



CODE VIOLATION INVESTIGATION REQUEST FORM

Liberty Lake Planning & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

All of the requested information on both sides of this form is needed to investigate your complaint. You may be asked to provide additional information if criminal charges are later filed in this matter.

Address of Potential Violation: _____

If no address is available please provide a description of the property location:

Property Owner (if known): _____

Parcel Number (if known): _____

Nature of Complaint: _____

THIS SECTION IS ABOUT YOU – IT MUST BE COMPLETED FOR US TO ACT ON THE MATTER

In accordance with the *Freedom of Information Act*, while we will try to maintain your confidentiality in this matter, we cannot guarantee it.

Your Name: _____

Your Address: _____

City, State, Zip _____

Phone: _____(Evenings) _____(Daytime)

May we have permission to enter your property to view the subject violation, if necessary? Yes No

Signature: _____ Date: _____

YOU WILL BE NOTIFIED ABOUT THE STATUS / DETERMINATION OF YOUR COMPLAINT WITHIN APPROXIMATELY 3 WEEKS. IF YOU HAVE ANY QUESTIONS PLEASE CALL 755-6707.

FOR PLANNING & BUILDING SERVICES OFFICE USE ONLY:

Possible Violation: Yes No Site Inspection Required: Yes No

Site Inspection Findings

Date of Inspection: _____ Site Inspector: _____

Inspection Findings: _____

Violation: Yes No Zoning Violation Building Violation Other Violation

Violation Description: _____

Permit Issued: Yes No Dangerous Conditions: Yes No

Details: _____

Violation Notice Sent: _____ Staff Member: _____

File CV- _____

Additional Details: