



# Memorandum Building Division

December 2022

To: Cecilia Gallardo-Daly, Community Development Director  
From: Jack Holden, Building Official  
Subject: **Inspection Schedule during Holiday / Furlough Period**  
Copies: Sean Joyce, Interim City Manager  
Kiel Koger, Public Works Director/City Engineer  
Captain Anthony Benfield, Chief of Police Services  
Cheyne Maule, OCFA Division Chief  
Hanne Thordahl, Human Resources Manager

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## **Holiday Building Inspection Days**

Although most non-essential services are not available during the holiday furlough, as in previous years the Building Division will provide limited inspection services during the furlough office closure as a service to our customers.

The Building Division will be staffed with two building inspectors two days during the furlough.

## **Wednesday December 28 and Thursday December 29<sup>th</sup>**

Will 949-361-6148  
Robert 949-361-6147

Plan reviews will unfortunately be slowed due to the holidays. The plans examiners have made every effort to approve the plans submitted prior to the holidays. Electronic submittals will be available when approved. Solar permits awaiting review will not be reviewed until 2023. Check the online E-Trakit for your permit status.

## **Emergency - After Hours Call-Out Information:**

Should emergency issues related to the safety of buildings arise after hours, the following contact information is provided. **NOTE: The Building Division does NOT have individuals assigned to be on call. Staff MAY or MAY NOT be available.**

Building Division Damage assessment for buildings, structures, during and after earthquake, major fire, landslide or slope collapse near buildings, or car accident involving “**significant damage**” to buildings, posting building for non-occupancy will be delayed until staff is recalled or until January 03, 2023. Inspectors listed above may be contacted by OCFA and OCSD dispatch if necessary.