

**INTER-OFFICE MEMORANDUM**



**TO:** Building Inspections Department, Contractor Licensing Division  
Attn: Judy Hardy or designee

**FROM:**

**DATE:**

**RE:** Contractor License/Complaint History Review

Review and provide all information relative to the license, certification and/or registration, of \_\_\_\_\_, Florida DBPR Contractor's License, Certification and/or Registration No. \_\_\_\_\_, expiration date \_\_\_\_\_, and type of license, certification and/or registration listed \_\_\_\_\_ relative to the attached Scope of Work summary.

1. License, certification, and/or registration presented are in compliance with all Escambia County, Florida ordinances and the State of Florida statutes:

Signed \_\_\_\_\_

Title \_\_\_\_\_

2. License, certification and/or registration presented is not in compliance based on the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Contractor Complaint History (attachments may be necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_