

Code Enforcement Complaint Form

Code Enforcement Complaint Form

Contact info needed for follow up. Anonymous complaints will not be investigated.

1. Type of Property <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Unimproved Land Other _____	2. Received by <input type="checkbox"/> Telephone <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Standard Mail	3. Received on _____ Date _____ Time by _____	4. SCPD Case Number SCPD Use Only
5. Any connecting incident reports (SCPD Use Only)			
6. Name of Person making this Complaint		+1 _____ Email Address	
8. Complainant Address			
9. Complainant Home Phone	10. Complainant Work Phone	11. Complainant Cell Phone	
12. Complaint Location (Street Address, Apartment Number, Subdivision Name)			
13. Can The Violation Be Observed From the Public Right of Way? ___ YES ___ NO	14. Can You Provide Access to View the Problem? ___ YES ___ NO	15. Rental Property? ___ YES ___ NO	
		16. Vacant Property? ___ YES ___ NO	
17. Property Owner Name _____ Contact Info	18. Agent/ Manager Name _____ Contact Info	19. Tenant's Name _____ Contact Info	
20. Date Issue Began or Noticed?	21. Have You Contacted the Responsible Party or Tenant? ___ YES ___ NO	22. Results of Contact?	
23. Issue Type a. _____ Garbage/Debris b. _____ Grass/Vegetation c. _____ Junk Vehicles d. _____ Sign Violation e. _____ Substandard Building f. _____ Zoning Violation g. Other			
24. Additional Details of the Complaint (Use Extra Paper If Necessary) 			
Certification I, _____, certify that the information submitted on this form is true to the best of my knowledge and belief. Knowingly providing false information can result in criminal and/or civil prosecution.			
_____ Signature		_____ Date	