



**CONTRACTORS STATE LICENSE BOARD**

STATE OF CALIFORNIA

9821 Business Park Drive, Sacramento, CA 95827  
 Mailing Address: P.O. Box 26000, Sacramento, CA 95826  
 800.321.CSLB (2752) | 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 form to: 916.255.4184**

COMPLAINANT				CONTRACTOR INFORMATION			
PLEASE CHECK TO REMAIN ANONYMOUS <input type="checkbox"/>				CONTRACTOR NAME <input type="checkbox"/> PRIME <input type="checkbox"/> SUB			
NAME				DBA			
AGENCY OR COMPANY NAME				LICENSE NUMBER			
STREET ADDRESS				STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE	CITY	COUNTY	STATE	ZIP CODE
PHONE NUMBER	E-MAIL ADDRESS			LICENSE NUMBER	WERE EMPLOYEES PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
				IF YES, HOW MANY?			

PROJECT INFORMATION (if available)							
OWNER OF CONSTRUCTION SITE AND/OR AWARDING BODY				PROJECT STREET ADDRESS			
STREET ADDRESS				CITY	STATE	ZIP CODE	
CITY	STATE	ZIP CODE		<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	APPROXIMATE DATE OF WORK		
PHONE NUMBER				DESCRIPTION OF WORK			
DID YOU NOTIFY THE LOCAL BUILDING DEPARTMENT OF WORK BEING DONE WITHOUT A PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO							

**FOR OFFICE USE ONLY**

COMPLAINT NUMBER				TYPE CONST	INV	ORG	PRTY	DATE RECEIVED			SPECIAL PROJECT	DATE STATE EXP			ER INIT	ASSIGNED TO ER		
F	Y						MO	DA	YR		MO	DA	YR		MO	DA	YR	
LICENSE NUMBER				CLOSURE LETTER	DISPOSITION	DATE CLOSED			STATUS CHANGE									
				C			MO	DA	YR	C			C			C		
SECTIONS VIOLATED				C						DATE	DATE	DATE	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. On June 11, 2009, the Contractors State License Board (CSLB) voted unanimously to place a high priority on enforcing building permit requirements, and an Industry Bulletin was subsequently issued on November 30, 2009, to alert licensees that CSLB would be accelerating building permit enforcement efforts, beginning January 2010.

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 \$5,000

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)