Weekly Calendar for the Department of Community Development Building Inspections & Plan Review

Mon:	Tue:	Wed:	Thur:	Fri:
8 Office Opens 8:30 am	8 Office Opens 8:30 am	8 Office Opens 8:30 am	8 Office Opens 8:30 am	8 Office Opens 8:30 am
9 Inspections Inspections	9 Inspections Inspections	9 Plans Review Plans Review	9 Inspections Inspections	9 Inspections Inspections
10 Inspections Inspections	1 Inspections Inspections	1 Plans Review Plans Review	1 Inspections Inspections	1 Inspections Inspections
11 Inspections Inspections	1 Inspections Inspections	1 Plans Review Plans Review	1 Inspections Inspections	1 Inspections Inspections
12 Lunch Lunch	1 Lunch Lunch	1 Lunch Lunch	1 Lunch Lunch	1 Lunch Lunch
1 Inspections Inspections	1 Inspections Inspections	1 Plans Review Plans Review	1 Inspections Inspections	1 Inspections Inspections
2 Inspections Inspections	2 Inspections Inspections	2 Plans Review Plans Review	2 Inspections Inspections	2 Inspections Inspections
3 Appointments Appointments	3 Appointments Appointments	3 Appointments Appointments	3 Appointments Appointments	3 Appointments Appointments
4 Appointments Appointments	4 Appointments Appointments	4 Appointments Appointments	4 Appointments Appointments	4 Appointments Appointments
5 Office Closes 5:00 pm	5 Office Closes 5:00 pm	5 Office Closes 5:00 pm	5 Office Closes 5:00 pm	5 Office Closes 5:00 pm

NOTICE: INSPECTION, APPOINTMENT AND PLANS REVIEW SCHEDULE

Schedule subject to daily modification as work load dictates

Note	Appointments & meetings will be scheduled for 30 minutes. Organize questions and information to fit into the allotted time.
	Plans will be reviewed on a first come, first served basis. Please follow the Application Guideline and Plan Review Guideline.
	The Guidelines and the Construction Document Policy must be followed to keep your review process times as short as possible.
	Applications, Guidelines and Polices may be found on the Southampton County Web Page under Community Development.
Note	Inspections will be provided, Monday, Tuesday, Thursday and Friday. Plan Reviews will be provided on Wednesdays.
	Plan Review allows us to save our customers time &money by addressing code issues on paper rather than during construction.
	Plans are to be submitted by Noon on Tuesday to be considered for review Wednesday.
	Inspections must be requested by 4:30 pm to be included on the next inspection day's schedule
	Please use the office number, 7576-653-3011 to schedule inspections and appointments with the building official.

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