

CITY OF HAMMOND
CODE ENFORCEMENT DEPARTMENT

Bobby Mitchell, Code Enforcement Officer
219 East Robert Street • HAMMOND, LA 70401
Phone (985)277-5640 • FAX (985)277-5637

COMPLAINT FORM

(Please circle violation): Grass Trash Demolition Vehicle Sign / Other

DATE OF COMPLAINT _____

Violation Location / Address	
Location Description	
Property Owner (if known)	
COMPLAINT / COMMENT	
Complainant Name	
Address	
Phone #	
Signature (Optional)	

OFFICE USE ONLY

DATE RECEIVED					
INVESTIGATION DATE		INSPECTED BY			
Parcel Address					
Parcel #					
Assessment #					
Owner's Mailing Address					
Owner's Phone #		Council District:	1	2	3
Before photo taken	Yes / No	Date of Photo			
Follow up photo taken	Yes / No	Date of Photo			
Complete photo taken	Yes / No	Date of Photo			
Is this a valid complaint	Yes / No				

If no, state reason

How Was Notice / Citation Served **Hand Delivered** **Mailed** **Newspaper** **Left at Door** **Other**