

CODE ENFORCEMENT COMPLAINT FORM

Building & Planning Division 66 N Lassen Street Susanville CA 96130

Date of Complaint: _____ Address of Alleged Violation: _____, Susanville

☐ Owner ☐ Tenant ☐ Unknown

Nature of Complaint

☐ Health & Safety ☐ Landscape ☐ Building/Remodeling without a Permit

Describe the Alleged Violation

Name of Person Submitting Complaint: _____

Date: _____

Contact No.: _____

Office Use Only

Complaint Referred To: ☐ Admin ☐ Planning ☐ Building ☐ Fire Dept. ☐ Public Works ☐ Police

When finished investigating this complaint please return all documents to the Permit Technician

Case Reviewed By: _____

Date Of Review: _____

Investigation Report:

☐ Pictures ☐ Letter Sent ☐ Referred to another agency ☐ No violation found

☐ Follow up in 10 days ☐ Investigation Closed Date: _____

Assigned Case No. _____

Received Stamp & Initial

Received Stamp & Initial

