



DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 HENRY JOHNSON BLVD.—SUITE 1 | ALBANY, NY 12210
518.434-5995 | FAX 518.434.6015 | EMAIL: CODES@ALBANYNY.GOV

GRIEVANCE FORM

This form provides you with an opportunity to formally dispute a lack of action by BRC or action taken by BRC. It is important to fill out this form so as to give BRC staff an opportunity to research your situation. When completed please forward this form to Buildings & Regulatory Compliance, 200 Henry Johnson Blvd, Albany, NY 12210 or to codes@albanyny.gov. Once we have reviewed your grievance we will notify you of our decision. Unless this grievance is already the subject of a Final Determination Letter, at that time you may request a meeting with BRC staff to explain your grievance. Thereafter a Final Determination Letter will be issued setting out the reason(s) for our decision to uphold or deny your grievance. A Final Determination Letter finally decides the matter with respect to the Department's authority.

CONTACT INFORMATION

NAME(S):

ADDRESS:

EMAIL: PHONE

HOW MAY CONTACT YOU?: MAIL [] EMAIL [] TELEPHONE []
(CHECK ALL THAT APPLY)

CONCERN/GRIEVANCE

RELEVANT ADDRESS:

(IF APPLICABLE)

NARRATIVE:

INSTRUCTIONS: PLEASE DESCRIBE THE NATURE OF YOUR GRIEVANCE. BE SURE TO INCLUDE THE NAMES, DATES, AND PLACES INVOLVED TO THE BEST OF YOUR ABILITY. PLEASE FEEL FREE TO APPEND ANY AND ALL DOCUMENTS, STATEMENTS, CORRESPONDENCE, ETC. THAT YOU THINK WOULD ASSIST BRC STAFF TO ADDRESS YOUR SITUATION OR TO DRAFT YOUR NARRATIVE IN WHATEVER FORM YOU PREFER.

Multiple horizontal lines for writing the narrative.

STAFF USE ONLY

DATE REC'D: REC'D BY: SCANNED BY: REC. NO.:

NARRATIVE (CONT.)

WHAT RELIEF ARE YOU REQUESTING (WHAT WOULD YOU LIKE TO SEE HAPPEN)?

IF THIS IS NOT DONE, WOULD YOU LIKE THE OPPORTUNITY TO MEET WITH BRC STAFF TO FURTHER DISCUSS THIS MATTER? YES NO

ARE YOU REQUESTING A FINAL DETERMINATION LETTER? YES NO

NOTE: IF YOU HAVE REQUESTED A STAFF MEETING, YOUR FINAL DETERMINATION LETTER WILL NOT BE ISSUED UNTIL AFTER THAT MEETING IS HELD.