



# CODE VIOLATION/NUISANCE COMPLAINT FORM

Code Compliance and Development Office  
 100 E Windsor St, Westminster, SC 29693-0399  
 864-647-3200 x 105 [www.westminstersc.org](http://www.westminstersc.org)

SUBJECT PROPERTY INFORMATION		
Property Address:	Tax Map Survey #:	Zoning:
	Tenant(s) #:	Design Guidelines:
Occupant Name:	Phone:	Fax:
Physical Address:	Mobile:	
	E-Mail:	
Mailing Address:	City Business License (if applicable):	
Owner(s) Name:	Phone:	Fax:
Mailing Address:	Mobile:	
	E-Mail:	
Physical Address:	City Business License (if applicable):	

COMPLAINT

COMPLAINANT INFORMATION		
Name:		
Physical Address:		
Mailing Address (if different):		
Email:	Phone:	Mobile Phone:
Other contact information:		
<input type="checkbox"/> Please check if the complaint is to be confidential. Confidential complaints are treated in the same manner as other complaints. However, in certain circumstances may limit advanced compliance efforts when or if court action is necessary.		
Signature:	Date:	

*The Code Compliance and Development Office handle a wide variety of municipal code compliance topics. The Code Enforcement Official will investigate to determine if a violation exists. If the complaint does exist, the property owner or violator will be contacted and information of the violation, what actions are needed to remedy the situation, and given a specific compliance deadline. The intent of the compliance process is to be as fair as possible to all parties involved and to ensure the livability, safety, health, and welfare of our community is maintained through communication, education, and mutual respect. It may be necessary to seek the assistance of personnel from other departments and or agencies to best correct the violation or circumstance. For questions regarding compliance in the City of Westminster, please call our Code Compliance Officer at 864-280-5203.*

OFFICE USE ONLY		CASE #:
Received by:	Date:	Time:
Verified by:	Date:	Time:
Inspection Notes:		
Applicable Codes:		
Action:	Date:	Time:
Action:	Date:	Time:
Disposition:		