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**Allegation of a New York State Property Maintenance Code or Local Zoning Law Violation  
Complaint Form**

Name of Complainant \_\_\_\_\_

Complainant Address: \_\_\_\_\_

Complainant Phone and Email Address: \_\_\_\_\_

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

**Please Keep Complaint Anonymous** (Complainant Information Must be Provided)

NATURE OF COMPLAINT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Additional Details of alleged violation(s) may be provided on separate attachment)

Have you as the complainant discussed your concerns with the landlord or other party?  Yes  
 No

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Below This Line To Be Completed By Code Enforcement Department Staff:**

Parcel Number of Alleged Violation \_\_\_\_\_

Date Site Inspected: \_\_\_\_\_

Does a Violation Exist  Yes  No      Date of Code Official Report \_\_\_\_\_

Date of Issuance of Notice of Violation / Order to Remedy \_\_\_\_\_

Signature of New York State Certified Code Enforcement Official / Building Inspector

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

Date Closed \_\_\_\_\_

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Lewis County Office of Building and Fire Codes, 7660 North State Street Lowville, New York, 13367  
**Office: (315) 376 5377, Fax 315 377 3137, Web site: Lewiscountyny.gov**

Lewis County Office of Building and Fire Codes, has authority only to administer and enforce the adopted family of New York State Uniform Building and Fire prevention and New York Energy Conservation Construction Code, and via inter- co-operation agreements local zoning laws. department has no authority over state laws, or federal laws.

When a written alleged Code / Zoning Violation is made known to this office's, an official will investigate in accordance to written law. and where appropriate issue notices of violation(s) and a lawful order the remedy of a violation. office does not ascertain or fix liability for the cost of the required remedy.

Complainants are made aware that landlords and property owners Must be given an opportunity to correct an alleged violation, complainants should contact their landlords or those they are aggrieved with before contacting this office.

### **Filing A Complaint.**

1. Complete the form, sign and date it, and submit it by fax, mail, or in person to the address above.
2. Once received, a complaint will be investigated by a Building Inspector or Code Official
3. Please allow up to 30 days for processing and investigation of the complaint. Resolution of an alleged violation may take considerably longer, depending upon the complexity of the violation.

Title 19, New York Code of Rules, and Regulations (NYCRR) directs that a maximum time frame for compliance with an Order to Remedy a violation is set at 30 days,

However, Title 19, New York Code of Rules, and Regulations directs that nothing shall be construed as requiring an authority having jurisdiction to issue an Order to Remedy in a given situation where violations of the Uniform Code are found to exist **if**, in the judgment of the authority having jurisdiction, such violations can be addressed adequately by the use of other enforcement tools or by other means - Before Legal Action Is Pursued.

Lewis County Office of Building and Fire Codes does not have authority by law To Investigate **All** Allegations Involving:

- Land Use, Planning or Zoning Issues
- Existing Building Encroachments Over Property Lines.
- Environmental Contamination, Including Activities Which May Be Regulated by The Department Of Environmental Conservation (NYSDEC), The Environmental Protection Agency
- Contract Disputes, Including Those Involving Property, Leases and Contracts For Purchase Or Sale of Real Property
- Contractual Disputes Involving Design Professionals, Contractors, Subcontractors and Other Parties Providing Construction Services; Water Diversion and Noise.