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 __________________________