



Office of Investigations and Enforcement

110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC 29211-1329
Phone: 803-896-4470 • Fax: 803-896-4656

BUILDING/BUSINESS PROFESSIONS COMPLAINT FORM

Select the applicable Board:

- | | | |
|--|--|---|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Cosmetology | <input type="checkbox"/> Massage/Bodywork Therapy |
| <input type="checkbox"/> Architectural Examiners | <input type="checkbox"/> Environmental Cert. | <input type="checkbox"/> Pilotage |
| <input type="checkbox"/> Athletic Commission | <input type="checkbox"/> Foresters | <input type="checkbox"/> Pyrotechnic Safety |
| <input type="checkbox"/> Auctioneers' Commission | <input type="checkbox"/> Funeral Service | <input type="checkbox"/> Real Estate Appraisers |
| <input type="checkbox"/> Barber Board | <input type="checkbox"/> Geologist | <input type="checkbox"/> Real Estate Commission |
| <input type="checkbox"/> Building Codes Council | <input type="checkbox"/> Landscape Architects | <input type="checkbox"/> Soil Classifiers |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Liquefied Petroleum Gas | <input type="checkbox"/> Vacation Timeshares |

COMPLAINANT INFORMATION (Individual filing complaint)

Name: _____

Address: _____
Street/PO Box City State Zip

Contact Phone: _____ Email: _____

Alt. Phone: _____ Fax: _____

What is the best way to reach you? (Phone, email, etc.) _____

RESPONDENT INFORMATION (Who the complaint is filed against)

Name: _____ License No.: _____
(If applicable or known)

Business Name: _____ Phone: _____

Address: _____
Street/PO Box City State Zip

WITNESSES

Provide name(s), address(es) and contact number(s). Attach additional sheet if more space is needed.

Name Address Phone

Name Address Phone

Name Address Phone

INCIDENT DETAILS

Alleged Violation:

Date(s) of Occurrence: _____

Please provide a statement of facts, allegations and/or, concerns. Attach a copy of each document you possess that can substantiate any facts in your complaint. These documents will not be returned. Please attach additional sheets, if necessary.

Have you attempted to contact the respondent concerning your complaint? Yes No

If yes, when? _____

What was the result?

The Board accepts anonymous complaints from people who choose to withhold their name and contact information. However, if not enough information is provided with the complaint, the Board may not be able to investigate the case.

I hereby swear or affirm under penalty of perjury that, to the best of my knowledge, all statements I have made in this initial complaint are true and the supporting documents I have provided are true and accurate copies. I understand that this complaint and supporting documentation become a part of the official case record and will become the property of the South Carolina Department of Labor, Licensing and Regulation, and will not be returned to me.

Complainant Signature

Date



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GOOD CAUSE EXPLANATION

The law requires that the name of the person submitting a complaint must be disclosed to the license holder who is the subject of a complaint. There is an exception to this, however, if the Board determines that good cause exists to withhold the name from the license holder.

Please use the space below to explain the reasons you believe your name should be kept private. The explanation in the space below will not be released to the license holder.

Do not use the space below to restate information already provided in the complaint you file against the license holder. Information provided below that does not relate to a request to withhold your name may not be considered in the complaint review.

Good Cause Explanation:

I understand that I am allowed to provide information for the Board's consideration to support my request to keep my name from being released to the license holder. I further understand that the Board may rule against me and determine that my explanation does not show sufficient good cause to keep my name from being disclosed. In that case, my name will be released to the license holder. For my request to be considered by the Board, I understand that I must file my complaint **and** provide my good cause explanation at the same time. I further understand that whether or not my name remains private, the license holder will receive a copy of my complaint and my supporting materials.

Complainant Signature

Date