



“The Capital City of the Palm Beaches”

CONSTRUCTION SERVICES DEPARTMENT

401 Clematis St.
West Palm Beach, FL 33401
Telephone: 561/805-6700
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AFTER HOURS INSPECTION PROCEDURE

At the request of the owner or the owner's agent (**applicant**) for any properly permitted construction project, special inspections outside of the City Inspector's regular working hours may be requested (i.e., evening, weekend, and holiday inspections to be termed **after hours inspections**). These **after hours inspections** will be granted on the availability of inspectors. The **applicants** shall be responsible for all costs associated with **after hours inspections**.

COST: Due to differences in pay ranges of the Inspector positions required to do the **after hours inspections**, cost of will be on a defined pay basis. The defined pay rate for all **after hours inspections** will be seventy-five dollars (**\$75.00**) an hour. Of the seventy-five dollars, the inspector will be paid fifty dollars (**\$50.00**) an hour and the remainder will be retained by the City to cover such items as administrative costs and vehicle expenses.

PROCEDURE: The following steps must be completed for **after hours inspections**.

- The **applicant** shall submit a written request for **after hours inspections** a minimum of three days in advance. The request shall include the location [address, including unit/floor number(s)], permit number(s), type of inspection(s) needed, date/time for the inspection(s), and estimated inspection time.
- The **after hours inspection** fee shall be submitted with the written request, calculated on seventy-five dollars (**\$75.00**) an hour per inspector and based on the **applicant's** estimated inspection time. After payment for the estimated time is made to a City cashier, the payment receipt will be attached to the applicant's request letter. When the actual inspection time exceeds the estimated time, the additional fees will be due and payable prior to any final inspection or certificate of occupancy approval.
 - (a) A minimum payment equivalent to **two (2) hours** (one hour plus one hour travel time) is required for inspections outside of regular working hours on weekdays.
 - (b) A minimum payment equivalent to **four (4) hours** (three hours plus one hour travel time) is required for weekend or holiday inspections.
- The Construction Services Department will be responsible for scheduling the appropriate inspector(s) needed to accomplish the requested inspection(s). **After hours inspections** will be granted on the availability of inspectors willing to work the necessary overtime. In case there is no inspector available, the Construction Services Department will notify the **applicant** a minimum of one day prior to the requested inspection. The fee will then be refunded to the **applicant** or retained for future requests associated with the project.
- Travel to and from inspections shall be in a city vehicle, due to liability issues. Inspectors not assigned a city vehicle agreeing to do **after hours inspections** shall come in and pick up their city vehicle prior to performing the inspection.

Neil K. Melick, CBO
Building Official