



REDUCED UTILITIES ADMINISTRATION OFFICE HOURS AND DELIVERY INSTRUCTIONS

EFFECTIVE MONDAY, APRIL 13, 2020 and until further notice the Utilities Division Administration Office is running on a reduced schedule. The current hours are:

MONDAY, THURSDAY AND FRIDAY 8:00AM - 1:00PM

IF YOU NEED TO MAKE A SUBMITTAL OR DROP OFF A PACKAGE:

- **During open office hours:** Packages, plans, and check submittals can be dropped off inside the vestibule by dialing 01 on the panel to the left of the door.
- **Outside of office hours:** Packages, plans, and check submittals can be dropped off inside the vestibule by dialing 02 on the panel to the left of the door.

During this time, only employees and approved contract vendors are allowed in the building. If you have any questions or need additional information, contact Corinna Somers at csomers@dconc.gov. Thank you for your understanding!