

**OFFICE HOURS,
FOR
CONSULTATION, QUESTIONS, PLAN REVIEW
CONFERENCES & APPOINTMENTS
WITH
INSPECTORS & DIRECTOR**

(See Calendar for Available Sign Up Times)

**BUILDING INSPECTORS WILL BE IN BURGAW & HAMPSTEAD
ON THE FOLLOWING SCHEDULE FOR APPOINTMENTS &
MEETINGS:**

Monday through Friday: 7:30 to 8:30 AM and 3:00 to 4:00 PM

**THE INSPECTIONS DIRECTOR WILL BE AVAILABLE ON THE
FOLLOWING SCHEDULE FOR APPOINTMENTS & MEETINGS:**

Burgaw: Monday, Wednesday & Friday	11:00 AM to 12:00 Noon 3:00 PM to 4:00 PM
Hampstead: Tuesday & Thursday	11:00 AM to 12:00 Noon 3:00 PM to 4:00 PM

The Burgaw and Hampstead Permitting Technicians will maintain a calendar to set appointments for individuals with each of the Inspectors and the Director. Up to four (4) advanced appointments can be set for each one hour period on the above schedule. The calendar should be maintained in a location so that up to 4 individuals can sign up for each one hour period without waiting for an available Permit Technician. Each Inspector and the Director should check the calendar to verify his appointments.