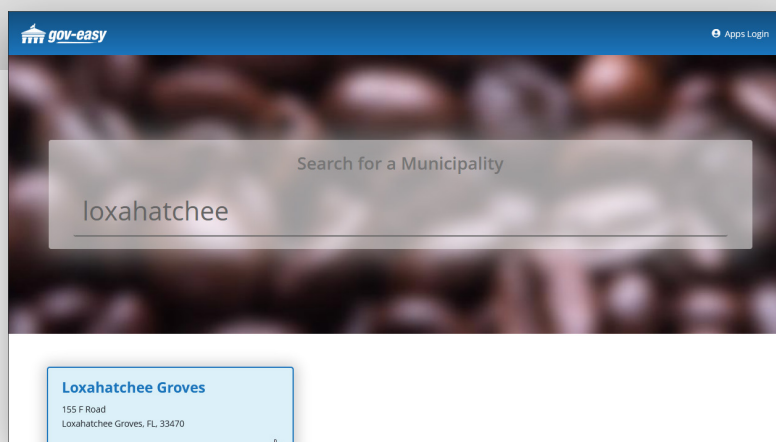


# HOW TO Submit a Code Enforcement Case

Visit [apps.gov-easy.com](https://apps.gov-easy.com) to follow the steps below.

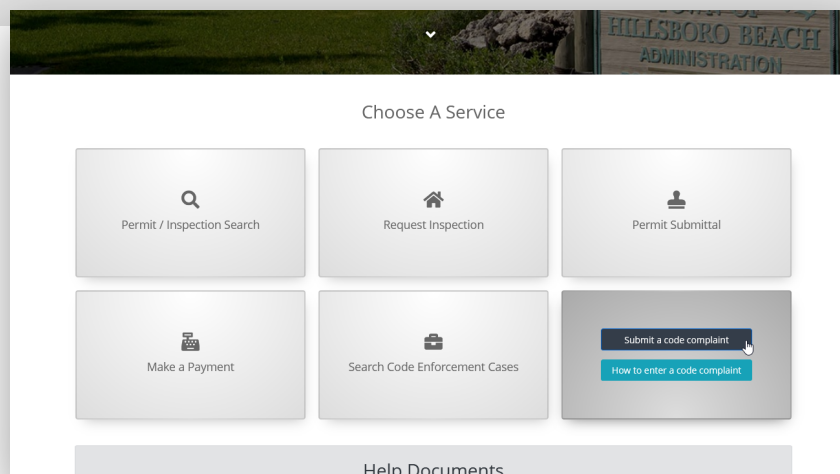
## Step 1

Type in the name of the municipality from which you want to search cases. Select from the results below.



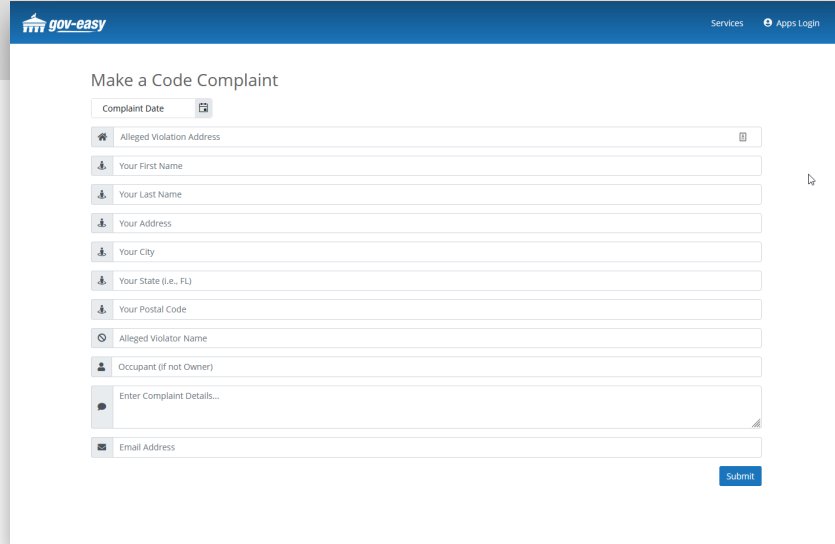
## Step 2

On the services screen hover over "Code Complaint" and click on "Submit a Code Complaint".



## Step 3

On the Make a Code Complaint window, enter all the information pertaining to the alleged violation. Once complete, click “Submit”.



The screenshot shows a web form titled "Make a Code Complaint" on the gov-easy website. The form includes the following fields: Complaint Date (with a calendar icon), Alleged Violation Address (with a location pin icon), Your First Name, Your Last Name, Your Address, Your City, Your State (i.e., FL), Your Postal Code, Alleged Violator Name, Occupant (if not Owner), a large text area for "Enter Complaint Details...", and an Email Address field. A blue "Submit" button is located at the bottom right of the form. The website header shows "gov-easy" and "Services Apps | Login".

## Step 4

You will receive a message saying to check the email address supplied for an email regarding the violation. Included in this message is a link to a report which you can use to follow the incident.

If you do not receive the message, check your spam or junk folders.