

Benzie-Leelanau District Health Department

BENZIE OFFICE
6051 Frankfort Highway
Suite 100
Benzonia, Michigan 49616
Phone (231) 882-2103
Fax (231) 882-2204

Website: www.bldhd.org

LEELANAU OFFICE
7401 E. Duck Lake Road
Suite 100
Lake Leelanau, Michigan 49653
Phone (231) 256-0201
Fax (231) 256-0225

COMPLAINT FORM

Date Rec'd:	Property Tax ID Number:
Time Rec'd:	

Type of Complaint: Sewage Garbage Water Supply Tobacco Other _____

The information below is required to process this request and will be kept confidential to the extent as permitted by law.

Reported by:

Name of person making complaint:
Address:
City, State, Zip
Phone number(s):
E-mail:
Signature:

Location of Complaint	
Property Address:	
County:	Township:
Property Owner Information	
Name:	
Mailing Address:	
City, State, Zip:	
Phone Number:	

Please provide as much information as possible to ensure a timely investigation. Photos and other supporting documentation are suggested but not required. A field inspection may be necessary. Some issues may be referred to another local agency or authority, and some involve providing a property owner with educational information. This division does not perform mold testing.

Are children under age 18 in the home? YES NO Any previous complaints? YES NO

How long has the condition existed?

Description of the nuisance/complaint:
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FOR HEALTH DEPARTMENT USE ONLY

Date Inspected:

Public Health Hazard:

YES

NO

Conditions found:

|

Signature of Sanitarian:

Action Necessary: YES

NO

Permit Required: YES

NO

Permit Number:

Action Taken:

Date Compliance Required:

Referral Required:

YES

NO

Date Referred:

Referred to (list agency):

Follow up Inspection date:

Progress:

Follow up Inspection date:

Progress:

Follow up Inspection date:

Progress:

Sanitarians's Signature:

Date:

Date Closed: