

**Community Development Department**

**1600 First St., P.O. Box 660  
Napa, CA 94559-0660**

**Engineering Division**  
Phone: (707) 257-9530

**Planning Division**  
Phone: (707) 257-9530

**Building Division**  
Phone: (707) 257-9540  
Inspections: (707) 257-1063

Facsimile: (707) 257-9522

**Code Enforcement Division**  
Phone: (707) 257-9646



**CITY OF NAPA – CODE ENFORCEMENT WORK SHEET  
CITIZEN COMPLAINT FORM  
(Complaint to be investigated)**

Address of Alleged Violation: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Property Owner Name/Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_

Tenant and/or Business Owner  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Describe the alleged violation:**

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

**Nature of Complaint:** ( ) Other: \_\_\_\_\_

- |                             |                             |                              |
|-----------------------------|-----------------------------|------------------------------|
| ( ) Trash Cans              | ( ) Inoperative Vehicle(s)  | ( ) Parking in Setback       |
| ( ) Storage of Trash-Debris | ( ) Unregistered Vehicle(s) | ( ) Storing in Setback       |
| ( ) Storage of Garbage      | ( ) Commercial Vehicle(s)   | ( ) Zoning Code Violation(s) |
| ( ) Property Maintenance    | ( ) Stored on Driveway      | ( ) Building Code Violation  |
| ( ) Abandoned Structure     | ( ) Noise Violation(s)      | ( ) Home Occupation Viol.    |
| ( ) Overcrowding            | ( ) Sign Violation(s)       | ( ) Fire Code Violation(s)   |
| ( ) Weed Abatement          | ( ) Illegal Dumping         | ( ) Animal Violation         |
| ( ) Excessive Garage Sales  | ( ) Vision Triangle         | ( ) Fence Violation          |
| ( ) Swimming Pool(s)        | ( ) Encroachments           | ( ) Use Permit Violation     |
| ( ) Auto Repair Business    | ( ) Living in Trailer / RV  | ( ) Smoking Violation        |

<b>OFFICE USE ONLY</b>
DATE RCVD: _____
RECEIVED BY: _____
COMPLAINT # _____
REPORT DIS.: _____
DATE CLOSED: _____

**COMPLAINANT:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Work Phone #** \_\_\_\_\_

## INVESTIGATION REPORT

**Address:** \_\_\_\_\_ **AP No.:** \_\_\_\_\_

Zoning/GP: \_\_\_\_\_ Entitlement (CUP/Variance, etc.): \_\_\_\_\_

Inspector Assigned: \_\_\_\_\_ Date Logged in CRW: \_\_\_\_\_ By: \_\_\_\_\_

First Inspection: \_\_\_\_\_

Violation Confirmed? (Mark an X) Yes \_\_\_\_\_ No \_\_\_\_\_

NMC Code Section(s) Violated: \_\_\_\_\_

Notice of Violation or Stop Work Order Issued? Yes \_\_\_\_\_ No \_\_\_\_\_

Further action required on this complaint? Yes \_\_\_\_\_ No \_\_\_\_\_

REFERRED TO:		PLANNING		ENGINEERING		FIRE		CODE ENFORCEMENT
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*Comments:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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DATE	TIME	INSPECTION RESULTS	TIME SPENT

Pictures: