

Request for Enforcement Instructions

1. When you fill out a Request for Enforcement you are filing a formal written complaint.
2. Read carefully and *completely* fill out the Request for Enforcement form.
3. Sign the Request for Enforcement form with an *original signature*.(copies not accepted)
4. Forward the *original form* to the Building Official via mail or drop off at the Building Department.

Note:

- Request for Enforcement Forms that are incomplete will be treated as an anonymous complaint
- Complaints that are phoned into the Building Department will be treated as an anonymous complaints
- Anonymous complaints will be investigated at the Building Officials discretion.
- All complaints that are filed with a complete Request for Enforcement form the complainant will receive a written response from the Building Department of our findings.