



# Emergency Prevention Division

Travis County Emergency Services District 3  
4111 Barton Creek Blvd. - Austin, TX 78735  
Headquarters: (512) 288-5534 Fax: (512) 288-5844  
[www.oakhillfire.org](http://www.oakhillfire.org)

## Complaint Form / Request for Inspection

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Building Owner / Occupant: \_\_\_\_\_ Phone: \_\_\_\_\_

Requestors Name: \_\_\_\_\_ Occupancy Type: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

<b><u>How was the Request Received?</u></b>	
<input type="checkbox"/> Phone	<input type="checkbox"/> In Person
<input type="checkbox"/> Mail	<input type="checkbox"/> E-Mail
<input type="checkbox"/> Co. Officer – Incident # _____	

Reason for Request or Nature of Complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Emergency Prevention Division Use Only

Inspector/Investigator Assigned: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Findings: \_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Require Follow-up –  Yes  No

Investigation Complete –  Yes  No

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date