

Jefferson County, West Virginia
Department of Engineering
116 East Washington Street
P.O. Box 716
Charles Town, WV 25414
(304) 728-3257 or Fax (304) 728-3953

COMPLAINT FORM

Date Received: _____ Requested By: _____ Phone: _____
Deed Book: _____ Page No. _____ Parcel: _____ Tax Map: _____ District: _____
Subdivision: _____ Lot #: _____
Property Owner Name: _____
Property Owner Address: _____

Direction to property, please draw map on back of Form:

Type of Complaint: _____
Inspected By: _____ Date Inspected: _____
Title _____ Ordinance Compliance Officer _____ Revelant Ordinance _____

Component(s) Inspected:

Findings:

Action Needed:

Print Name

Signature

Date