

## Expedited/Overtime Inspections

(Must be requested 24 hours in advance)

We need the following information to approve the request.

### **A Letter:**

- 1) On a company letter head** formally requesting the **OT inspection** to the Building Official
- 2) Include type of inspection, date, and time** requested for the inspection
- 3) Permit number**
- 4) Job Address**
- 5) Reason** for the OT inspection
- 6) Name and phone** number of a company representative to be present at the **job** site
- 7) Must be signed and notarized by the Qualifier**
- 8) We need the original** letter, not a copy
- 9) Fees** are **\$250** per trade

Note: A **company representative** must be present at the job site for the inspection.

Payment must be [submitted](#) before the inspection takes place.

The sooner the letter is submitted, the greater will be our likelihood to find an available inspector.