

**Charter
Township
of Clinton**



ORDINANCE AND BUILDING ENFORCEMENT COMPLAINT FORM

CHARTER TOWNSHIP OF CLINTON

BUILDING DEPARTMENT

40700 ROMEO PLANK RD.

CLINTON TOWNSHIP, MI 48038

PHONE (586)286-9323 FAX (586)286-9484

building@clintontownship-mi.gov

What is Ordinance Enforcement?

Rules governing the use of **private** property are intended to protect the public health, safety and welfare of all citizens. The Building Department is responsible for enforcing the provisions of Township Ordinances, State Building Codes and Property Maintenance Codes. Each ordinance also contains penalties that may be imposed when a property owner refuses to correct a cited violation.

Who may file a complaint and when may it be filed?

Any citizen may file a complaint whenever they observe conditions, uses of property or structures that they suspect are improper. Knowledge of Ordinances or Codes is not required since the enforcement staff makes this evaluation. Misdirected complaints will be forwarded to the appropriate department or agency. (i.e., Police, Fire, Public Services.)

How is a complaint filed?

Except where an immediate hazard exists, compliance actions begin with a written complaint or e-mail from a citizen or another public agency. The appropriate form for filing a complaint can be acquired on our website or by visiting the Building Department.

What happens once I've submitted my written complaint?

Except for issues where an immediate threat to health and safety exist, initial inspection of the site will normally occur within 5-10 business days. Resolutions, however, can take weeks, months and sometimes longer depending upon complexity and legal ramifications involved.

COMPLAINANT INFORMATION

(Please Print)

The following information is optional, but we request the information so we may contact you in case we need to clarify the information concerning the complaint.

Your name: _____ Phone number: (____) _____

Your address: _____

E-mail address: _____

Would you prefer to remain anonymous? YES _____ NO _____

If necessary, may we have permission to enter your property to view the alleged violation? YES _____ NO _____

Please understand, if our inspectors/ officers cannot observe the violation, obtaining compliance becomes more difficult. Include any pictures of alleged violations if they occur after normal business hours.

