

**CITY OF BAY VILLAGE**  
**Division of Building/Zoning Inspection**

**Request for Inspection / Action / Complaint**

**Instructions for use: Please fill out the information requested below. Send to the Building Dept. by email at: [bldgdesk@cityofbayvillage.com](mailto:bldgdesk@cityofbayvillage.com)**

**Please review “Concerns/Complaints” for the types of complaints handled by the Building Department. If the issue is handled by any other department, please contact that department directly.**

Date:

Address to be inspected:

Nature of complaint:

Complainant’s name:

Complainant’s address and phone number:

**Do not write below this line.**

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***This portion to be completed by Building Department personnel***

Assigned to inspector:

Date:

By:

Was a Violation Notice sent? Yes \_\_\_\_\_ No \_\_\_\_\_ Date sent: \_\_\_\_\_

Findings: