



*Seneca County*  
**Department of Building & Fire Code  
Enforcement**

1 Di Pronio Drive, Waterloo, NY 13165-9499

**Phone:** (315) 539-1950

**Fax:** (315) 539-1926

**Allegation of Complaint Against  
Codes Department/Code Enforcement Officer**

YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please keep my Complaint anonymous (Your Contact Information is still required)!

IF DIFFERENT FROM YOUR ADDRESS,  
WHERE DID THE INCIDENT OCCUR?  
(ADDRESS)

\_\_\_\_\_  N/A

IF THIS COMPLAINT IS AGAINST A  
PARTICULAR CODE OFFICER, ENTER  
THEIR NAME HERE:

\_\_\_\_\_  N/A

PLEASE DESCRIBE THE COMPLAINT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If you need additional space or have back-up evidence, please attach additional sheets, photos, etc., as appropriate)*

DID YOU DISCUSS YOUR CONCERNS WITH THE CODE ENFORCEMENT OFFICER?  YES  NO  
 N/A

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SENECA COUNTY DEPARTMENT OF BUILDING AND FIRE CODE ENFORCEMENT

1 DiPronio Drive, Waterloo, NY 13165 Office: (315) 539-1950; Fax: (315) 539-1926

This form is to be used for submitting allegations of complaint against the Seneca County Code Enforcement Personnel, Policies, and Conduct, and Seneca County policies and regulations as they pertain to enforcing the Seneca County Local Law 2 of 2006 (as amended), the New York State Uniform Fire Prevention and Building Code (the "Uniform Code"), and the New York State Energy Conservation Construction Code. These allegations will be reviewed and directed to the appropriate office for investigation and action.

This process requires that you communicate accurate and thorough information to Seneca County Management to give ample opportunity to investigate and respond to each allegation. It is important that the information you provide is directly related to Seneca County's administration and enforcement of the Uniform Fire Prevention and Building Code. Seneca County has no authority to waive any provision of the New York State Uniform Code, it has no authority to direct Towns or Villages to enforce or waive their own Zoning or Land Use, and it has no authority over other State and Federal agencies. Seneca County Code Enforcement has no authority over contract disputes between parties whether they are landlords and tenants, property owners and contractors, or contractors and contractors.

### **FILING A COMPLAINT.**

You may file a complaint allegation against individual Code Enforcement Officers or the Department itself by following this process:

1. Download and print this form;
2. Complete the form, Sign and Date it, and submit it by fax, mail, or in person to the Address on the reverse;
3. Once SCDCE has received the Complaint, it will be evaluated by the Deputy Director of Planning and Community Development, and routed to the appropriate level of management to address the Complaint.
4. You may be contacted for further information, including a signed deposition in the event that legal action may result from the investigation
5. You will be notified in writing the results of the initial investigation, and the results of any action taken.
6. Please allow up to 30 days for processing and investigation of the complaint. Resolution of the alleged complaint may take considerably longer, depending upon the details of the case.

In addition, you may submit a complaint against Seneca County's administration of the Uniform Code with the New York State Department of State Division of Building Standards & Codes. Their process can be accessed online at <http://www.dos.ny.gov/DCEA/complaints.html>.

**JURISDICTION.** Please note that in most cases Seneca County Code Enforcement is required to provide the responsible party with an opportunity to voluntarily comply with the Uniform Code and Energy Code before legal action is pursued. Please also note that Seneca County's authority to investigate allegations is limited to accordance with the applicable *minimum standards* as set out by the Uniform Code and Energy Code. It does not include the authority to investigate matters arising under other laws, statutes and regulations relating to the construction or use of buildings and premises. For example, Seneca County Code Enforcement is not authorized to investigate all allegations involving:

- land use, planning or zoning issues;
- existing building encroachments over property lines;
- environmental contamination, including activities which may be regulated by the Department of Environmental Conservation (NYS DEC), the Environmental Protection Agency (US EPA) or other agencies;
- contractual disputes, including those involving tenancies, leases and contracts for purchase or sale of real property;
- contractual disputes involving design professionals, contractors, subcontractors and other parties providing construction related services; drainage diversion; and
- noise.

Seneca County has no authority to address issues that have their origin prior to January 1, 1984, as the Uniform Code only came into effect on that date. However, buildings that pre-existed the Uniform Code are subject to maintenance provisions of the Fire Code and the Property Maintenance Code. Also, alterations to buildings which were constructed prior to January 1, 1984 are subject to the Existing Buildings Code or Appendix J of the Residential Code. Conduct relating to such buildings may be investigated by the Division.