



CONTRACTORS STATE LICENSE BOARD

STATE OF CALIFORNIA

9821 Business Park Dr, Sacramento, CA 95827
Mailing Address: P.O. Box 269116, Sacramento, California 95826-9116
(916) 843-6515

www.cslb.ca.gov | CheckTheLicenseFirst.com

Building Permit Violation Referral

This form is to report any contractor who fails to pull a building permit for construction activity.

Fax completed forms to: 916.255.4184

COMPLAINANT

1. YOUR NAME last first AGENCY OR COMPANY NAME
ADDRESS number street city county state ZIP code
PHONE WHERE YOU CAN BE REACHED 8 am-5 pm: EMAIL ADDRESS

CONTRACTOR INFORMATION

2. CONTRACTOR BUSINESS NAME CONTRACTOR NAME CONTRACTOR LICENSE NO. USED, IF ANY
CONTRACTOR ADDRESS number street city state ZIP code
PHONE EMAIL ADDRESS
WHERE THERE EMPLOYEES PRESENT? YES NO IF YES, HOW MANY?

PROJECT INFORMATION (if available)

3. OWNER OF CONSTRUCTION SITE AND/OR AWARDDING BODY PHONE
STREET ADDRESS number street city state ZIP code
4. PROJECT SITE ADDRESS number street city state ZIP code
RESIDENTIAL COMMERCIAL APPROXIMATE DATE OF WORK DID YOU NOTIFY THE LOCAL BUILDING DEPARTMENT OF WORK BEING DONE WITHOUT A PERMIT? YES NO

5. DESCRIBE BRIEFLY THE SCOPE OF THE WORK (I.E. PAINTING, PLUMBING, CONCRETE, PATIO COVER, ROOM ADDITION)

Table with columns: TYPE CNST, INV, ORG, PRIORITY, DATE RECEIVED, SPECIAL PROJECT, DT STAT EXP, CSR INIT, ASSIGNED TO CSR, SI INIT, ASSIGNED TO SI, CLOSURE CODE, LETTER CODE, CLOSING LETTER SENT TO, DATE CLOSED, STP AMOUNT, STATUS CHANGE, LICENSE NUMBER, STP TYPE, DATE.



Building Permit Violation Referral (continued)

Filing a Complaint for Failure to Obtain a Building Permit

Building permits are required by law as a public safety measure. Permits ensure that construction is performed in compliance with state and local codes, including safety standards.

Failure to obtain a building permit is a violation of Contractors License Law. Further, construction performed without a permit can expose a homeowner to additional liability and costs. When a contractor performs a work improvement that requires a permit without that permit, it is a violation of Business and Professions (B&P) Code Sections 7110 and 7090. Contractors who violate the law are subject to disciplinary action by CSLB, including assessment of civil penalties of up to \$8,000 per violation, an order of correction to pay the cost of permit fees as well as any assessed penalties imposed by the local building department, and suspension or revocation of the license.

Upon receipt of a building permit complaint, CSLB will contact the contractor regarding the permit allegation and take the appropriate disciplinary action.

File a Complaint by Mail or Fax

To file your complaint, begin by downloading the Building Permit Complaint form or call 1.800.321.CSLB (2752) to request that a complaint form be mailed to you.

1. Fill out and sign the complaint form.
2. Mail or fax the completed form to:

Sacramento Intake & Mediation Center
P.O. Box 269116
Sacramento, CA 95826-9116
916.255.4184 (fax)