



**CITY OF PRINCETON  
CODE ENFORCEMENT COMPLAINT FORM**

100 COURTHOUSE RD., PRINCETON, WV 24740  
PHONE 304-487-5022, 304-487-5037, 304-487-5095

COMPLAINANT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TYPE: Personal \_\_\_ Written \_\_\_ Phone \_\_\_

RECEIVED BY OFFICER \_\_\_\_\_

DESCRIBE PROBLEM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION OF PROBLEM/ADDRESS: \_\_\_\_\_

DIRECTIONS: \_\_\_\_\_

PERSON(S) RESPONSIBLE (OWNER/OCCUPANT)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOW LONG HAS PROBLEM EXISTED: \_\_\_\_\_

CONTACTED PARTY: Yes  No  REPORT PROBLEM BEFORE: Yes  No

WHAT DO YOU FEEL SHOULD BE DONE TO ALLEVIATE PROBLEM?

\_\_\_\_\_

WOULD YOU BE WILLING TO APPEAR AS A WITNESS IN COURT IF LEGAL  
ACTION IS TAKEN? Yes  No  WHY: \_\_\_\_\_

COMPLAINANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICIAL USE ONLY BELOW THIS LINE**

DATE INVESTIGATED: \_\_\_\_\_ BY: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

NOTICE DATE \_\_\_\_\_ VERBAL \_\_\_ LETTER \_\_\_ CITATION \_\_\_ DAYS \_\_\_

OTHER NOTICES/ACTION \_\_\_\_\_ DATE \_\_\_\_\_

ABATEMENT: Yes  No  BY: \_\_\_\_\_ COST: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

CITY SPECIAL PICKUP ORDER: \_\_\_\_\_

CASE CLOSED: \_\_\_\_\_ DATE: \_\_\_\_\_ DISPOSITION: \_\_\_\_\_