

STATE OF NEW MEXICO
REGULATIONS AND LICENSING DEPARTMENT
CONSTRUCTION INDUSTRIES DIVISION
2550 CERRILLOS RD.
P.O. BOX 25101
SANTA FE, NM 87504
TELEPHONE: 476-4700 FAX: 476-4685

COMPLAINT FORM

PLEASE READ BEFORE YOU CONTINUE

Unlike some other regulatory agencies, CID's statute (the Construction Industries Licensing Act) does not authorize CID to resolve consumer complaints. Therefore, when we receive a complaint, the first thing we do is to determine whether we have a jurisdiction over the actions that are being complained about.

Generally speaking, CID is a building code enforcement agency. In order for us to have jurisdiction over a contractor's actions, there must be a building code violation. When we receive a complaint that indicates that the contractor may have violated the building code, we open an investigation and send an inspector to examine the work for code compliance.

Complaints that do not violate code violations, therefore, are usually outside of CID's jurisdiction. There are, however, some exceptions. For example, if a homeowner has sued a contractor and had been awarded a judgment against a contractor, CID may have jurisdiction if the law suit was based on a construction contract, a conversion of funds, or an act of fraud. CID may also have jurisdiction if the contractor has performed a service beyond the scope of his or her license or hires an unlicensed contractor to do construction work.

The Construction Industries Division does NOT have jurisdiction over the following:

- *Incomplete Construction/ Abandonment of Contract *Financial Disputes
- *Contract Disagreement *Poor Workmanship * Reimbursement for Damages
- *Septic Tanks-Contacted the Environment Department
- *Mobile Home/ Manufactured Home- Please call 476-4770

Please Complete this form in it's entirety. INCOMPLETE FORMS will be rejected.

I. Complaint Filed By: Homeowner _____ Contractor _____ Other _____
Name: _____ Phone #: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
Building Project Address: _____ City: _____ State: _____ Zip Code: _____
Does this address fall outside of city limits: YES: _____ NO: _____ (This determines inspection jurisdiction).
If yes specify County _____
Is this a commercial project or residential project?
_____ Commercial _____ Residential

I. Complaint Filed Against:
Contractors License# _____
Contractor _____ Contractor Telephone# _____
Contractor Company _____ Owners Name _____
Address: _____ City: _____ State _____ Zip Code _____

III. Date of contract agreement between Complaint and Contractor: _____ (Please submit a copy if written).

IV. Date the building of your home was originally completed: _____

