the residential builder or residential maintenance alteration contractor.*** Please attach additional pages if necessary.

The undersigned acknowledges the obligation to provide truthful information; verifies and confirms that the statements made below are true to the best of his/her knowledge, information, and belief; and, if called as a witness, would so testify:

Enter items identified in the Statement of Complaint and any other items you believe are justified. Indicate the nature of the complaint, location, and code violation or no violation.	Section Number of Code Violation (e.g. R 404.1)	Code Used and Year (e.g. MRC 2009, etc.)	No Violation (√)
Ordinance	Section	Date Adopted	Date Effective
Name of Inspector (Printed)		Telephone Number	Fax Number
Inspector for City, Village, Township of		County of	
Street Address		City, State & Zip Code	
E-mail Address		Date of Inspection	
Signature of Inspector		Signature Date	