



## **TOWN OF NORWELL**

BUILDING DEPARTMENT  
345 MAIN STREET  
NORWELL, MA 02061  
(781) 659-8018

### **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 Department's findings.



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## **REQUEST FOR ENFORCEMENT**

To: Inspector of Buildings /  
Zoning Enforcement Officer

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

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

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**(Please attach additional pages if 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 Inspector of Buildings / Zoning Enforcement Officer by appearing jointly with him at court in the event the Inspector of Buildings / 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 HEREBY CERTIFY UNDER THE 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 Inspector of Buildings / Zoning Enforcement Officer to process the complaint at his/her discretion.**

**(PLEASE PRINT)**

Complaint Name: \_\_\_\_\_

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

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