



Town of Dickinson
 531 Old Front St
 Binghamton, NY 13905
 Telephone: (607) 723-9401 Ext. 212

TOWN OF DICKINSON
ALLEGED PROPERTY VIOLATION COMPLAINT FORM

Town of Dickinson Code – Chapter 265 – Construction Codes, Uniform.

§ 265-12 Complaints of violations.

Whenever a violation of this chapter occurs or is alleged to have occurred, any person may file a written complaint, in form approved by the Building Inspector. If such complaint shall state facts sufficient to show a violation of this chapter, the Building Inspector shall immediately investigate the same and report his findings to the Town Attorney and Town Board.

ADDRESS OF ALLEGED VIOLATION

Name of Property Owner (If known) _____

Address of Alleged Violation _____

Phone # _____ Mobile Phone # _____

COMPLAINANT INFORMATION (Required)

Name _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Mobile Phone # _____

Email Address _____

Please keep my complaint anonymous (**Complainant Information is still required**)

NATURE OF COMPLAINT (Include attachments if pertinent)

Have you discussed your concerns with the landlord/other party? Yes No

Signature _____ Date: _____

Office Use Only

Tax Map # _____ Complaint # _____

Date of Site Inspection _____

Report of Findings Entered:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Recommended Action Entered:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Violation Notice Issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Order to Remedy Issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____

Date Closed _____

Inspector/CEO _____

TOWN OF DICKINSON BUILDING AND CODE DEPARTMENT
531 Old Front Street, Binghamton, NY 13905
kdoyle@townofdickinson.com
(607) 723-9401 Ext. 212

The Town of Dickinson Building & Codes Department is authorized only to enforce the New York State Uniform Building and Fire Code, the New York Energy Conservation and Construction Code, and the general laws as it applies to the Town of Dickinson's jurisdiction. We have no authority over other State Laws, or Federal Laws. This office deals with issues that relate to the safety of persons who use and occupy properties, as well as the safety of first responders who respond to fires and other emergencies in buildings. When a possible code violation is reported to the Building & Code Department, the code enforcement official will investigate and as warranted, order the responsible party to correct the violation.

Note that the Town of Dickinson's jurisdiction is to enforce the Uniform Code, not to ascertain or fix liability for the cost of the required remedy. In addition, Landlords must be given an opportunity to correct an alleged violation, and tenants should contact their landlords before contacting Code Enforcement.

FILING A COMPLAINT

1. Download and print this form or pick one up in person at the Town Clerk's office.
2. Complete the form, Sign and Date it, and submit it by email, mail, or in person to the address above.
3. Once the Town of Dickinson Building and Code Department has received the Complaint. It will be evaluated by an Inspector.
4. Please allow up to 30 days for processing and investigation of the complaint. Resolution of the alleged violation may take considerably longer, depending upon the details of the case.

JURISDICTION

Please note that in most cases Town of Dickinson Code Enforcement is required to provide the responsible party with an opportunity to voluntarily comply with the Uniform Code and Energy Code before legal action is pursued. Please also note that the Town of Dickinson's authority to investigate allegations is limited to accordance with the applicable *minimum standards* as set out by the Uniform Code and Energy Code. It does not include the authority to investigate matters arising under other laws, statues and regulations relating to the construction or use of buildings and premises. For example, Town of Dickinson Code Department is not authorized to investigate all allegations involving:

- Existing building encroachments over property lines
- Environmental contamination, including activities which may be regulated by the Department of Environmental Conservation (NYS DEC), the Environmental Protection Agency (US EPA) or other agencies.
- Contractual disputes, including those involving tenancies. Leases and contracts for purchase or sale of real property
- Contractual disputes involving design professionals, contractors, subcontractors and other parties providing construction related services, and drainage diversion.

No inspections of any lands within the Town of Dickinson for code compliance shall be conducted where to do so would constitute a trespass upon the premises or neighboring premises. All inspections shall be conducted from the vantage of a public sidewalk, street or other public lands or shall be in consent of the person, partnership, corporation, or other entity being the owner or in control of or charged with the control or management of any such premises, or with the consent of the owner or occupant of premises adjoining the subject premises and affording a vantage of the subject premises.