



Loudoun County, Virginia

Department of Building and Development

Code Enforcement Division

1 Harrison Street S. E., MSC 60b, P. O. Box 7000 MSC 60b
Attention: Office Coordinator
Leesburg, VA 20177-7000

CODE ENFORCEMENT COMPLAINT FORM

*Complaint forms may **not** be submitted by fax or email.*

(Please print legibly)

Complainant's Name:

Daytime Phone:

Complainant's E-mail:

Complainant's Address:

Alleged Violator's Name:

Address/Location of Alleged Violation:

Nature of Complaint (attach additional information if necessary):

Directions to property from Leesburg:

Property Owner's Name: *(if different than the alleged violator's name and address)*

Property Owner's Address:

Complainant's Signature:

Date:

These forms are subject to FOIA - Incomplete forms will not be processed

Note: By signing this form, you are attesting to the validity of this complaint and acknowledge your willingness to appear in court as a witness against the alleged violator of the Virginia Uniform Statewide Building Code.

Please do not write below; to be completed by County Staff

Complaint Rec'd. by:

Date:

Case Type (*circle one*):

Building Inspection

Electrical Inspection

Fire Protection Inspection

Mechanical Inspections

Plumbing/Gas Inspections

Building Plan Review

County Administration Notification Yes No

ACR Case # _____