



Village of New Paltz
COMPLAINT FORM

Building Department

25 Plattekill Avenue

New Paltz, NY 12561

Phone: (845) 255-3055 Fax: 845.255.5103

Date Received: _____ Time: _____ Called _____ Office _____ Letter _____

Complainant Name: _____

Address: _____ City and Zip code: _____

Telephone: (Home) _____ (Cell) _____ Email: _____

Owner's Name: _____

Address: _____ City and Zip code: _____

Nature of Complaint: _____

Taken by: _____ Assigned to: _____ Appointment Scheduled: _____

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Conditions Found: _____

Actions Taken: _____

Building Department Tenant Issues

Common Concerns to be addressed with the Building Inspector

- Padlocks on bedroom doors
- No room key
- Bedrooms over occupied
- Illegal use of attic for bedroom
- Lack of a 'common area'
- Bedbug Infestation
- Sewer Fly Infestation
- Squirrel Infestation
- Mice or Rat Infestation
- No screens on windows
- Smoke detectors missing
- Annual sprinkler test not conducted
- Carbon Monoxide detectors missing
- No handrails where required
- Balusters/spindles missing on stairs
- Missing/Inadequate Stairwell illumination
- Panic bar double locked
- Egress impeded
- No emergency fire exit
- Exit light are not illuminated
- Basement habitation
- Combustibles near furnace
- Faulty furnace
- Faulty electrical wiring
- Faulty GFI outlets
- Oven not working
- Waste receptacles not provided