

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: \_\_\_\_\_ Salvage Yard  
Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_  
Accompanied By: \_\_\_\_\_ Revelant Ordinance: \_\_\_\_\_

**Component(s) Inspected:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Findings:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Needed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspectors Signature

\_\_\_\_\_  
Ordinance Compliance Officer  
Title

\_\_\_\_\_  
Date