

# City of Melbourne

## Code Compliance Division

### After Hours Inspection Request Form

Any request for an after-hours inspection to be performed by a City of Melbourne Building/Electrical Inspector will require the following:

- 1) The contractor shall complete this form and submit it to the Building Division 48 hours prior to the request date (not including holidays and/or weekends).
- 2) The contractor shall schedule with the Deputy Building Official for availability of personnel to fulfill the request.

The individual/firm requesting the after hours inspection hereby agrees to pay all costs related to the requested inspection. The cost shall be a minimum of \$50.00 non-refundable, which will be billed to the requestor after the inspection has been performed.

### Required Information

Permit Number: \_\_\_\_\_ Inspection Type: \_\_\_\_\_

Date & Time of Requested Inspection: \_\_\_\_\_

Address of Inspection: \_\_\_\_\_

Requestor/Contractor: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

Building Official's Signature: \_\_\_\_\_