

# COMPLAINT FORM

TO: SMYTH COUNTY BUILDING INSPECTION  
121 BAGLEY CIRCLE, SUITE 120, MARION, VA 24354

FROM: \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIBE HOW TO DRIVE FROM THE SMYTH COUNTY OFFICE BUILDING TO THE SITE  
ABOUT WHICH COMPLAINT IS BEING MADE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME /ADDRESS OF OWNER OF SITE OR CONTRACTOR ABOUT WHICH COMPLAINT IS BEING  
MADE: \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

ARE YOU PRESENTLY THE TENANT/RENTING THIS SITE? Yes \_\_\_\_\_ No \_\_\_\_\_

HAVE YOU CONTACTED THE OWNER OR CONTRACTOR AND ASKED THEM TO CORRECT THE  
PROBLEM? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS: (Explain the nature of your complaint or concerns. If more room is needed, attached another  
sheet of paper.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Smyth County Building Inspection will investigate your complaint or concerns and contact you with the results of the investigation at your phone or mailing address as listed above in this form. During the investigation, the building owner and/or contractor will be contacted by Smyth County Building Inspection.