



**City of Beverly**  
**Department of Municipal Inspections**  
**Request for Enforcement**

To: Building Commissioner/  
 Zoning Enforcement Officer

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

I believe that the **City Ordinance**, **Zoning Ordinance**, or **State Building Code** (circle all that apply) is being violated because (Use additional sheets if needed. Include photos or other documents if available):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Alleged Violation: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

I am basing my allegations on the above facts, and understand that as the complainant, I may be asked to participate with the Building Commissioner/Zoning Enforcement Officer by appearing jointly with him/her at court in the event the Building Commissioner/Zoning Enforcement Officer is personally unable to verify my allegations, thereby requiring legal proceedings to enforce the regulation(s) cited above. Pursuant to the above allegations I am requesting an investigation and enforcement, if applicable.

**I am certifying under the pains and penalties of perjury that the information provided above is true and correct.**

Complainant Original Signature: \_\_\_\_\_

The following information is required. Failure to provide your name, address and telephone number will result in the Building Commissioner/Zoning Enforcement Officer to process the complaint and his/her discretion

(Please Print)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

**For department use only**

Date of Response: \_\_\_\_\_ By: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Request for Enforcement Instructions**

1. When you fill out a Request for Enforcement you are filing a formal written complaint.
2. Read carefully and *completely* fill out the Request for Enforcement form.
3. Sign the Request for Enforcement form with an *original signature* (copies not accepted).
4. Forward the *original form* to the Building Official via mail or drop off at the Municipal Inspection Department.

### **Please Note:**

Request for Enforcement Forms that are incomplete will be treated as anonymous complaints.

Complaints that are phoned in to the Municipal Inspections will be treated as anonymous complaints.

Anonymous complaints will be investigated at the Building Official's discretion. The complainant will not receive a response from the Municipal Inspections Department of its findings/actions.

For all complaints that are filed with a complete Request for Enforcement form, the complainant will receive a written response from the Municipal Inspections Department of its findings/actions. This response can be appealed to the appropriate board.