



## **BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS**

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838  
Telephone: 304-264-1966, Fax: 304-262-3128  
Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

### **COMPLAINT FORM**

I wish Berkeley County Engineering/Building Inspections to investigate a situation that I believe may be a violation of the Berkeley County regulations.

Description of situation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Violator: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

In making this complaint, I understand that the matter may be litigated.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

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

\*Important - If at all possible, please provide photographs of the situation and date them. These can be used as evidence and also assist our office in locating the exact location as well as speed up our process. Any material submitted becomes property of Berkeley County and will not be returned.