

Kingston Fire Department

Richard T. Salzmann
Fire Chief

James M. Brunner III
Captain

Building Safety Division

5 Garraghan Drive
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Phone (845) 331-1217
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COMPLAINT FORM

All complaints are to be written and signed on this form. Information within complainants box is confidential and NOT public information.

REF: _____

Date: _____ Time Reported: _____ By: _____

BLACKEN THIS BOX WHEN PROVIDING A PHOTOCOPY FOR OUTSIDE OFFICE USE!

Individual filing complaint: Complainant's Signature: _____
Name: _____ Phone: _____
Address: _____ City/State/Zip: _____

Nature of complaint: _____

Property Owner (possible violation) PROPERTY S/B/L: _____ - _____ - _____
Name: _____ Business Name: _____
Address: _____ Address: _____
City/State/Zip: _____ Ph: _____ City/State/Zip: _____ Ph: _____
Tenant Name: _____ Phone: _____

Inspector assigned: _____ Date assigned: _____
Date of Inspection: _____ Classification of occupancy of building: _____
Building/Property was VACANT or OCCUPIED at time of inspection.

Contacted other agency: _____

CONDITIONS FOUND: _____

RECOMMENDATIONS: _____

Follow up date: _____ Signature of Inspector: _____