Sutter County Development Services Department
1130 Civic Center Boulevard, Suite A
Yuba City, CA 95993

(530) 822-7400 voice
(530) 822-7220 fax

CODE ENFORCEMENT COMPLAINT FORM

It is the intent of the Development Services Department to resolve a complaint and/or achieve voluntary compliance in a timely manner. Staffing resources may not allow on-site investigation of all complaints. The property owner is ultimately responsible for bringing the property into compliance as per zoning, building, health and safety, and related codes, regulations and ordinances. In instances of disputes between tenants and landlords, this department encourages tenants to contact landlords/property owners in writing and allow a reasonable time for resolution prior to filing this complaint. Complaints pertaining to imminent health hazards that are brought to this department's attention may be immediately referred to the appropriate program and may be taken without a complaintant's signature. All other complaints **MUST** be filled out completely **AND SIGNED** by the complaintant.

Violation Location and Property Owner	
Street Address:	
Additional location information:	
Name of Property Owner:	Phone Number:
Property Owner's Mailing Address:	
Reporting Party Information (required)	
Reporting Party Name:	Phone Number:
Mailing Address:	
Nature of Complaint (please be specific in describing what complaint is about)	
If Tenant, attach documentation (letters, notes, etc.) describing your attempts to resolve complaint. Can you provide access to property? Yes No	
Signature of Reporting Party ***REQUIRED*** (Identity of reporting parting is considered confidential):	Date of Complaint:

For Official Use Only			
Received by:	Date Rec'd:	Logged by:	Date Logged:
Date given to RB:		Circle one: City County Other:	
APN:		Zoning:	
Case Number:		Closure date:	