



**CITY OF SANTA ANA**  
**PLANNING AND BUILDING AGENCY**  
**Code Enforcement - Animal Services**  
20 Civic Center Plaza, Santa Ana, CA 92701  
(714) 245-8792  
[AnimalServices@santa-ana.org](mailto:AnimalServices@santa-ana.org)

## INSTRUCTIONS FOR COMPLETION OF NOISY ANIMAL COMPLAINT

### 1. SUBMIT YOUR COMPLAINT

Submit your complaint, either by visiting our Animal Services website at [www.santa-ana.org/animal-services/](http://www.santa-ana.org/animal-services/)

- Complete and submit the online complaint form; or
- Download the Barking Dog or Noisy Animal Complaint Form, complete and return to the form in person or via US Mail.

### 2. COMPLETION OF THE COMPLAINT FORM

The dates, times and durations are necessary for proper processing of the complaint. They are required to be documented by the municipal code and are used by the city attorney in handling your complaint. At least 2 days of disturbance must be documented and the times and durations are mandatory. The duration must be at least 30 minutes to be considered a valid entry in the log.

### 3. DECLARATION UNDER PENALTY OF PERJURY

By signing and submitting the complaint form, you declare under penalty of perjury and pursuant to the laws of the State of California that your complaint is true and correct. You understand that filing a false complaint is a misdemeanor and could subject you to criminal prosecution and that the maximum punishment for each violation is six (6) months in jail and/or a \$1000 fine. All persons signing these complaints agree to appear in administrative hearing for the City Attorney.

The person responsible for the barking dog(s) and/or noisy animal(s) is entitled to a warning and 10 days to abate the nuisance caused by their barking dog(s) or noisy animal(s). If that person fails to abate the nuisance, then that person could face a criminal or administrative fine.

### 4. FORM SUBMISSION

Upon completion, including the signature and specific documentation of the disturbance, return it to the address provided at the bottom of the form.

**City of Santa Ana**  
**C/O Animal Services**  
**20 Civic Center Plaza, M-19**  
**PO Box 1988**  
**Santa Ana, CA 92701**