



Case Number: _____

CODE ENFORCEMENT COMPLAINT

1. This form must be completed to request a Code Enforcement Investigation
2. Submit one form for each violation location
3. A Code Enforcement Complaint is a report of a violation of an applicable law or code. Filing a complaint is a serious matter and should not be done without cause.
4. Addresses or specific locations (i.e., the northwest corner of an intersection or one lot east of a specific address) are required to file a complaint. We will also need a description of the alleged violation.
5. The City does not handle civil disputes such as landlord - tenant disputes that do not involve violations of laws or codes.
6. Please print legibly, complete the requested information and return form to:

Telephonic Report

Date: _____ Time: _____

RESIDENT INFORMATION (to be completed by resident filing complaint)

Name _____
Address _____
City, State, Zip _____
Telephone No. _____ Alternate No. _____

VIOLATION INFORMATION

A SPECIFIC AND DEFINITIVE DESCRIPTION OF THE LOCATION IS NECESSARY FOR PROCESSING

PLEASE PRINT CLEARLY

This complaint was NOT Code Enforcement Related, therefore it was sent to the following department:

Building Dept. Fire Dept.