



NEW BUILDING DIVISION OFFICE HOURS

Dear Customers: Starting **Monday, October 2, 2022**, the Building Division will be offering some expedited same day services and in turn, will have new counter hours.

IN-PERSON, EMAIL AND PHONE QUESTIONS

WEEKDAY	MORNING HOURS	AFTERNOON HOURS
<i>Monday</i>	8:00 am - 12:00 pm	1:00 pm - 3:00 pm
<i>Tuesday</i>	8:00 am - 9:00 am 11:00 am - 12:00 pm	Closed
<i>Wednesday</i>	8:00 am - 10:00 am	1:00 pm - 3:00 pm
<i>Thursday</i>	8:00 am - 9:00 am 11:00 am - 12:00 pm	Closed
<i>Friday</i>	Closed	Closed

OVER THE COUNTER (“OTC”) SAME DAY PERMITTING HOURS (APPOINTMENTS ARE REQUIRED IN ADVANCE)



SCAN TO BOOK AN APPOINTMENT

This is a new service! Review all submittal requirements online (scan the QR code to the right!) and prepare all required paper documents for submittal in person at your appointment time. Schedule an over-the-counter submittal appointment online. Show up promptly to your appointment, with all required application materials. Pay all required fees at the time of appointment. Permit will be issued same-day if complete documentation provided at appointment.



SCAN TO LEARN MORE ABOUT OTC PROCEDURES

WEEKDAY	TYPE OF PERMIT	APPOINTMENT HOURS
<i>Tuesday</i>	Residential rooftop solar of below 10kw	Tuesdays 9:00 am – 11:00 am
<i>Thursday</i>	Residential reroofs Residential water heater replacements HVAC replacements (like for like) Electric panel replacements (like for like) Residential Generators Electric Vehicle Charging Station Residential Swimming pool/spa replaster Window/Door retrofit/repair <i>Coming Soon: kitchen and bath remodels, stucco, siding, dryrot & termite repair</i>	Thursdays 9:00 am – 11:00 am