



# **CODE ENFORCEMENT COMPLAINT FORM**

*Spokane County Department of Building & Planning*

*1026 W Broadway Avenue Spokane, WA 99260-0050*

*509-477-3675 Fax: 509-477-7198*

*bphelp@spokanecounty.org*

### **What is Code Enforcement?**

Rules governing the use of private property are intended to protect the public health, safety, and welfare of all citizens. The Building & Planning Department is responsible for enforcing the provisions of RCW's, County Codes, and other Ordinances related to building codes, zoning, subdivisions, shorelines, and critical areas. Each ordinance also contains penalties that may be imposed when a property owner refuses to correct a cited violation.

### **Who may file a complaint and when may it be filed?**

Any citizen may file a complaint whenever they observe conditions, uses of property or structures that are improper or potentially hazardous.

### **How is a complaint filed?**

Except where an immediate life safety hazard exists, compliance actions begin with either a signed complaint form or written documentation from a public agency. Once the complaint form is complete, you may submit the form by fax to (509)-477-7198, by email to [bphelp@spokanecounty.org](mailto:bphelp@spokanecounty.org), by mail, or in person to the Spokane County Building & Planning Department located at 1026 W Broadway, Spokane, WA 99260.

### **What happens once I've submitted my written complaint?**

The investigation process will typically begin once a code enforcement complaint has been received and processed. In order for the Building & Planning Department to begin compliance actions, the violation must be documented from the road or from a neighboring property who has granted permission to view the site. Actual resolution of the issue can take weeks, months, and possibly longer, depending on the complexity of the issue and legal ramifications.

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## **REPORTER INFORMATION**

*This section must be completed before Spokane County can act on this matter. Anonymous complaints are not accepted.*

### **Please Print**

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

If necessary, may we have permission to enter your property to view the subject violation? YES \_\_\_\_\_ NO \_\_\_\_\_

**Confidentiality Preference:** If you believe that disclosure of your identity would threaten your safety or property, you may request that your identity not be disclosed under Chapter 42.17.310 RCW. Be advised, disclosure of information revealing your identity will depend on application of this Chapter (the Public Disclosure Law), other applicable laws, and whether the complainant is criminally prosecuted. With that understanding, **PLEASE INDICATE YOUR DESIRE FOR DISCLOSURE OR NON-DISCLOSURE OF YOUR IDENTITY BY CHECKING THE APPROPRIATE BOX, AND SIGN AND DATE BELOW**

\_\_\_\_\_ My identity can be disclosed.

\_\_\_\_\_ **Do not** disclose my identity. I believe disclosure would threaten my safety or property.

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

