



# COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

950 MAIDU AVE, SUITE 170, PO BOX 599002 NEVADA CITY, CA 95959-7902  
530-265-1222, OPTION 4 EMAIL:CODECOMPLIANCE@NEVADACOUNTYCA.GOV  
[www.mynevadacounty.com/176/Community-Development-Agency](http://www.mynevadacounty.com/176/Community-Development-Agency)

Planning Department  
Fax (530) 265-9851

Environmental Health  
Fax (530) 265-9853

Building Department  
Fax (530) 265-9854

Code Compliance  
Fax (530) 265-9851

Agricultural Commissioner  
Fax (530) 273-1713

## INVESTIGATION SERVICES REQUEST

### Violation Location and Property Owner Information:

Street Address of Violation: \_\_\_\_\_

City: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Assessor's Parcel Number (APN): \_\_\_\_\_

For issues in the incorporated cities please use the following contacts:  
City of Grass Valley 530-274-4310 • City of Nevada City 530-265-2496 • City of Truckee 530-582-2919

Complaint Types: Check categories that apply **AND** include details in space provided below.

- Building** a structure without a permit
- Business Related Signs**
- Grading or diversion of water flows** without permit
- Home Based Business** - Commercial uses in a residential zoning district
- Inoperable or Junk Vehicles**
- Lack of final inspection**, using an unfinished or non-approved building
- Living in Motor Home/Travel Trailer/ Recreational Vehicle**
- Other dangerous or un-permitted construction** (specify below)
- Use permit, zoning, or other planning violations**
- Site development, setback violations (the County does not enforce easement disputes)**
- Septic system violations** (check one)
  - No system present
  - Surfacing sewage
  - Unpermitted system installation
- Solid waste accumulation:** trash, junk, and debris
- Unsafe dwelling, Dangerous building**

The Nevada County **Environmental Health Department** responds to complaints about environmental conditions at restaurants, temporary food facility events (street fairs, festivals, etc.), public swimming pools in addition to hazardous material spills, improper storage, underground tanks or illegal dumping. Please contact them directly for environmental issues at 530-265-1222 or <http://www.mynevadacounty.com/nc/cda/eh/Pages/File-a-Complaint.aspx>

### DESCRIBE THE VIOLATION IN YOUR OWN WORDS: (specific details required)

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All complaints must be filled out completely and SIGNED by the reporting party.

Please complete the vicinity map.

LOCATION OF VIOLATION(S)

Records of complaints are considered "acquired in confidence" consistent with Section 1040 Of the Evidence Code and Section 6254 of the Government Code.

**YES, I request that my identity as complainant be kept CONFIDENTIAL.**

In submitting this complaint, I understand that Page 1 of this form is public record; Page 2 will remain confidential unless the County or a court determines that the disclosure of the reporting party identified is legally required.

**NO, I do not request that my identity as the complainant be kept confidential.**

*For case status, call 530-265-1222 (option #4). Please allow 4-6 weeks from date of submittal.*

**REPORTING PARTY INFORMATION (REQUIRED)**

**PLEASE PRINT THE FOLLOWING:**

Reporting Party Name: \_\_\_\_\_  
Reporting Party Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This request will not be processed if not SIGNED and if the REPORTING PARTY NAME is not LEGIBLE.**

Incomplete or insufficient information may delay or stop this investigation.

For additional information on Code Compliance please visit our website:  
<https://www.nevadacountyca.gov/1306/Code-Compliance-Division>