



# BUILDING DEPARTMENT COMPLAINT FORM

To assist Norfolk County Building Division in following up on your complaint, **please print** the details of your inquiry below and forward the complaint to the address noted in the footer of the page.

Completed complaint forms can also be emailed to [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) .

Property/Address/Location:

\_\_\_\_\_  
I, \_\_\_\_\_, residing at \_\_\_\_\_

do hereby lay and serve complaint against the owner/builder of the above-noted property with respect to the following conditions that are occurring and may not conform to the By-Laws of Norfolk County or the Ontario Building Code.

**Details of Complaint** (If extra space is required please attach an additional sheet)

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

**Supporting Documentation**

Photographs  Email  Other (specify) \_\_\_\_\_

*I do hereby lay and serve complaint against the owner of the above-noted property with respect to the following conditions that are occurring and may not conform to the By-laws of Norfolk County.*

*I HEREBY acknowledge that all complaints are confidential until such time as the complainant may be asked to testify in support of the complaint.*

*AND FURTHER acknowledge that if required I will attend and testify in support of this complaint at any Court of Law in the Province of Ontario.*

I consent

Signature: \_\_\_\_\_

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



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## Complainant Information

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The information collected on this form is subject to the  
[Municipal Freedom of Information and Privacy Act \(MFIPPA\)](#).

For Office Use Only	
Date Received:	<input type="text"/>
Received By:	<input type="text"/>
Permit Number:	<input type="text"/>