



CODE COMPLAINT FORM

Please return this form to the Sausalito
Community Development Department:

By Mail: 420 Litho Street, Sausalito, CA 94965

By Email: ceofficer@sausalito.gov

Complainant Information

Name _____ Cell Phone _____

Home Address _____ Other Phone _____

Date _____ Email _____

The above information will allow staff to contact you (Complainant), with questions or details about the complaint.

Location of Alleged Violation / Subject Of Complaint Information

Address _____ Property Owner _____

APN (if known) _____ - _____ - _____ Subject of Complaint _____

Subject Phone _____ Subject Email _____

Please Select One

Are you a: Tenant Neighbor Lessor/Proprietor Other: _____

Please provide the Sausalito Municipal Code section you believe is being violated:

SAUSALITO MUNICIPAL CODE CAN BE LOCATED AT: <http://sausalito.gov/municipal-code>

While the nature of a code enforcement complaint is subject to disclosure under the California Public Records Act, we keep the personal/contact information of the complainant confidential. Should a court action be filed about the complaint, all information may become part of the public record so, please ensure you are comfortable with your personal/contact information being revealed in the event of a court action.

I verify that the above statements are true and accurate to the best of my knowledge.

Signature _____

What is Code Enforcement and Why Does it Matter?

Code Enforcement is the process by which the City ensures compliance with the Sausalito Municipal Code to support the health, safety, and quality of life in the community. It plays a vital role in maintaining a clean, safe, and welcoming community by addressing conditions and activities that fall outside established local laws and shared standards.

Most enforcement actions are initiated in response to complaints from residents or observations by City staff. These cases are typically reviewed after the fact and are prioritized based on their potential impact on the community. Issues that pose health or safety risks are addressed first, while lower-priority concerns are managed as resources allow.

The Code Enforcement program is guided by ethical, civil, and legal principles. It emphasizes education, communication, and voluntary compliance as the preferred path to resolution. Rather than acting punitively, the program aims to support cooperation and understanding—helping residents and property owners correct issues respectfully, lawfully, and in a timely manner. Effective enforcement also helps prevent conflict between those who follow the rules and those who do not. By applying the Municipal Code fairly and consistently, the program promotes community balance, trust in local government, and shared responsibility for neighborhood wellbeing.

Ultimately, Code Enforcement contributes to a more vibrant, inclusive, and sustainable Sausalito—supporting long-term goals such as neighborhood stability, environmental health, resilient infrastructure, and a strong local economy.

The Code Enforcement Process

1. A Code Complaint Form may be submitted by mail, email, or hand delivered to the Community Development Department located at City Hall.
2. Upon receipt of a Code Complaint Form, staff reviews the information and may visit the subject property to assess the existing conditions.
3. If a code violation is confirmed, staff will notify the responsible person (e.g., owner and/or tenant of the subject property) of the violation by mail. The notification may be an optional Courtesy Notice or a mandatory Compliance Order as described below. If a Courtesy Notice is sent, the responsible person will be provided with a specified amount of time to contact the code enforcement staff and abate the violation.
4. If the violation is unresolved within the specified time allowed by the Courtesy Notice, a Compliance Order will be sent to the responsible person providing a minimum 10-day period to abate the violation. If the violation can be resolved through the issuance of a land use permit and/or building permit, the responsible party may be given the option to apply for a retroactive permit.
5. If the 10-day period lapses without the violation being resolved, an Administrative Citation may be issued with the incumbent fine.
6. In some cases the City may impose permit holds or other necessary actions, as determined by the Assistant City Manager and/or City Attorney.

Please note that the following issues may fall outside the scope of Code Enforcement authority:

- Lease, rent, or utility payment disputes
- Water quality testing
- Disputes over HOA rules
- Rodent control or abatement
- Mold, fungus, or bacterial testing
- Civil property line disputes
- Street maintenance concerns
- Insect or pest removal services
- Criminal activity, trespassing, or suspicious behavior
- Disputes between neighbors over aesthetics
- Drainage and runoff issues between private properties
- Lighting complaints (e.g., bright or misdirected exterior lights)
- Construction noise during allowed hours
- Odor complaints (from cooking, trash, or nearby businesses)
- Internal plumbing, electrical, or HVAC issues unless tied to active, visible violations or unsafe conditions.

TRACKING LOG BELOW FOR CITY STAFF USE ONLY

Received By	Comments	Date