


**BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS**

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

Telephone: (916) 999-3600 – Toll Free: 1-866-780-5370

Facsimile: (916) 263-2246

[www.bpelsg.ca.gov](http://www.bpelsg.ca.gov)


## HOW TO FILE A COMPLAINT

The California State Board for Professional Engineers, Land Surveyors, and Geologists regulates the practices of professional engineering, professional land surveying, professional geology, and professional geophysics in California and licenses professional engineers, professional land surveyors, professional geologists, and professional geophysicists. Anyone practicing in the following professions must be licensed by the Board:

Civil Engineering  
 Structural Engineering  
 Geotechnical/Soil/Soils Engineering  
 Electrical Engineering

Mechanical Engineering  
 Land Surveying  
 Geology  
 Geophysics

The Board also regulates the use of the following protected titles: Agricultural Engineer, Certified Engineering Geologist, Certified Hydrogeologist, Chemical Engineer, Civil Engineer, Consulting Engineer, Control Systems Engineer, Electrical Engineer, Fire Protection Engineer, Geodetic Engineer, Geomatics Engineer, Geometric Engineer, Geotechnical Engineer, Industrial Engineer, Land Survey Engineer, Land Surveyor, Licensed Engineer, Licensed Land Surveyor, Mechanical Engineer, Metallurgical Engineer, Nuclear Engineer, Petroleum Engineer, Professional Corrosion Engineer, Professional Engineer, Professional Geologist, Professional Geophysicist, Professional Land Surveyor, Professional Manufacturing Engineer, Professional Quality Engineer, Professional Safety Engineer, Professional Engineer – Retired, Registered Engineer, Soil Engineer, Soils Engineer, Structural Engineer, Survey Engineer, and Traffic Engineer, or any combination or abbreviation of those words and titles.

The Board has the authority to investigate complaints of violations of the Professional Engineers Act (Business and Professions Code section 6700, et seq.), the Professional Land Surveyors' Act (Business and Professions Code section 8700, et seq.), the Geologist and Geophysicist Act (Business and Professions Code section 7800, et seq.), and the Board Rules (Title 16, California Code of Regulations section 400, et seq. and 3000, et seq.). Violations include failure to complete a contract to provide professional services, failure to use a written contract when providing professional services, failure to record a survey map, failure to comply with the Codes of Professional Conduct, and committing acts of fraud, deceit, misrepresentation, negligence, and/or incompetence in the practice of these professions. The Board also has the authority to investigate allegations of unlicensed practice against unlicensed individuals.

The Board can take enforcement action if the investigation reveals that an individual has violated the Board's laws. Such action can involve suspending or revoking the person's license, issuing an administrative citation, or referring the matter to the district attorney for criminal prosecution.

In order to investigate your complaint, you need to provide the Board with **all** of the information you have about the problem. We need you to provide a complete chronological description, including specific dates, of the situation. You also need to provide the names, addresses, and contact information of other persons who know about the situation, including the names of any city and/or county staff if you have had contact with them about your problem. The Board needs all the facts you can provide in order to process your complaint. The Board does not have the resources to investigate inquiries based only upon suspicion or speculation.

