



**STATE OF IDAHO DIVISION OF BUILDING SAFETY**

1090 East Watertower Street, Suite 150

Meridian, Idaho 83642

Ph: 800-955-3044

Fax: 877-810-2840

Email: [compliance@db.s.idaho.gov](mailto:compliance@db.s.idaho.gov)

[db.s.idaho.gov](http://db.s.idaho.gov)

**NOTICE TO COMPLAINANTS**

The mission of the Division of Building Safety (DBS) is to safeguard the citizens of Idaho through responsible administration of building and construction-related safety and licensure standards while promoting a positive business climate.

DBS is the licensing agency for plumbers, electricians, HVAC technicians, manufactured home licensees, and public works contractors statewide and oversees applicable trade apprenticeship programs. The agency also issues permits and performs code compliance inspections in areas of the state where DBS has jurisdiction. All other building trade contractors must be registered with the Bureau of Occupational Licenses. The Bureau's website is [www.ibol.idaho.gov](http://www.ibol.idaho.gov).

DBS is legally authorized to take disciplinary action against an individual only when the individual has violated the statutes or rules governing a profession over which DBS has jurisdiction.

DBS is not authorized or empowered to intervene in business or contractual disputes between complainants and licensees or impose criminal penalties. You may wish to consult with private legal counsel or contact your local law enforcement agency about any such matters.

As a complainant, you are not a party to any proceeding initiated by DBS; however, you may be asked to be a witness in such a proceeding. The role of DBS is not to advocate on your behalf. DBS and the Office of the Attorney General do not represent you and cannot provide you with legal advice.

Complaints cannot be submitted anonymously because DBS may ask you to provide further information in its investigation, or you may be called as a witness in a future proceeding.

DBS is unable to provide you with information it obtains as part of an inquiry into a person's fitness to retain a license or registration. Such information is exempt from disclosure under the Idaho Public Records Act. *See Idaho Code § 74-106(9)*. Additionally, this complaint form may be a public record, and subject to disclosure under that Act.



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**COMPLAINT**

ELECTRICAL

PLUMBING

HVAC

MANUFACTURED HOMES

PUBLIC WORKS CONTRACTOR

Please include any additional pages, photographs, invoices, contracts, names of witnesses, or other relevant information and mail or email to the address above. **Do not submit original documents.**

Company or person(s) committing alleged violation: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Location(s) of alleged violation: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) and time(s) of alleged violation: \_\_\_\_\_

Description of alleged violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the complainant, agree to appear before the board with jurisdiction over the applicable profession of the alleged violator or a court of law, if necessary, to support the above listed facts. This complaint is true, accurate, and complete to the best of my knowledge. **All fields below are required.**

Complainant Name (Print or Type) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_