



COMMUNITY & PUBLIC WORKS
CODE ENFORCEMENT DIVISION

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ www.spokanevalley.org
codeenforcement@spokanevalley.org

Code Enforcement Citizen Action Request

Address of concern: _____

If you do not know the address, please identify the nearest intersection and specific description.

Nature of Concern - Please be as descriptive as possible:

Requester information - please print:

Your name: _____

Telephone: _____

Address: _____

Email: _____

Permission to enter and view/investigate concern from your Property? Yes No

Confidentiality Preference: Disclosure of information revealing your identity will depend on application of the public disclosure laws pursuant to the Public Records Act, Chapter 42.56 RCW, or other applicable statutes and whether violations are criminally prosecuted.

Initialing below indicates your preference to disclose your identity. Failure to initial will result in information being subject to disclosure.

By initialing 'Do Not Disclose' I am indicating that the disclosure of my name would endanger my life, physical safety, or property.

Initial: _____ Do Not Disclose.

Initial: _____ My identity may be disclosed.

Signature: _____

Date: _____

What is Code Enforcement? Code Enforcement is a City program by which the rules governing the use of private property as adopted by the City Council are enforced. These rules are intended to protect the public health, safety, and welfare of all citizens. The Community and Public Works Department is responsible for enforcing the provisions of the Municipal Code, the Revised Code of Washington, and other adopted regulations related to building codes, zoning, subdivisions, shorelines, and critical areas. Adopted regulations also contain penalties that may be imposed when a property owner refuses to correct a cited violation.

Who may file a complaint and when may it be filed? Anyone may file a complaint report whenever they observe conditions and/or uses of property or structures that they suspect are improper or potentially hazardous. Knowledge of City ordinances is not required, Code Enforcement staff makes this evaluation. Misdirected complaints will be forwarded to a more appropriate department or agency (i.e., Spokane Valley Police, Spokane Regional Clean Air Agency, SCRAPS, etc.).

What kinds of complaints does Code Enforcement handle? Below is a list of examples of the most common issues that Code Enforcement handles. The list is not exhaustive but gives a good example of what situations can be handled by a code compliance officer:

- ⇒ outdoor storage of junk, garbage, or junk cars;
- ⇒ accessory structures in required yards;
- ⇒ vehicles parked in required yards;
- ⇒ violations of home occupation licensing regulations;
- ⇒ violations of minimum housing standards;
- ⇒ excessive noise (during regular business hours);
- ⇒ construction/demolition without permits;
- ⇒ fire hazards and dangerous buildings

How is a complaint filed? Except where an immediate hazard exists, compliance actions begin with either a signed complaint or e-mail from a resident or public agency. The appropriate form for filing a complaint can be acquired by calling (509) 720-5000 or visiting the City of Spokane Valley at 10210 E. Sprague. It is also available on our website at www.spokanevalley.org. You can submit the complaint to the address above.

What happens once I've submitted my written complaint? Except for issues where an immediate threat to health and safety exist, initial action on your complaint will normally begin within 24 hours of receipt of the complaint. An inspection of the site will normally occur within 1 or 2 days. However, evidence of the initial actions may not be immediately apparent as actual resolution of the issue can take weeks, months, and sometimes longer, depending on the complexity and legal ramifications.

Complaint Referral Guide

| COMPLAINT | CONTACT | PHONE |
|--|--------------------------------------|----------------------------|
| Emergencies/Criminal Complaints | Spokane Valley Police Emergency | 911 |
| Noise complaints outside of regular business hours (on weekends and after 4:00 PM but before 7:00 AM weekdays) | Crime Check | 456-2233 |
| Barking dogs and other small domestic animals issues (dogs, cats, etc.) | Spokane County Animal Control | 477-2532 |
| Landlord/Tenant disputes | NW Justice League NW Fair Housing | 1-888-201-1014 325-3037 |
| Sewer/Septic | Spokane Regional Health District | 324-1560 |
| Air Pollution | Spokane Regional Clean Air Agency | 477-4727 |