



# Development Services

Code Enforcement Division

<i>FOR OFFICE USE ONLY</i>	
DATE	_____
BY	_____
CED #	_____

## REQUEST FOR INVESTIGATION

Violation Address	Apt. #	Zip Code	Cross Street
Owner	Agent/Manager/Responsible Party	Tenant/Lessee	Phone Number
Address	City	State	Zip Code

Check the appropriate box if you believe the violation includes:

**Dangerous or unstable structures**  
**Live, exposed electrical wires**

**Inadequate barriers for pools or spas**  
**Uninhabitable living conditions**

**Leaking sewage**

Alleged Violation Details:

Is this a residential property?	Single Family	Duplex	Multifamily	_____
Is this a rental property?	Yes	No		
Is there any drug activity at the site?	Yes	No	Are there any loose pets at the site?	Yes No

**NOISE ONLY:**

When does the noise occur? (Select all that apply.)	Every day Once or twice a week On weekends	Daytime (7 a.m. to 7 p.m.) Evening (7 p.m. to 10 p.m.) Night (10 p.m. to 7 a.m.)	5 to 15 minutes 15 to 30 minutes More than 30 minutes
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**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_ **Language Spoken:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Additional Information (Please include required additional supporter contact information for noise complaints here.):

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

Please refer to [www.sandiego.gov/ced](http://www.sandiego.gov/ced) for further information and forms.

- Fill the form as completely as possible. The more information is included, the better service that can be provided.
- **Important:** The correct address of violation must be included.
- Please attach any additional information, pictures or sketches.

**Return the completed form and keep us updated on any improvement or lack of improvement. We rely on you to request further service when needed!**

The department does not enforce the noise regulations when the alleged violator and the complainant live in the same apartment or condominium complex. Contact your complex manager, homeowner association, mediation services or the civil courts to resolve your dispute.

**Mediation:** Mediation is an effective way for you and the person responsible for the problem to resolve the dispute. In situations where mediation is warranted, responsible or affected parties are encouraged to seek this type of assistance.

Community members interested in mediation can contact the National Conflict Resolution Center by visiting [www.ncrconline.com](http://www.ncrconline.com) or calling 619-238-2400.

**What happens when your Request for Investigation Form is received by this office?**

1. The responsible person will be notified of the concern and appropriate enforcement action will proceed. We have found that most people will begin corrective action as soon as they receive the first notice.
2. The average response time is one to 30 days, depending on the type of complaint.

NC-114 (rev. 01-19)

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Please fold, staple and mail this form to the address below.

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

THE POSTAL  
SERVICE WILL  
NOT DELIVER  
LETTERS THAT  
DO NOT HAVE  
A STAMP

**City of San Diego  
Code Enforcement Division  
Development Services Department  
1222 1<sup>st</sup> Avenue  
5<sup>th</sup> Floor, MS-511  
San Diego, CA 92101-4101**