



# TOWN OF VESTAL ALLEGED PROPERTY VIOLATION COMPLAINT FORM

ENGINEERING AND PLANNING  
BUILDING/FIRE/CODE ENFORCEMENT  
133 Front Street  
Vestal, New York 13850-1511  
Web Site: www.vestalny.com  
(607) 786-0980 Phone  
(607) 786-0984 Fax

**Town of Vestal Code - Chapter 5 - Article II - Sec. 5-32. - Complaints of Violation.**

(a) The code enforcement officer shall review and investigate received, written statements, signed and verified by a complainant, which allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, or other applicable codes, rules and regulations that are enforced by the code enforcement official.

**ADDRESS OF ALLEGED VIOLATION**

Name of Property Owner (if known) \_\_\_\_\_

Address of Alleged Violation \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

**COMPLAINANT INFORMATION (Required)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Please keep my complaint anonymous (**Complainant Information still required**)

**NATURE OF COMPLAINT (Include attachments if pertinent)**

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

Have you discussed your concerns with the landlord/other party?  Yes  No

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only			
Tax Map # _____	Complaint # _____		
Date of Site Inspection _____	Inspector/CEO _____		
Report of Findings Entered:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Recommended Action Entered:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Violation Notice Issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Order to Remedy Issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Date Closed _____	Inspector/CEO _____		

## TOWN OF VESTAL BUILDING AND CODE DEPARTMENT

133 Front Street, Vestal NY 13850  
(607) 786-0980 Phone \* (607) 786-0984 Fax

The Town of Vestal Building & Codes Department is authorized only to enforce the New York State Uniform Building and Fire Code, the New York Energy Conservation and Construction Code, and the general laws as it applies to the Town of Vestal's jurisdiction. We have no authority over other State Laws, or Federal Laws. This office deals with issues that relate to the safety of persons who use and occupy buildings, as well as the safety of first responders who respond to fires and other emergencies in buildings. When a possible code violation is reported to the Building & Code Department, the code enforcement official will investigate and, as warranted, order the responsible party to correct the violation.

Note that the Town of Vestal's jurisdiction is to enforce the Uniform Code, not to ascertain or fix liability for the cost of the required remedy. In addition, landlords must be given an opportunity to correct an alleged violation, and tenants should contact their landlords before contacting Code Enforcement.

### FILING A COMPLAINT

1. Download and print this form
2. Complete the form, Sign and Date it, and submit it by fax, mail, or in person to the address above.
3. Once the Town of Vestal Building & Code Department has received the Complaint, it will be evaluated by an Inspector.
4. Please allow up to 30 days for processing and investigation of the complaint. Resolution of the alleged violation may take considerably longer, depending upon the details of the case.

### JURISDICTION

Please note that in most cases Town of Vestal Code Enforcement is required to provide the responsible party with an opportunity to voluntarily comply with the Uniform Code and Energy Code before legal action is pursued. Please also note that the Town of Vestal's authority to investigate allegations is limited to accordance with the applicable *minimum standards* as set out by the Uniform Code and Energy Code. It does not include the authority to investigate matters arising under other laws, statutes and regulations relating to the construction or use of buildings and premises. For example, Town of Vestal Code Department is not authorized to investigate all allegations involving:

- Existing building encroachments over property lines
- Environmental contamination, including activities which may be regulated by the Department of Environmental Conservation (NYS DEC), the Environmental Protection Agency (US EPA) or other agencies
- Contractual disputes, including those involving tenancies, leases and contracts for purchase or sale of real property
- Contractual disputes involving design professionals, contractors, subcontractors and other parties providing construction related services; and drainage diversion.

No inspections of any lands within the Town of Vestal for code compliance shall be conducted where to do so would constitute a trespass upon the premises or neighboring premises. All inspections shall be conducted from the vantage of a public sidewalk, street or other public lands or shall be in consent of the person, partnership, corporation or other entity being the owner or in control of or charged with the control or management of any such premises, or with the consent of the owner or occupant of a premises adjoining the subject premises and affording a vantage of the subject premises.