

Bernard P. Carvalho, Jr.
Mayor



Michael A. Dahilig
Director of Planning

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PLANNING DEPARTMENT
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MEMORANDUM

To: All Prospective Condominium Property Regime (CPR) Applicants and Agents

Fr: Michael A. Dahilig
Director of Planning 

Date: January 5, 2016

RE: Scheduling of Required Inspection to Obtain County Certification Letter for CPR Application Before Real Estate Commission

Effective immediately, CPR inspections will only be conducted by our Department every third Friday of the month beginning February 19, 2016. If a holiday occurs on the third Friday, the third Thursday of the month will be substituted as the inspection day.

Inspection appointment times are on a first-come, first-served basis and appointments must be made with the Planning Department staff. The Department will only schedule the appointment if a copy of the CPR application packet and supplemental documentation have already been transmitted and received.

If you require a re-inspection due to the County inspector determining your property is not compliant with County zoning laws, you will need to schedule an appointment on the third Friday of the month.

To schedule an appointment, please contact Duke Nakamatsu at 241-4055.