

**TOWN OF HINGHAM**  
**BUILDING DEPARTMENT**

**REQUEST FOR ENFORCEMENT**

To: Building Commissioner/  
Zoning Enforcement Officer

Date: \_\_\_\_\_

I believe the Town By-Laws, Zoning By-Laws, or State Building Code (circle one) is being violated because:

\_\_\_\_\_

\_\_\_\_\_

**(please attach additional pages in needed)**

Address of Alleged Violation: \_\_\_\_\_

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

I am basing my allegations on the above facts, and understand that as the complainant, I may be asked to participate with the Building Commissioner/Zoning Enforcement Officer by appearing jointly with him at court in the event the Building Commissioner/Zoning Enforcement Officer is personally unable to verify my allegations, there by requiring legal proceedings to enforce the regulation referenced above. Pursuant to the above allegations I am requesting an investigation and enforcement if applicable.

I am certifying under the pains and penalties of perjury that the information provided above is true and correct.

Complainant Original Signature: \_\_\_\_\_

**The following information is required. Failure to provide your name, address and telephone number will result in the Building Commissioner/Zoning Enforcement Officer to process the complaint at his/her discretion.(PLEASE PRINT)**

Complainant Name: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## **Request for Enforcement Instructions**

- Please be aware when you fill out a Request for Enforcement, you are filing a formal, written complaint.
- Read the Request for Enforcement form carefully and fill out the Request for Enforcement form completely.
- Sign and forward the original Request for Enforcement form to the Building Department (copies are not accepted).

### **Please Note:**

- Request for Enforcement Forms that are incomplete will be treated as anonymous complaints and will be investigated at the Building Commissioner's discretion.
- Complaints that are phoned in to the Building Department will be treated as anonymous complaints and will be investigated at the Building Commissioner's discretion.
- All complaints that are properly filed with a completed Request for Enforcement form will receive a written response with the Building Departments' findings.