



# 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

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[www.mass.gov/dps](http://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:

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B. Construction Supervisor License (CSL) number:

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(may be looked up on [www.mass.gov/dps](http://www.mass.gov/dps))

C. Business address:

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D. Telephone number/email address:

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#### 2. Your information:

A. Name:

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

C. Address:

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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](http://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