

***INCORPORATED VILLAGE OF ROCKVILLE CENTRE  
BUILDING DEPARTMENT***

**COMPLAINT POLICY**

All complaints received will be recorded and reviewed by the Building Department and addressed on a case by case basis – every attempt to identify alleged violations will be made. If the complainant fills out a form or leaves his/her name and address, a written response will be forwarded, listing assigned inspector and case number.

***Note:*** *It is suggested that complainants fill out our “Request for Investigation” form, detailing the alleged violation.*

Inspectors will contact the complainant upon resolution of any allegations.

Last updated 9/00

*Building Department Office Hours 8:00 a.m.- 4:30 p.m. (Mon.-Fri.)  
Tel. No 516 678-9247*