

Office Hour Change Requirements

- 1) The business day standard operating hours:
 - a. Shall not be before 7:30 a.m. or after 7:00 p.m.

- 2) Saturday operating hours:
 - a. Shall be for at least three hours for contracts issued after September 1, 2013;
 - b. Shall not be before 8:00 a.m. or after 2:00 p.m.; and
 - c. Shall not include closure for lunch.

- 3) The contractor must notify the public of office closings or changes in standard office hours in accordance with contract requirements, including a minimum of:
 - a. Posting the change or closure prominently on the office's external sign or door at least two (2) weeks prior to the changed hours; and
 - b. Appropriately changing phone messages.

Notification through advertising and media contacts may be required for some changes or closing.

- 4) The contractor must notify other license offices in the surrounding areas of the office closings or change in hours for the contractor's office.