



**CITY OF BURLINGTON
CODE ENFORCEMENT DEPARTMENT
COMPLAINT FORM**

Complainant's Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____

PROPERTY ADDRESS WHERE PROBLEM IS

Name _____ Block _____

Address _____ Lot _____

Complaint Issue:

Your Signature

The City of Burlington appreciates your involvement in helping create a healthy and safe community in which to live and work. Any personal information provided by you will be treated in a confidential manner. A code enforcement officer may contact you to request additional information regarding the complaint/violation that you submit. This form may also be submitted by fax to (609) 386-1258 or by email to: inspections@burlingtonnj.us or by mail/in person to: City Hall – Code Enforcement Department, 525 High St, Burlington, NJ 08016.



Code Enforcement Department
525 High Street
Burlington, NJ 08016

Code Enforcement

The division of code enforcement provides inspections throughout the city to ensure compliance with the city's codes and ordinances. Typically, inspectors respond to a complaint for code violations such as properties in unsafe condition or state of disrepair. These codes consist of city specific codes and compliance with the International Property Maintenance Code.

Resident Complaints

While many people think that problems can be immediately resolved by a visit from one of our officers, there is often a due process that must take place to achieve compliance. Code Enforcement cases begin in a number of different ways; most commonly a complaint is submitted to the department by a citizen. When submitting a complaint on the resident complaint portal or complaint form by any avenue such as walk in, email or regular mail, please keep in mind you must provide your full name and address which will remain confidential.

Complaint Process

- Case progression can vary depending upon the nature of the violation or a number of variables.
- A complaint has been received by the Department.
- An inspection is performed to verify that a violation exists on the property.
- Notice of Violation (NOV) is sent to the property owner detailing City ordinance violation with a time frame to comply.
- A follow-up inspection is performed to verify that the violation (s) has been corrected.
- If compliance cannot be achieved through normal channels, the case is assessed on a case-by-case basis and depends on the nature of the violation and if it poses any immediate danger to persons on the property.

Regardless of the type of service for the Respondent (s) in your particular case, please rest assured that your complaint is important and is being handled in an appropriate manner.