

SERVICE IMPACTS NOTICE

Attention All DSD Customers:

Please be advised that some staff will be training in preparation for a new computer system to go live on Tuesday, 1/16/18.

Please refer to the following schedule for hours of operation of the impacted counters and service areas.

Date(s)	Function	Hours of Operation
Thursday, 1/11/18	Solar PV	The 4th floor Solar PV counter will be closed to the public for staff training. Projects will continue to be submitted electronically and dropped off in person.
	Code Enforcement	Code Enforcement will not be open to the public, but the 5th floor reception area and counters will be open during normal business hours for all other disciplines.
Friday, 1/12/18	Solar PV	The 4th floor Solar PV counter will be closed to the public for staff training. Projects will continue to be submitted electronically and dropped off in person until 4 p.m.
	Code Enforcement	Code Enforcement will not be open to the public, but the 5th floor reception area and counters will be open during normal business hours for all other disciplines.
Monday, 1/15/18	General	Martin Luther King, Jr. Day (observed). All City Offices will be closed to the public.
Tuesday, 1/16/18 – Friday, 1/19/18	Solar PV	The 4th Floor Solar PV counter will be closed for lunch from 11:30 -12:30 and the last appointment available will be at 1 p.m.
	Code Enforcement	Code Enforcement will be open to the public between the hours of 8:00am – 11:00am. The remainder of the day will be devoted to resolving any necessary technical issues, status meetings with management, and additional staff training as needed. After 11:00am, Code Enforcement will be closed to the public, but the 5th floor reception area and counters will continue to be open for business for all other disciplines.
	Traffic Control	Traffic Control Permit Counter will be open to the public between the hours of 7:00am – 11:30am. The remainder of the day will be devoted to resolving any necessary technical issues, status meetings with management, and additional staff training as needed.

In addition, during regular hours customers may experience longer than normal wait times for walk-in service, as well as delays in project reviews and inspections.

Development Services apologizes for any inconvenience and greatly appreciates your patience during this transition.