

RIDGEFIELD PARK BUILDING DEPARTMENT

COMPLAINT AND FOLLOW UP RECORD

TYPE OF COMPLAINT _____

ADDRESS OF COMPLAINT _____

NAME OF COMPLAINANT _____

ADDRESS OF COMPLAINANT _____

PHONE # _____

COMPLAINT RECEIVED BY: _____

DATE _____ TIME _____ HOW RECEIVED _____

COMPLAINT REVIEWED BY CONSTRUCTION OFFICIAL AT _____ AM, PM

DATE _____ ASSIGNED TO: _____

INSPECTION REPORT

DATE _____ TIME _____

REPORT _____

OWNER NOTIFIED BY _____ DATE _____

REINSPECTION REPORT

DATE _____ TIME _____

REPORT _____

COMPLETED _____ ADDITIONAL ACTION REQUIRED _____