



CITY OF HUNTINGTON BEACH
DEPARTMENT OF PLANNING
CODE ENFORCEMENT DIVISION

Code Enforcement Investigation Request

Instructions on How to File a Complaint:

- 1. Give your name, address, telephone number, and e-mail address (This information is for staff use only and is kept confidential) and indicate if you would like to be contacted by an officer.
2. Give the exact location of the problem, including:
-Street address with house number
- If no address, describe the specific location of the property, i.e. northwest corner of Main and Yorktown
3. Clearly describe the specific complaint/problem, providing adequate details. For example, "Wrecked blue Ford truck, license #3CDE456, flat tires, broken windows, parked on driveway." or "white refrigerator in alley, behind 234 - 236 AnyStreet." Feel free to attach photos or other relevant information to this sheet.
4. Send completed form to Code Enforcement via regular mail, hand delivery, fax, or e-mail.

Complaints are usually handled in the order they are received and based upon the type of complaint. Health and Safety issues take precedence over all other complaints and are investigated as soon as possible. Most complaints are responded to within two business days. Gaining compliance from the violating party may take up to 30 to 60 days, however, with voluntary action on the part of the violator, we strive for all violations to be addressed within 30 days of the initial complaint.

1. Please Provide Your Contact Information:
This information is kept confidential and assists us in making sure we can contact you if we need additional information to process your request or provide you with updates if requested.
Lack of contact information, inaccurate location, or unclear complaint or problem descriptions may result in delayed response times.
Name:
Address:
Zip:
Phone:
E-Mail:
Would you like to be contacted by an Officer regarding this request? [ ] Yes [ ] No

2. Location of Problem:
Address:
Street Number Street Name
Additional Location Information:

3. Description of Problem:

Date Submitted:
Staff Use Only: Date Rec'd: Rec'd By:
CE: [ ]No-Fwd: [ ]Yes: Date Ent: Ent By:

CODE ENFORCEMENT DIVISION CONTACT INFORMATION:
2000 Main Street, Huntington Beach CA 92648
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