



# COMPLAINT FORM

To: BUILDING DEPARTMENT  
59 Court Street, Room B01  
Westfield, MA 01085  
(413) 572-6251

Location of Complaint: \_\_\_\_\_ Parcel # \_\_\_\_\_

Property Owner or Alleged Violator (if known): \_\_\_\_\_

Alleged violation of:     Building Code             Zoning Ordinance             General Ordinance<sup>1</sup>

Relevant Section(s) of subject code (if known): \_\_\_\_\_

Nature of Complaint (attach additional pages/evidence as necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMPLAINANT INFORMATION

This document should not be considered confidential and may be subject to M.G.L. ch. 66 §10, Mass. Public Records Law.

Name<sup>2</sup> \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

I have discussed this issue with the alleged violator

### FOR BUILDING DEPARTMENT USE

Received/Logged by \_\_\_\_\_ Date \_\_\_\_\_

in person     letter     email     phone

Investigated by \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response sent to Complainant - Date \_\_\_\_\_

letter     email     \_\_\_\_\_

<sup>1</sup> Use this form only if the enforcing authority is specified as the Superintendent of Building or Building Department.

<sup>2</sup> The Department does not customarily act on anonymous complaints.