
**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 Complainant Anonymous (Complainant Information Must be Provided)

NATURE OF COMPLAINT:

(Additional details of an alleged violation(s) may be provided on a separate attachment)

Have you, as the complainant, discussed your concerns with the landlord or other party?

Yes No

Complainant Signature: _____ Date: _____

The Lewis County Office of Building and Fire Codes has authority to administer and enforce the adopted family of New York State Uniform Building and Fire Prevention Code, New York Energy Conservation Construction Code, and, via intermunicipal agreements, local zoning laws. The Lewis County Office of Building and Fire Codes has no authority over other state laws, or federal laws.

When a written alleged Code / Zoning Violation is made known to this office, an official will investigate in accordance with Section 13 of the County of Lewis Local Law No. 7 of the year 2022, as amended. Per said law, where appropriate, a Notice of Violation(s) and a lawful Order to Remedy will be issued. This office does not ascertain or fix liability for the cost of a required remedy.

Complainants are made aware that landlords and property owners must be given an appropriate 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 and submit it by fax, mail, or in person to the address above. Emailing the form is an option. Call this department to receive the email address.
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.

Lewis County Office of Building and Fire Codes does not have authority by law to investigate **All** allegations involving:

- Existing building encroachments over property lines
- Environmental contamination: including activities which may be regulated by The New York State Department of Environmental Conservation (NYSDEC) and / or The United States Environmental Protection Agency (USEPA)
- 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