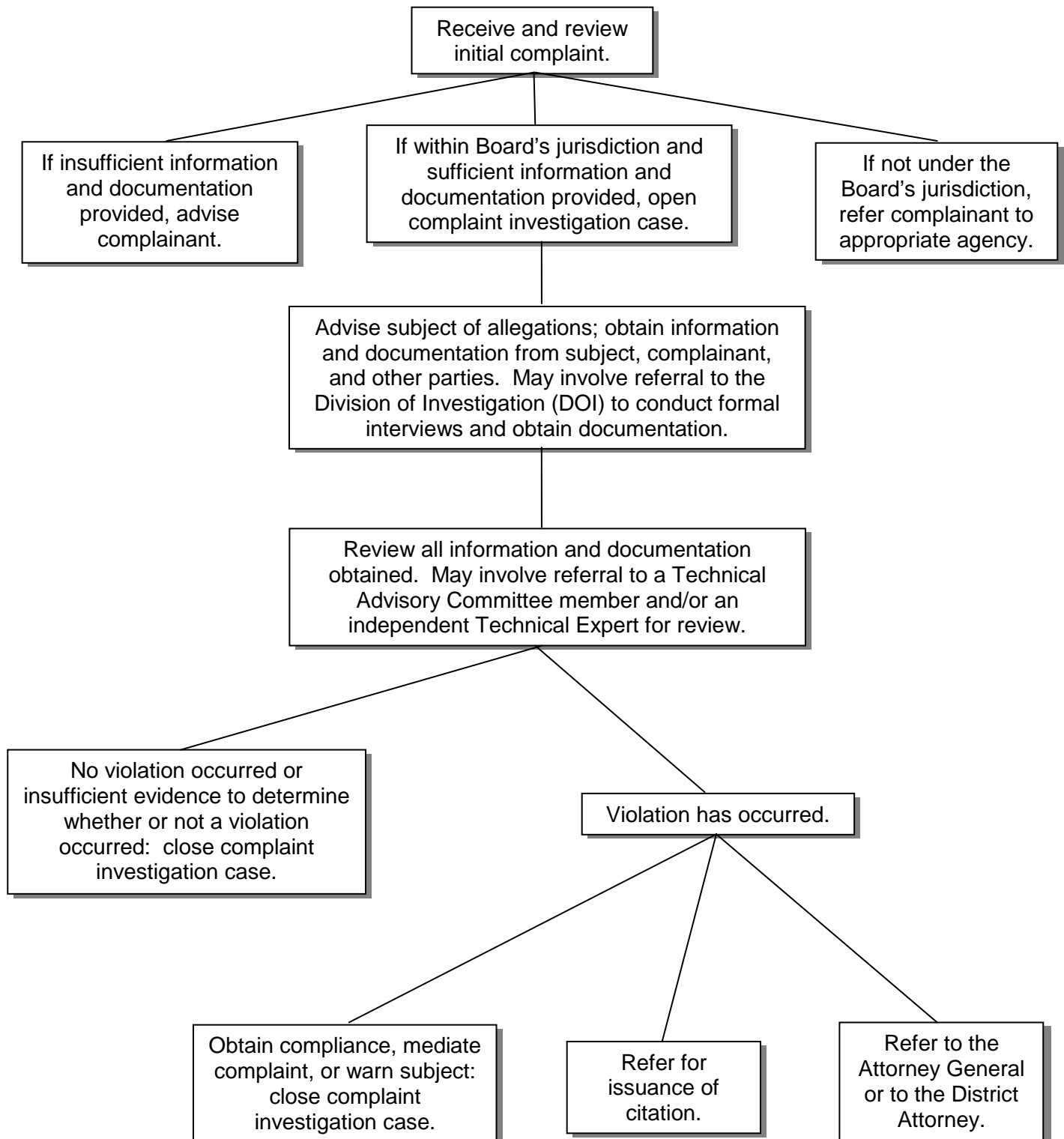
Be sure to provide copies of **ALL DOCUMENTS** about your complaint, including plans, drawings, calculations, maps, reports, plan check comments, letters, contracts, and invoices. Before mailing your complaint, make an extra copy of everything for your own files because we cannot return the documents once the investigation is completed.

If you need more information regarding how to file a complaint about a possible violation of the Board's laws, please contact the Board's Enforcement Unit at 1-866-780-5370 (toll free).

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## GENERAL OVERVIEW OF THE COMPLAINT INVESTIGATION PROCESS

This flow chart provides a general overview of the complaint investigation process. However, each complaint investigation case is handled on an individual basis and may not go through all of the steps or may not go through the steps in the order shown.





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COMPLAINT FORM

SUBJECT (Person being filed against)

COMPLAINANT (Person filing complaint)

Name of individual and license number, if known

Your Name

Business Name, if any

Business Name, if any

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Daytime Phone Number Cell Phone Number

Daytime Phone Number Cell Phone Number

Home/Evening Phone Number FAX Number

Home/Evening Phone Number FAX Number

E-mail Address or Website, if known

E-mail Address

SUBJECT PROPERTY ADDRESS (if different from address listed for Complainant above) and/or description of property location, including city and/or county.

PLEASE COMPLETE THE DESCRIPTION OF YOUR COMPLAINT AND THE DECLARATION ON THE NEXT PAGE

Section for office use only — Please do not write below this line

Case No.

Date Opened

License No.

Issue / Exp. Date

Ack Card Sent:

Address of Record – If different from above

Date:

Initials:

**DESCRIBE YOUR COMPLAINT:** Be specific. What happened? Who else is involved, including City or County agencies (names, addresses, phone numbers)? Give dates and details. Include copies of **ALL DOCUMENTS**, including plans, maps, reports, contracts, correspondence, etc. If there is no written contract, explain the details of the agreement, including dates. Attach extra pages as needed — be as complete as possible. See "How to File a Complaint" for more details.

**DECLARATION**

I declare, under penalty of perjury, that the information contained in this complaint, including any attached pages, is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_