

## Instructions for Filing a Building Code / Zoning Violations Complaint

To assist the City of Alameda in investigating alleged violation(s), please complete the form on Page 2 and return it to the Code Enforcement Division.

The Code Enforcement Division only responds to complaints pertaining to the following:

1. Alleged violations that appear to be an immediate hazard to the health, safety, or welfare of the occupants(s) of a building.
2. Alleged violations of Alameda Municipal Codes concerning construction without building permits, dilapidated structure(s) of a building.
3. Zoning violations, junkyard, recreational vehicles being co-occupied as dwellings, land use violations.

**Please note:** The following types of complaints must be reported to the following agencies:

Complaint Type	Agency	Contact
Household trash and recycling collection	Alameda County Industries (ACI)	(510) 483-1400
Abandoned vehicles	Alameda Police Dept.	(510) 337-8311
Weed abatement and fire hazards	Alameda Fire Dept.	(510) 337-2120
Street maintenance, road repairs, potholes	City of Alameda Public Works Dept.	(510) 747-7930 <a href="http://seeclixfix.com">seeclixfix.com</a>
Rodents, stray animals, insects	Alameda County Vector Control	(510) 567-6800
Standing water, neglected pool, mosquitos	Alameda County Mosquito Abatement District	(510) 783-7744

Thank you for your cooperation in completing this questionnaire.



Return this form to:

City of Alameda  
Code Enforcement Division  
2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501  
Phone: (510) 747-6818  
Fax: (510) 865-4053

### CODE ENFORCEMENT COMPLAINT FORM

*(Information provided on this form is kept confidential to the extent permitted by law.)*

**Please print clearly and complete the entire form.** It is important that you provide us with facts that show the situation you are reporting is injurious to the health, safety, and welfare of the occupants(s) or the public. Please complete every part of the questionnaire and be as complete and specific as possible. Information that you may feel is unimportant may be the key to resolving the alleged violation. If the form is incomplete, Code Enforcement staff may be unable to act on the complaint.

#### Complainant Information

Complainant Name\*: \_\_\_\_\_ Phone number\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

#### Alleged Violation/Complaint

Address of alleged violation\*: \_\_\_\_\_

Owner name (if known): \_\_\_\_\_

Owner phone number (if known): \_\_\_\_\_

Tenant Name (if any): \_\_\_\_\_

Tenant phone number (if known): \_\_\_\_\_

#### Description of Violation/Complaint

Describe, in detail, the nature of the violation/complaint\*: \_\_\_\_\_

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

\* Denotes required information