

NEW YORK STATE DEPARTMENT OF STATE
Division of Code Enforcement and Administration
REGIONAL SERVICES UNIT
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY NY 12231-0001

FILE NUMBER: _____

REGION: _____

Telephone: (518) 474-4073

Fax: (518) 486-4487

LOCAL CODE ENFORCEMENT COMPLAINT FORM

The Department of State has the statutory authority to oversee administration and enforcement of the Uniform Fire Prevention and Building Code in Local Governments. Your complaint will be reviewed to determine whether there is a basis for the Department to attempt a resolution in your behalf. If a basis for action is found, you will be so notified and steps will be taken to seek a response from the local government. **You must mail or fax this form and any supporting documents to the above address or fax number and to the Code Enforcement Official or Chief Elected Official.**

COMPLAINANT INFORMATION:

NAME: _____ TELEPHONE: (____) ____ - _____

STREET ADDRESS: _____ FAX: (____) ____ - _____

CITY: _____ ZIP CODE: _____ COUNTY: _____

CODE ENFORCEMENT JURISDICTIONAL INFORMATION:

CODE ENFORCEMENT JURISDICTION: CITY TOWN VILLAGE OF: _____

CODE ENFORCEMENT OFFICIAL NAME: _____ TELEPHONE: (____) ____ - _____

STREET ADDRESS: _____ FAX: (____) ____ - _____

CITY: _____ ZIP CODE: _____ COUNTY: _____

NAME AND TITLE OF CHIEF ELECTED OFFICIAL: _____

PRE-QUALIFICATION INFORMATION:

YES

NO

- | | | |
|---|--------------------------|--------------------------|
| 1. A COMPLETED FORM HAS BEEN GIVEN TO THE LOCAL CODE OFFICIAL OR CHIEF ELECTED OFFICIAL | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. AN ATTEMPT TO RESOLVE THE MATTER USING LOCAL MEANS HAS BEEN MADE | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. THIS COMPLAINT HAS BEEN OR MAY BE THE SUBJECT OF A LAW SUIT | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. THIS MATTER INVOLVES ONE OR MORE PROVISIONS OF LOCAL ZONING | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. THIS MATTER INVOLVES A DISPUTE WITH A LANDLORD..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. THIS MATTER INVOLVES A DISPUTE WITH A NEIGHBOR | <input type="checkbox"/> | <input type="checkbox"/> |

DESCRIPTION: (Attach additional sheets, if necessary)

Complainant's signature: _____

Date: _____

DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION
LOCAL CODE ENFORCEMENT COMPLAINT FORM GUIDELINES

The Division of Code Enforcement and Administration's local code enforcement complaint program is intended to identify possible improper use of the Uniform Code by local authorities, and to assist the public in seeking a resolution to problems they may be having as a result.

The process requires that we communicate accurate and thorough information to local authorities and give them ample opportunity to respond to each situation. It is important that the information you provide is directly related to administration and enforcement of the Uniform Fire Prevention and Building Code. If you are not sure that your complaint is a matter relating directly to administration and enforcement of the Uniform Fire Prevention and Building Code, you should call the Regional Services Central Office in Albany at (518) 474-4073 for a clarification..

The complaint form requires that you check a "yes" or "no" box in response to six pre-qualifying statements. Please read the following instructions because the failure to provide responses to all the statements will delay the process and may disqualify your complaint.

Statement 1 **Your complaint will not be processed unless a copy is forwarded to the local government.** If you wish to remain anonymous, do not include your name or address on the form. Anonymous complaints do not need be sent to the local government. Anonymous complaints will only be processed if they involve a hazardous, dangerous or potentially life-threatening situation.

Statement 2 The Division cannot process your complaint if you have not made a bona fide attempt to resolve the matter directly with the enforcing authority. If possible, supply documentation to support such efforts.

Statement 3 Your complaint will not be processed if a law suit against the local government has been filed or is pending in court. Most communities will not substantively respond if they are subject to a law suit.

Statement 4 The Division does not have the authority to address local land use or zoning issues such as realty subdivisions, non-hazardous junk, fencing other than swimming pool enclosures, encroachment or illegal land use.

Statement 5 A dispute with a landlord will only be processed if it is clear that the matter involves a provision of the Uniform Code and the local code official has failed to act in your behalf. The Division does not regulate landlords or lease agreements.

Statement 6 Neighbor disputes can only be processed if it is clear that the matter involves a provision of the Uniform Code and the local code official has failed to act in your behalf. The Division does not have the authority to resolve disputes involving illegal encroachment, drainage diversion, noise or the accumulation of non-hazardous materials or waste on the premises.

You should be aware that complaints involving selective enforcement, harassment, bad behavior or suspected illegal activity, cannot be addressed. Building officials are employees of local government and are subject to the terms and conditions of their employment.

Once the Division has determined that your complaint can be processed, you will be notified in writing, and a notice seeking a response from the enforcing authority will be sent. Please allow a minimum of 30 days for processing for matters that do not appear to involve an imminent threat to health, safety or security.

Please call (518) 474-4073 if you have any questions or need to discuss the details of your complaint.