



CITY OF BELLEVILLE

Engineering & Development Services Department
By-law Enforcement Services

Complaint # _____

(Office Use Only)

Reported By: _____

Address: _____

Phone #: _____ Date: _____

I have a concern about the following property:

Address: _____ Apt # _____

Owner: _____

The following are my concerns:

Inspection Date: _____

Class of Infraction: _____

Inspection Notes: _____

Date Order Sent: _____

Compliance Achieved Date: _____

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of complaint investigation and resolution. Questions about this collection should be directed to the Building Division at the City of Belleville located at 169 Front Street, Belleville Ontario K9N 2Y8 Tel: 613-967-3204.

By-law Enforcement Complaints

The City of Belleville has experienced significant growth in the last number of years. As a result the number by-law enforcement complaints received annually has steadily increased, placing additional strain on our enforcement resources. In an attempt to better track the type of complaints and assist with prioritizing the volume of work the City has determined that a modified complaint filing system is warranted.

In reviewing the Council endorsed By-law Enforcement Policy that was developed there are three separate categories that complaints can fall within.

- **Class 1** violations are those that have public health, safety or property damage implications and where risk to humans or human use or activity exists. These would include things like blocked exits in residential buildings, unsafe or faulty stairs, railings or buildings and unfenced swimming pools. Class 1 violations are considered paramount and receive first priority for enforcement.
- **Class 2** or **Class 3** violations are less serious infractions that do not pose an immediate hazard to persons or property. These include things like zoning infractions, long grass and weeds, garbage and rubbish on properties, abandoned or inoperative vehicles and other yard and maintenance issues. Complaints regarding Class 2 and 3 violations are required to be received by the City in writing. They can either be completed on the complaint form available on this webpage or by separate letter sent or delivered directly to the City.

Should you have any questions regarding by-law enforcement policies or procedures, please contact by-law administration by calling 613-967-3204 or by emailing bylawenforcement@city.belleville.on.ca