



Gerald P. O'Neill, C.B.O.
Building Commissioner
Zoning Enforcement Officer

Town of Marshfield

Building / Zoning Department

870 Moraine Street
Marshfield, Massachusetts 02050
Tel: 781-834-5555
Fax: 781-834-6289

REQUEST FOR ENFORCEMENT

Date: _____

To: Inspector of Buildings/
Zoning Enforcement Officer

I believe the Town Bylaws, Zoning Bylaws, or State Building Code (circle one) is being violated because:

(Please attach additional pages if needed)

Address of Alleged Violation: _____

Name of Owner: _____

Contact Information of Owner (if known): _____

I am basing my allegations on the above facts, and understand that as the complainant, I may be asked to participate with the Inspector of Buildings/Zoning Enforcement Officer by appearing jointly with him at court in the event the Inspector of Buildings/Zoning Enforcement Officer is personally unable to verify my allegations, thereby requiring legal proceedings to enforce the regulation referenced above. Pursuant to the above allegations I am requesting an investigation and enforcement if applicable.

I am certifying under the Pains and Penalties of Perjury that the information provided above is true and correct.

Complainant Original Signature: _____

The following information is required. Failure to provide your name, address and telephone number will result in the Inspector of Buildings/Zoning Enforcement Officer to process the complaint at his/her discretion. (PLEASE PRINT)

Complainant Name: _____

Complainant Address: _____

Telephone Number: _____

Email Address: _____



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Request for Enforcement Instructions

- Please be aware when you fill out a Request for Enforcement, you are filing a formal, written complaint.
- Read the Request for Enforcement form carefully and fill out the Request for Enforcement form completely.
- Sign and forward the original Request for Enforcement form to the Building Department as copies are not accepted.

Please Note:

- Request for Enforcement forms that are incomplete will be treated as anonymous complaints and will be investigated at the Building Commissioner's discretion.
- Complaints that are phoned in to the Building Department and/or left on any of the Building Department's voice mail system(s) will be treated as anonymous complaints and will be investigated at the Building Commissioner's discretion.
- All complaints that are properly filed with a completed Request for Enforcement form will receive a written response with the Building Department's findings.