

TOWN OF
Herndon
DEPARTMENT OF PUBLIC WORKS

Violation Complaint Form

Town of Herndon – Building Inspections
777 Lynn Street 2nd Floor, Herndon, VA 20170
Telephone (703) 435-6850 Fax (703) 318-8492
E-Mail: buildinginspections@herndon-va.gov

Property address: _____ **Apt./Suite#** _____

Owner name and address: _____

Vacant **Owner Occupied** **Rental Unit**

Date/Time violation was observed: _____ **(a.m.) (p.m.)**

Type of suspected violation: _____

Complainant: _____

Address: _____

Telephone: (_____) _____ **Date:** _____

* Please provide your name, telephone number and address when reporting a violation. This is particularly important if the need arises for additional information and allows the Town staff to contact you regarding the status of the investigation. The Town of Herndon maintains confidentiality of the complainant's identity, within the laws mandated by the Commonwealth of Virginia.

Town Use Only

Complaint Received By: _____ **Date:** _____

Inspector Assigned: _____ **Date:** _____

Case #: _____ - _____