



C I T Y O F S E L M A

1710 TUCKER STREET • SELMA, CALIFORNIA 93662

Memorandum

TO: COMPLAINANT
FROM: CODE ENFORCEMENT DIVISION
RE: COMPLAINT PROCEDURES

Thank you for bringing violations to the City's Building and Code Enforcement Departments. We share your concern that the City's Codes are observed and will take action necessary to correct the violations.

Complaints will be handled in the order in which they are received, with the exception of those involving life and safety hazards (which will receive the highest priority). We will make every effort to respond to complaints as soon as possible.

Each violation identified will be dealt with individually depending upon its nature and severity. Possible actions range from verbal or written notifications to court citations or other legal remedies.

Please fill out the complaint report as **completely** as possible, as this information will assist us in expediting our investigation. Please include all related information, as to better inform this office of the situation. If you have any questions, please feel free to contact this office at (559) 891-2208.

Thank you.

Code Enforcement Complaint

This form is used to file code enforcement complaints. Please complete the information for processing.

ALL SECTIONS OF THIS REPORT MUST BE COMPLETED FOR US TO PROCESS YOUR COMPLAINT. PLEASE GIVE THE FOLLOWING INFORMATION – PRINT CLEARLY AND COMPLETE THE ENTIRE FORM.

Name of Complainant: _____ Phone: _____
Address: _____

LOCATION OF COMPLAINT:

Nature of Complaint:

PLEASE MARK *ONLY ONE* BOX:

<input type="checkbox"/>	I have no objection to my identity being revealed.
<input type="checkbox"/>	I object to my identity being released to any person outside of city employment. I believe that disclosure of my identity would endanger my life, physical safety, or property and therefore do not want my identity revealed. I understand that if unable to disclose my identity, the City may not be able to proceed with an enforcement action because I cannot be called as a witness. I also understand that if this case is filed in court my name must be disclosed if I am called as a witness in the case.

SIGNATURE OF
COMPLAINANT: _____ DATE: _____

Date:	Time:	Complaint taken by:
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