



OVERTIME INSPECTION REQUEST FORM

Residential

Commercial

Instructions

- A. Request must be submitted before 12:00(NOON), on Tuesdays, Wednesday, or Thursday. Minimum 24 hours before requested date.
- B. Print neatly. If we cannot read your handwriting, we will not be able to process your request.
- C. Forms must be complete. Forms missing information or with incorrect information will not be processed.
- D. Complete a separate request form for each site address.
- E. **For Commercial Projects, submit a separate form for each permit.**
- F. Fill in the Permit Types.
- G. Email forms to: [OTInspectionRequest@oaklandca.gov](mailto:OTInspectionRequest@oaklandca.gov). Do not fax requests, or send OT requests to inspectors, seniors, or Supervisors

OVERTIME REQUESTS ARE NOT ASSIGNED AUTOMATICALLY, THEY ARE DEPENDENT ON THE ORDER OF THE REQUEST RECEIVED AND INSPECTOR AVAILABILITY.

Submittal Date:

Commercial Permit Number:

Only one (1) permit for Commercial Projects

Residential Permit

Number(s): RB , RBC , RE , RM , RP , SE

Type of Inspection:

(ie; Foundation, Rough, Frame, Final, etc)

Site Address\*:

\*Please complete a separate form for each site address.

Requestor/Field Contact Information:

Payment Contact Information (if different):

Requestor Name: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Inspection Date(s):

Requested Times:  7:00 a.m. – 8:00 a.m. Fee: \$363.76\*\*

Before 7:00 a.m.  Weekend\* Provide Requested Inspection Time for Weekend: \_\_\_\_\_ Fee: \$909.39\*

\*\* If the inspection takes more than one (1) Hour, you will be charged for the next hour.

Fees will be collected between 12:00 p.m. and 3:00 p.m. the day prior to your requested date by the Cashier once an inspector is determined to be available for your request and an email will be provided confirming your overtime inspection once payment is made. **If payment is not received by 3:00pm, the request will be cancelled.**

If we are unable to accommodate your request you will be contacted the day before the inspection by email.

A cancellation fee of \$126.00 will be charged if the inspector arrives at the inspection site and you are unprepared and if the cancellation is not received by email before 3:00 p.m. one day in advance of the inspection.

For Office Use

Approved:  Yes  No

Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Assigned Inspector: \_\_\_\_\_

Cashiering Payment Approved:  Yes  No Date: \_\_\_\_\_