CONTRACTOR COMPLAINT FORM

Address: 111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-7433
Website: www.columbus.gov/bzs

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING AND ZONING SERVICES

Attn: Secretary of the Board for:

☐ Skilled Trades Review Board (Mechanical, Electrical, Plumbing, Sewer, Water) (614) 645-6340

☐ General and Home Improvement Contractors Board (614) 645-6371

☐ Unlicensed or Unregistered Contractors; Building Compliance Section (614) 645-1733

If you have questions, please contact the phone number for the above checked trade.

Date: _____

Address of site where work was performed: _____

Complainant Information:

Name: _____ Email Address: _____

Home Address: _____

Home Phone Number: _____ Business Phone: _____

Property Owner Information (Complete if different than complainant):

Name: _____

Home Address: _____

Business Phone: _____ Email Address: _____

Contractor Information:

Name: _____ License or Registration Number: _____

Name of Company: _____

Company Address: _____

Business Phone: _____ Email Address: _____

Additional Information

Were you informed by a representative of the company that they were licensed or registered to perform in the City of Columbus?

☐ Yes ☐ No

To your knowledge, did the contractor obtain the proper permit(s) for the scope of work completed?

☐ Yes ☐ No

Were you supplied with a written contract? ☐ YES ☐ NO
Was the contract signed by you? ☐ YES ☐ NO ☐ NA

What was the original date of the agreement or contract? _____

What date was the job initiated? _____ What date was the job completed? _____

Did anyone other than the contractor purchase any of the materials? ☐ Yes ☐ No
If yes, by whom:_____

WRITTEN COMPLAINT:

Please describe your complaint regarding the work completed and include copies of any documentary evidence to support your complaint. (i.e.: contract or agreement, permit forms, inspection reports, notes, front and backs of cancelled checks, etc.)

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Print/Type Name: _____ Date: _____

Signature of Applicant: _____

Sworn to before me and signed in my presence this _____ day of _____ in the year _____.

Notary Seal here

_____

Signature of Notary Public or Building & Zoning Services Official

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For office use only:

Reviewed By: _____ Date: _____