

## **Butte County Department of Development Services**

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ADMINISTRATION \* BUILDING \* PLANNING

# **DEPARTMENT OF DEVELOPMENT SERVICES ANNOUNCES CHANGES TO OFFICE HOURS**

## **EFFECTIVE MONDAY, APRIL 13, 2009**

The Department of Development Services is committed to providing high quality service to the public we serve during these financially challenging times. To continue to provide quality service, we will be implementing the following changes to our office hours.

Effective April 13, 2009, the Department of Development Services will be open to the general public for **all** department business between **8:00 am to 12:00 pm**. Planning and Building Division staff will be available by **pre-scheduled appointments** for building and planning information or submittal of applications from 1:00 pm to 3:00 pm.

A department drop-box will continue to be available 8:00 am to 4:00 pm. Please do not leave payments (cash, checks, etc.) or permit/project applications in the drop-box.

In order to schedule appointments for building permit applications or research, please call the Permit Center at (530) 538-6861 for further information. To schedule an appointment for submittal of planning applications or zoning, general plan and land use information, please contact the Planning Division at (530) 538-5359 for assistance. When your appointment is scheduled, the department staff person will give you specific directions on how to report at your scheduled time.

We apologize for any inconvenience this may cause and encourage the public to assist us by being well prepared when requesting assistance.

As always, we can most efficiently serve you if you have (as applicable):

- ✓ The address or assessor's parcel number of the site in question.
- ✓ The permit or project application number related to your question.
- ✓ The name of staff you have spoken with previously.
- ✓ State your question(s) at the beginning of our time working with you.

Check our user friendly internet website first to get much of the information you need: <http://www.buttecounty.net/dds>

*Thank you for your cooperation.  
Department of Development Services*