



CITY OF MERCER ISLAND, DEVELOPMENT SERVICES GROUP

9611 SE 36th Street • Mercer Island, WA 98040-3732

PHONE (206) 275-7605 • FAX (206) 275-7726 • www.mercergov.org

Code Compliance Request

Instructions: To initiate a code enforcement request, fill out this form completely, sign and date it, and mail to City of Mercer Island, 9611 SE 36th St. Mercer Island WA 98040, or fax to the number above. *Note: Incomplete or unsigned complaints will not be processed.*

Complainant:

Name: _____

Phone: _____ Email: _____

Address: _____ City: _____ Zip: _____

Details of Complaint (be specific as to time, duration, location of violation, identities of responsible parties, action of parties, and nature of complaint).

(If necessary, please continue on other side)

Address of problem: _____

Owner/Resident _____ Phone _____

Does this complaint involve a permit issued by the City? (Please specify permit number/type)

Has this complaint been reported previously? If yes, to whom was complaint reported? What action resulted from complaint? _____

Would you like to be contacted to know what action is taken? Yes No

If yes, do you prefer to be contacted by: Email Phone

Have you or your neighbors spoken with the individual(s) in question in order to resolve the problem? _____

Signature of Complainant(s): _____

Complaint Received by: _____ Time: _____ Date: _____
