



CITY OF BLACK DIAMOND

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CODE COMPLIANCE PROCEDURES

Code compliance is accomplished by a collective effort of City Staff and Black Diamond Citizens. Compliance action is either initiated by city staff or in response to a citizen complaint. Appropriate city staff investigates complaints, communicates with citizens and works to resolve issues and achieve code compliance. If a violation occurs, staff will initially try to resolve it first through education, voluntary compliance and/or negotiation. In most cases, the violation is corrected in this manner. However, if compliance is not acquired in a timely manner, staff will work with the City Prosecutor to file civil enforcement proceedings.

How Do I File A Complaint?

It is the City's policy that staff conducts complaint investigations upon receipt of a written complaint, whether in the form of a letter, email or an official Complaint Form. Anonymous complaints will only be investigated if the complaint is of an immediate life, health, and/or safety issue which requires prompt response and action in order to prevent further harm.

To file a complaint, include a description of the complaint, the street address of the property, and the name of the person causing the violation (if known). We also need your name, address, telephone number and the date of complaint. This information can be kept confidential if requested.

Complaints will initially be investigated within 72 hrs of receipt, unless they are deemed an emergency. If requested, staff will respond back to you with our findings by phone, email, or letter.

IF YOU WITNESS A CRIME IN PROGRESS OR ARE A VICTIM OF A CRIME, PLEASE DIAL 911.