

# The City of Melbourne



Code Compliance Division

900 E. Strawbridge Ave. • Melbourne, FL 32901 • Fax (321) 674-5771  
Building Div. (321) 674-5773 • Code Enf. (321) 674-5701 • Fire Prevention (321) 674-5702

## After Hours Inspection Request Form

When a Contractor requests an after hours inspection the procedure is as follows:

1. The Contractor shall complete the After Hours inspection Request Form and submit to the Building Department for approval 48 hours before the date of the requested inspection, not including weekends and holidays.
2. The Contractor will schedule with the Deputy Building Official to make sure an Inspector is available to perform the inspection when requested.

The Individual requesting the after hours inspection hereby agrees to pay all costs related to the requested inspection. If the inspection cannot be performed at the requested time the individual shall pay all costs in addition to the minimum overtime fee of 50.00 dollars.

Permit Number: \_\_\_\_\_

Time of Requested Inspection: \_\_\_\_\_

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

After Hours Contact Number: \_\_\_\_\_

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

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

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