

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:** \_\_\_\_\_

