



# City of Portage Building Department

6070 Central Avenue, Portage, Indiana 46368  
Telephone (219) 762-4204 Fax (219) 764-5749 URL [www.portagein.gov](http://www.portagein.gov)

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## Board of Licensing and Registration Complaint Form

Pursuant to Section 18-69 of the City of Portage Municipal Code, the board of examiners of contractors and subcontractors may, upon a complaint filed by a member of the building department, or upon the filing of a verified complaint in writing by a contractee, prefer charges against any licensee under the terms of this division. The complaint shall contain a statement of facts pertaining to the specific charges of the violation of this division, other ordinances and/or state law pertaining to the building construction, or of any act which may be the cause of suspension or revocation of a license.

**Please complete entire form. If more space is needed, attach additional sheets. Provide copies of all written contracts or other evidence to support your complaint.**

### Complaint Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

### Contractor Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

### Job Information

Location of work to be performed:

\_\_\_\_\_

Work to be performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was a written contract signed? \_\_\_\_\_ If yes, please attach a copy with addendums/change orders.

Date work began \_\_\_\_\_

Work completed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How much has been paid for the work completed?      \$ \_\_\_\_\_

What are the problems or complaints with the work/contractor?

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Have you contacted an attorney regarding this matter? Yes\_\_\_\_\_ No\_\_\_\_\_

Please indicate in the spaces provided below, which provision of the City of Portage Municipal Code you believe the contractor is guilty of:

\_\_\_\_\_ Deliberate misrepresentation of any material fact, fraud, or deceit in obtaining a license.

\_\_\_\_\_ Gross negligence or gross incompetency while engaged in the business of acting in the capacity of a contractor or subcontractor within the meaning of this article.

\_\_\_\_\_ Aiding, abetting, or knowingly combining or conspiring with an unlicensed person with the intent to evade the provisions of this article.

\_\_\_\_\_ Abandonment without legal excuse of any construction project or operation engaged in or undertaken by the licensee as contractor or subcontractor.

\_\_\_\_\_ Diversion of funds or property received for a specified purpose, and for the purpose and prosecution or completion of any construction project or operation, and the application or use of such funds for any other project or operation, obligation or purpose:

- a. With the intent to defraud or deceive creditors or the owners; or,
- b. Resulting in the loss of said funds or property received.

\_\_\_\_\_ Willful and deliberate violations of the building laws of the state and the city, or the political subdivisions thereof.

\_\_\_\_\_ Willful departure from or disregard of plans or specifications in any material respect, without the consent of the person entitled to have the particular construction or operation completed.

\_\_\_\_\_ The doing of any willful or fraudulent act by the licensee as contractor or subcontractor as a consequence of which another is substantially injured.

\_\_\_\_\_ Failure in any substantial respect to comply with the provisions of this article.

\_\_\_\_\_ Disregarding a stop-work order which has been issued for violation of ordinances or the building codes or laws; provided, when a contract has been executed or commenced, the contractor may proceed nevertheless to complete such contract on the condition that he will make the necessary adjustments and repairs.

\_\_\_\_\_ Failing to pay employees or subcontractors without legal justification.

\_\_\_\_\_ Failing to perform work in a good and workmanlike manner according to accepted standards and practices in the trade. (Section [14-91](#))

\_\_\_\_\_ Receiving three or more citations for using or hiring unlicensed contractors or subcontractors.

1. If suspension or revocation results from a violation of this subpart, reinstatement may only occur after the passage of one year from the date of suspension or revocation; and,

2. Prior to reinstatement of license, the contractor or subcontractor must obtain board approval for reinstatement by appearing before the board for interview; and,
3. The contractor or subcontractor will be required to demonstrate to the board a procedure to prevent future violations.

\_\_\_\_\_ Receiving an additional citation under City of Portage Municipal Code Section 18-68, subsection (13), after receiving a suspension or revocation of license pursuant to subsection (13). Such contractor shall be subject to all provisions listed in subsection (13).

Please be advised that pursuant to the City of Portage Municipal Code, it shall be within the power of the board to temporarily suspend or permanently revoke the license of any contractor or subcontractor while a licensee under this article, who shall be guilty of any one or more of the foregoing acts or omissions.

Please provide a detailed factual basis for all claims marked above:

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Please identify all other ordinances and/or state laws you allege were violated:

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Please describe any action taken to remedy your complaint:

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Please state your request of the Board of Licensing and Registration:

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I AFFIRM, UNDER PENALTIES OF PERJURY, THAT THE FOREGOING FACTS ARE TRUE TO THE BEST OF MY PERSONAL KNOWLEDGE, INFORMATION AND BELIEF.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<b>FOR BUILDING DEPARTMENT USE ONLY</b>	
License issued? Yes ____ No ____	Permit issued? Yes ____ No ____



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Date

\_\_\_\_\_  
Signature

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