



Official Use Only:	Route to:	Date Stamp:
<input type="checkbox"/> Police Dept.	<input type="checkbox"/> Planning Dept.	
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Fire Dept.	
<input type="checkbox"/> Wtr / Swr Dept.	<input type="checkbox"/> Town Admin.	
<input type="checkbox"/> Electric Dept.	<input type="checkbox"/> Town Clerk	
<input type="checkbox"/> Building Dept.	<input type="checkbox"/> Mayor	

Request For Action

Violation / Hazard Information :

Street Address:	Site Description:
Nature of Report: <input type="checkbox"/> Code Violation	<input type="checkbox"/> Safety <input type="checkbox"/> Nuisance <input type="checkbox"/> Other Site Owner / Tenant/ Landlord:
Description / Statement of Violation / Hazard / Nuisance:	
Evidence Provided (<i>photographs, maps, etc.</i>):	

Reported By:

Name:	Date of Report:
Address:	
City/State/Zip:	Requesting Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone No:	Alt. Phone No.

Signature:

RCW 42.17.310(e)(1) Certain personal and other records exempt. (1) The following are exempt from public inspection and copying. (e) Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, or penology agencies, other than the public disclosure commission, if disclosure would endanger any person's life, physical safety, or property. If at the time a complaint is filed, the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern. However, all complaints filed with the public disclosure commission about any elected official or candidate for public office must be made in writing and signed by the complainant under oath.

For Office Use Only:

Request Taken By:	Dept.:	Date:
Date Routed:		
Action(s) Taken:		
Action Taken By:	Date Action Taken:	
Violation of Municipal Codes:		
Inspection Record:		

Mandatory copies to: 1) Mayor; 2) Department Lead; and 3) Complaint file.