



"The Capital City of the Palm Beaches"

CONSTRUCTION SERVICES DEPARTMENT

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MEMORANDUM

TO: All Construction Services Department Customers

FROM: Doug Wise, Construction Services Director

RE: October 1, 2010 Change in Hours of Operation

DATE: September 14, 2010

I am pleased to announce that effective **October 1, 2010**, the Construction Services Department will resume Friday operations in order to better serve our customers.

Effective on that date, our hours of normal office operations will be from 8:00 A.M. to 5:00 P.M. Monday through Friday. All inspections will be conducted between 8:00 A.M. and 3:30 P.M.

It should be noted that, new applications for permit and business tax will only be processed for all customers that arrive prior to 4:00 P.M., due to the current level of demand for services. However, if a customer arrives after 4:00 P.M., an application may be accepted and held (based upon sufficiency) for processing on the next regular business day.

We hope that these changes will better serve our customers needs as we all continue to look forward to economic recovery.