



**MECKLENBURG COUNTY**  
**Code Enforcement Department**

**COMPLAINT/INVESTIGATION FORM**

**INSTRUCTIONS FOR FILING A REQUEST FOR SERVICE**

This form may be used to submit information to Mecklenburg County about work that is believed to be non code compliant for further investigation by staff. In order for the inspectors to properly investigate the complaint your information must be clear and specific.

Mecklenburg County has no authority to compel the respondent to complete unfinished projects or to pay restitution. Mecklenburg County does not provide legal counsel or provide legal advice and is solely for the purpose of determining code compliance. According to the NC Law, any work found to be non compliant is the responsibility of the property owner.

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

Name and phone number of person filing the official complaint/investigation form.

Date of complaint/investigation.

Address of property in complaint/investigation.

Are you the property owner?

Is this project complete? If not, what percentage of completion or stage of construction is the project at the time of complaint/request



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**PLEASE PROVIDE THE FOLLOWING INFORMATION**

Please list the dates when the work in this complaint was performed.

Name of the company/persons against which/whom the complaint/request is filed.

Describe in detail and accurately the nature of your complaint/request.

Do you have any supporting documents? If so, list below and attach to form