The Commonwealth of Massachusetts
Department of Public Safety
Board of Building Regulations & Standards
One Ashburton Place, Room 1301
Boston, Massachusetts 02108-1618
Phone (617) 727-3200
Fax (617) 727-5732
TTY (617) 727-0019
www.mass.gov/dps

Construction Supervisor License (CSL) Complaint Application

- TO FILE A COMPLAINT AGAINST A CONSTRUCTION SUPERVISOR LICENSE HOLDER (CSL), THIS FORM MUST BE COMPLETED IN ITS ENTIRETY.
- INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.
- ALL COMPLAINTS MUST CONTAIN AN ALLEGATION THAT A CSL HOLDER HAS VIOLATED AT LEAST ONE PROVISION OF THE MASSACHUSETTS STATE BUILDING CODE (780 CMR).
- APPLICANTS WILL BE NOTIFIED IN WRITING IF A HEARING IS SCHEDULED ON THE MERITS OF THE COMPLAINT.

1. Construction Supervisor License (CSL) holder's information:

A. Name: _____

B. Construction Supervisor License (CSL) number: _____
(may be looked up on www.mass.gov/dps)

C. Business address: _____

_____

D. Telephone number/email address: _____

2. Your information:

A. Name: _____

B. Are you a building official? yes ☐ no ☐

C. Address: _____

_____

D. Address of property at issue: _____
(if different from your address)

_____

E. Telephone: ( ) Fax: ( ) Email:

3. Narrative. In order for this complaint to be processed, you must provide a detailed description of the situation that led you to file this complaint. The description should identify the specific section(s) of the Building Code that you allege have been violated. (For example: "*The CSL holder began construction of an addition to a single family dwelling at 10 Main Street prior to applying for a permit, in violation of 780 CMR 5110.1. Inspector Jones issued a stop work order pursuant to 780 CMR 5119.1, but discovered the next day that work was continuing.*"). The Building Code can be found at www.mass.gov/dps. Additionally, please provide a letter or report from the building inspector, an engineer, or architect explaining the Code violations. In the Board's experience, the vast majority of all viable complaints against CSL holders are accompanied by such a report. Additional pages may be attached as needed.

Code sections violated: 780 CMR _____ 780 CMR _____ 780 CMR _____ 780 CMR _____

4. Exhibits. Please attach any documents that you want to have considered as part of this complaint. For example:

- A copy of the building permit application, building permit, inspection reports, documentation on file with the building official, plans, affidavits, and other permits that applied to the project under the supervision of the same contractor.
- Photographs
- Engineering reports
- Contract between homeowner and contractor

5. Verification. *I hereby affirm under the pains and penalties of perjury that all the information contained in this complaint package is true and accurate to the best of my knowledge and belief.*

_____ _____

Signature of applicant Date

_____

Printed name of applicant

6. Filing. Please forward the complaint package to:

Board of Building Regulations and Standards
CSL Complaint Program
One Ashburton Place, Room 1301
Boston, MA 02108