

	<p align="center"> Commonwealth of Massachusetts Division of Occupational Licensure Office of Public Safety and Inspections Architectural Access Board 1 Federal St., Suite 0600 • Boston • MA • 02110-2012 V: 617-727-0660 • www.mass.gov/aab </p>	<p>Docket Number _____</p> <hr/> <p>(Office Use Only)</p>
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GENERAL BUILDING COMPLAINT FORM

PLEASE BE ADVISED THAT THIS FORM IS A MATTER OF PUBLIC RECORD AND WILL BE DISCLOSED UPON REQUEST.

1. What is the name and address of the building believed to be in violation of the Rules and Regulations of this Board?

Building Name or Description:

Street Address:

City/Town:

2. Does it appear that the building was recently constructed or renovated? _____
3. What date were you most recently at the building? _____
4. How many floors? _____

5. Please describe the violation(s) as clearly as possible. Include information on the nature of the violation, the location of the violation within the building or site, and any other information you feel might be relevant. **The Board's staff also recommends you include photographs of the violation if possible.** (Please use additional sheets if necessary):

6. Name and address of person/organization filing this complaint (if organization is filing, please provide the Board with the name of a contact person) **(required)**:

Name: _____

Mailing Address:

E-mail: _____

Telephone: _____

7. Would you like to receive communication from the Board electronically or via US Mail?
Email: ☐ Regular Mail: ☐

8. Individual Signature **(required)**: _____

Date: _____

OPTIONAL INFORMATION

The following information is optional, and your complaint will be processed regardless of whether the information is provided. **However, you should be aware that the less information that is provided, the longer it will take this office to process your complaint.**

a. Name and address of the building owner or manager:

Name: _____

Mailing Address:

b. The Board only considers complaints with respect to buildings which are:

1.) constructed by the state, city or town, and construction, reconstruction, alteration or remodeling occurred after December of 1968; or

2.) privately financed buildings that are open to or used by the public and construction, reconstruction, alteration or remodeling occurred after June 10, 1975.

c. Do you have reason to believe the element(s) subject to this complaint have been recently renovated?

Yes: _____ No: _____

If you answered yes, please indicate the date and extent of the work below, and if possible attach a copy of the associated building permit to this complaint.

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2.) Do you have reason to believe that in any continuous 3-year period the spending on construction, reconstruction, alteration, or remodeling was more than:

\$100,000 _____

30% of the building's assessed value _____

If you answered yes, please indicate the date and extent of the work below, and if possible attach a copy of the associated building permit to this complaint.

Assessed value of the building only (do not include the value of the land):

If possible, please attach a copy of the property card to your complaint.