

The Department of Homeland Security Office of the State Fire Marshal

1600 Pennsylvania Avenue
Charleston, WV 25302
Phone: (304) 558-2191
Fax: (304) 558-2537

COMPLAINT FORM INSTRUCTIONS:

When to fill out this form:

- To report unlicensed electricians working
- To report faulty electrical workmanship / NEC violations by a licensed electrician
- To report all explosive complaints / violations
- To report any unsafe firework displays
- To report any violation of the Life Safety Code/State Fire Code

Who can fill out this form:

Any individual witnessing or having pertinent information to any of the above.

How to complete this form:

- Using Adobe Acrobat Reader print this form on your local printer.
- Complete this form to the best of your knowledge.
- Mail to: Office of the State Fire Marshal, 1600 Pennsylvania Avenue, Charleston, WV 25302.
- Or you may fax it to: Office of the State Fire Marshal (304) 558-2537.

Should you need further instructions or need assistance in completing this form, please do not hesitate to contact us weekdays between 0800 am and 0400 pm at (304) 558-2191.

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COMPLAINT FORM

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|----------------------------|------------|---|--|--|-----------|--------------------|-----|
| Type Of Complaint | | Electrical _____ Explosives _____ Fireworks _____ Locked Exits _____ Inoperable Fire Alarm _____ Other _____ | | | | | |
| Complainant | Name | | | | Phone No. | () ____ - ____ | |
| | Address | | | | County | | |
| | City | | | | State | | Zip |
| Violator | Name | | | | DBA | | |
| | Address | | | | Phone No. | () ____ - ____ | |
| | City | | | | State | | Zip |
| Complaint Location | Address | | | | County | | |
| | City | | | | State | | Zip |
| | Directions | | | | | | |
| Nature of Complaint | | | | | | | |
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I, the undersigned, believe that the above information is a valid complaint and I request the West Virginia State Fire Marshal's Office to investigate the above mentioned allegations.

_____ (Date)

_____ (Signature)