

# **Directions for Filing a Fire Code Complaint with the Berkeley Fire Department**

If you have observed or suspect a Fire Code Violation, below are the steps to follow for filing a complaint with the Berkeley Fire Department:

There are a number of ways you may choose to file your complaint. They are:

1. You may stop by the Fire Department Administration Office at 2100 Martin Luther King Jr. Way, 2<sup>nd</sup> Floor and file the complaint in person.
2. You may call our Fire Prevention line at (510) 981-5585.
3. You may fax in the complaint to: (510) 981-5579.

Please provide the following information:

1. Address/location of the violation.
2. A detailed description of the violation, with a specific location such as; front or rear yard, and how it can best be viewed.
3. Any other pertinent information that you feel may be useful.

Your complaint will remain anonymous. If you wish to have a callback, please give us your name and contact information. A Fire Department representative will get back to you.

The timeframe may vary, due to staffing and other factors such as fires or other priorities. Typically complaints are inspected and verified within 10 business days. If it is determined that a fire code violation actually exist, a correction notice will be sent to the responsible party.

If you should have any additional questions, you may contact our Fire Prevention Division at (510) 981-5585.