

CITY OF EMERYVILLE BUILDING DIVISION

1333 PARK AVENUE
EMERYVILLE, CA 94608
(510) 596 - 4310

REQUEST FOR SERVICE

THIS FORM IS TO BE USED WHEN A VIOLATION IS SUSPECTED AND AN INVESTIGATION IS REQUESTED. IF THE SITUATION IS NOT ONE OVER WHICH THE BUILDING DIVISION EXERCISES JURISDICTION THE REQUEST WILL BE ROUTED TO THE APPROPRIATE CITY DEPARTMENT.

PROPERTY ADDRESS: _____ DATE: _____

Owner: _____ Day Phone: _____

Address: _____ Night Phone: _____

Request Initiated By: () Tenant () Owner () Neighbor () Fire () Police () Other _____

Reported By: _____ Day Phone: _____

Address: _____ Night Phone: _____

Note: Anonymous requests will be accepted and investigated but follow-up reports will not be available.

DESCRIPTION OF REQUEST: (Please include dates and times)

Received By: _____ Date: _____

Assigned To: _____ Date: _____

ACTION TAKEN:

DATE: