

COMPLAINT FORM

A Complaint must constitute a threat to public safety or zoning issues.

The Building Department requires all complaints be submitted in writing on a complaint form. Without a signed written complaint, the Department cannot access any property to investigate a problem.

THIS DOCUMENT IS A PUBLIC RECORD

1. COMPLAINANT INFORMATION

Name: * _____

Street Address: * _____ State _____ Zip _____

2. Phone #: * _____ Cell Number #: _____

Email: * _____

3. LOCATION OF COMPLAINT

Owner's Name: * _____

Street Address: * _____ State _____ Zip _____

Phone #: _____ Cell Number: _____

4. Describe in detail the nature of the complaint: * (please use other side if more room is needed)

5. Specific code violation: *

5. Provide any additional information that might help the investigation:

Sign here: * _____ Date: * _____

***MUST BE INCLUDED FOR FURTHER ACTION**

FOR OFFICE USE:

Building Department Action: