



City of Jamestown

Office of the Building Inspector

102 3rd Avenue SE, Jamestown, North Dakota, 58401

701-252-5900 tblackmore@JamestownND.gov

COMPLAINT FORM for EXTERIOR SUBSTANDARD STRUCTURE

Complete all information requested. Be concise about the concern that you are reporting. Submit this completed document to the City Building Inspector at City Hall at the address above. This document will be reviewed by one if not all the following departments: Building Department, Police Department and Fire Department. If warranted, staff will inspect the site and document the findings.

Provide the following information to document the complaint. Failure to provide this information may prevent the City from responding in a timely manner or at all to your complaint or acting upon the concern. City staff will only investigate fully documented, written, submitted complaints.

Complainant's contact information will be used by City staff to request additional information. (Information of person completing the form.)

Complainant's Name: _____

Full address: _____

Phone number: _____ Email: _____

The information above is required for contact and response purposes. Please state here whether you wish this document to remain anonymous to anyone other than staff responding to this complaint. **Check one below:**

- Yes, I wish my complaint and contact information to remain anonymous.
- No, I do not need to remain anonymous.

Detail regarding nature and location of complaint.

Exact property address where the problem or hazard is located:

Specific statement describing the complaint, problem, or concern.

For Office Use Only

Date Initially Received: _____ Received By:(PRINT)_____

Sign: _____

Action or Review – Copy of the complaint to the following:

- Building Inspector
- City Administrator
- Fire Department
- Police Department
- Central Valley Health District
- Other Department or Agency