



Town of Beaux Arts Village

10550 SE 27th St, Beaux Arts, WA 98004

Town Office: 425.454.8585 Building Department: 425.269.6985

bldgdept@beauxarts-wa.gov

COMPLAINT FORM

Instructions: To initiate a code enforcement request fill out this form completely. Sign and date and send to the above address or email.

Please Note: *Complaints should not be filed for the purpose of harassment. Nor should they be filed for criminal acts, which should be reported directly to the King County Sheriff by calling 911. Complaints are to be filed to alert staff to safety or code-related concerns. Town staff takes each complaint seriously; therefore, please be mindful of the time and cost to investigate each complaint. The cost to investigate repeated frivolous complaints may be charged to the complainant.*

Date of Complaint:

Location Address of Complaint:

Property Owner Name:

Property Owner / Tenant Contact Information:

Nature of Complaint:

Details of Complaint: (Be specific as to time, duration, location of violation, identities of responsible parties, action to parties and nature of complaint)

Complainant Information:

Name:

Address:

Phone:

Email:

Do you have a need for the complainant information to be kept confidential? Y/N

Notice: *The information contained in this complaint is a public record subject to disclosure under the Washington Public Records Act (RCW42.56) and may be requested and inspected by any person. The identity of a complaining party (complainant) may be withheld from public inspection at the Agency's discretion if the complainant indicates that disclosure will endanger a person's life, physical safety, or property. However, if a court case is filed as a result of this complaint, the complainant's identity may be disclosed regardless of a request that it be withheld.*

Signature of Complainant:

Date signed:

STAFF USE ONLY:

Date Received:

By:

Referred to:

Action Taken:

Code Violation:

Permit # or Project:

Code Enforcement:

Response Date:

Anticipated Closing Date:

Final Closing Date:

Complaint # C__-__