

### **Step 1: Gather Information**

Before reporting, collect the following details to assist the code enforcement team:

Exact location of the infraction (address or general area)

Description of the violation (e.g., construction noise, outdoor lighting, etc.)

Date and time of the incident (if applicable)

Photos or videos (if possible) to support your claim

### **Step 2: Visit the Yavapai County Code Enforcement Website**

Go to the Yavapai County Code Enforcement webpage.

URL: <https://www.yavapai.us/>

Navigate to the Code Enforcement section for contact and reporting options.

### **Step 3: Report via Online Form**

Online form submission: You may use the online Code Enforcement Complaint Form available on the website.

Fill out the form with your name, contact information, and details of the infraction.

Attach any supporting documents (photos, videos, etc.).

Submit the form for review.

### **Step 4: Report via Phone**

Call the Yavapai County Code Enforcement office at **(928) 771-3321**.

Provide the information you have gathered, including the nature of the violation and location.

A case number will be issued, and you may be contacted for follow-up.

### **Step 5: Report via Email**

Alternatively, you can email your complaint to [codeenforcement@yavapai.us](mailto:codeenforcement@yavapai.us).

Include a detailed description of the violation, the location, and any supporting documentation.

You should receive a confirmation of your complaint via email.