



**Town of Clover**  
**Development Services**  
 114 Bethel Street, PO Box 1060  
 Clover, South Carolina 29710

## Investigation Request

Development Services takes pride in protecting the public through building codes. In order to respond to investigation requests we have developed this form so we may obtain the correct information in order to initiate an investigation. Once a completed investigation request has been received in our office, someone will contact you within 3 business days. We only investigate building code compliance issues. Contract disputes with contractors should be handled with the advice of an attorney. If you have a complaint against a licensed contractor (building defect) please visit the SC Labor, Licensing, & Regulation website at <http://www.llr.state.sc.us/POL/ResidentialBuilders> . Thank you for your cooperation.

**NOTE: Incomplete forms will not be investigated.**

Owner _____ Date _____ Property Address _____ City _____ State _____ Zip _____ Subdivision _____ Tax Map Number _____ Phone _____ Cell _____ Email _____  Mailing Address [ ] Same as above _____ _____
<b>Please investigate the following concern: (please only list code issues)</b> _____ _____ _____ _____ _____ _____
<b>Person/ design professional/ inspector/ contractor who cited the code issue</b> Name _____ Type of license _____ Issued by _____ Expiration Date _____ Experience _____ _____ Company _____ Address _____ City _____ State _____ Zip _____ Phone _____ Cell _____ Email _____

**Building Permit / Code Issue:**

**NOTE: The following information must be filled out completely to ensure we locate the proper file(s).**

Please state date house was constructed or renovated \_\_\_\_\_ (month/ year)

Building Permit # \_\_\_\_\_ Building Permit Issue Date \_\_\_\_\_ (month/year )

no building permit was issued.

The \_\_\_\_\_ (year) edition of the  IRC  IBC  IFC  IPC  IMC  IFGC  ICC 117  NEC  (other) \_\_\_\_\_ is referenced.

Code section(s) of the code \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:** Please attached a copy of the code section(s) referenced: *(please mark as exhibit A)*

\_\_\_\_\_ code pages are attached

**Documentation:**

**Please attach any other documentation such as pictures/ reports/ blueprints/ specifications/ cut sheets, etc.**

I have attached the following: *(please mark as exhibits B, C, D, etc)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

By signing the following, all parties attest that the information submitted is factual and accurate.

Owner \_\_\_\_\_

Signature

Date

Person/ design professional/ inspector/ contractor who cited the code issue

\_\_\_\_\_

Signature

Date

**Interoffice:** Date Received \_\_\_\_\_ by \_\_\_\_\_

Investigator: \_\_\_\_\_

Conclusion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Letter to owner (date) \_\_\_\_\_  attached to file

Investigation reviewed by: \_\_\_\_\_ on (date) \_\_\_\_\_

Investigation Closed (date) \_\_\_\_\_ by \_\_\_\_\_