

SAMPLE FOR GUIDANCE PURPOSES

CONTRACTOR LICENSING BOARD _____
COUNTY/CITY, FLORIDA

BOARD OF COUNTY/CITY COMMISSIONERS,
_____ COUNTY/CITY, FLORIDA,

Petitioner,

vs.

Licensee Name,
Business Name,
Business DBA,

Case No: _____
License No: _____

Respondent

_____/

FINAL ORDER

THIS CAUSE was heard before the (County/City) Contractor Licensing Board (hereinafter "Board") at a public meeting on (Date), for consideration of the Administrative Complaint filed against (Respondent), as qualifier of record for (Business Name and DBA).

1. The Administrative Complaint alleges that Respondent, through (Business Name and DBA) contracted with complainant (First and Last Name) on (Date) to (enter description of work) at (Address) for (\$Dollar Amount).

2. As of (Date), Respondent failed to (enter details of violations charged as alleged by complainant).

3. The notice of hearing was served on Respondent via certified/regular/electronic mail with return receipt requested at his address of record. Respondent was/was not present and presented/did not present testimony at the (Date) hearing.

4. At the hearing the Board accepted the investigative report and administrative complaint as exhibits, heard testimony under oath, received other evidence, engaged in discussion of this matter on the record, and hereby issues its Findings of Fact and Conclusions of Law as follows:

FINDINGS OF FACT

1. The Respondent was, at all times material thereto, the qualifier of record for (Business and DBA), with registered license type (enter license type), License No. (State license number), which expires on (Date).

2. The allegations set forth in the Administrative Complaint are approved, adopted, and are incorporated by reference as the Board's findings of fact. (Alternatively specific Findings of Fact regarding the contract, amounts paid, actions by Respondent, facts presented at hearing, etc. may be listed.)

CONCLUSIONS OF LAW

Based on the above findings of fact and after consideration of all applicable and relevant law, the Board's conclusions of law are as follows:

1. All notices required by the Code of Laws and Ordinances of _____ County/City, Florida, have been issued in accordance with section _____ of the Code of Laws and Ordinances of _____ County/City, Florida, as amended, and the Board has jurisdiction over Respondent.

2. The violations of law alleged in the Administrative Complaint are approved, adopted, and incorporated herein by reference as the conclusions of law.

PENALTY

1. Based upon the foregoing adopted Findings of Fact and Conclusions of Law, and pursuant to the applicable authority granted in section 489.131(7)(b), Florida Statutes, and the Code of Laws and Ordinances of _____ County/City, Florida, as amended, by a vote of (enter number) in favor and (enter number) opposed, and a unanimous vote of the Board members present, Respondent has committed the following violations and the penalty for each is imposed as follows:

2. As to Count One, the Board hereby finds Respondent guilty of (Must include the specific violation, the penalty imposed, and penalty guidelines for each violation with any aggravating or mitigating factors. If restitution is being ordered, you must include the restitution amount and the complainant's name).

3. As to Count Two, the Board hereby finds Respondent guilty of (Must include the violation, penalty imposed, and penalty guidelines for each violation with any aggravating or mitigating factors. If restitution is being ordered, you must include the restitution amount and the complainant's name).

RECOMMENDATION TO THE CONSTRUCTION INDUSTRY LICENSING BOARD

The Board recommends that the Construction Industry Licensing Board:

☐ Take no further action.

☐ Impose an additional fine of (\$ _____), restitution of (\$ _____) to the Complainant, and/or (suspension/revocation/restriction) of Respondent's License No. (_____).

DONE AND ORDERED this _____ day of _____, (Year).

COUNTY/CITY CONTRACTOR LICENSING
BOARD

(Authorized signature)

_____, Chairman
(Printed Name)

Attachments: Administrative Complaint
Investigative Report and Exhibits
Minutes/Transcript of hearing

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true copy of the foregoing has been served on (Respondent) by certified mail, return receipt requested, at (address), on (Day, Month, Year).

Board Secretary/Administrator

CC: Department of Business and Professional Regulation
Complainant

NOTICE OF RIGHT TO APPEAL

Pursuant to _____ County/City Code Section _____, Respondent may petition the Board of _____ County/City Commissioners for review of this Order. A petition setting forth this Order, together with a statement of facts establishing Respondent's grievance, shall be filed with the clerk to the Board of _____ County/City Commissioners within sixty (60) days of the date of this Order. Pursuant to section 489.131(7)(d), Florida Statutes, Respondent may challenge the recommendation to the Construction Industry Licensing Board as set forth in this notice.