



# After Hour Request Form

For plan review(s) or inspection(s)

Date: \_\_\_\_\_ Application/Permit #: BP \_\_\_\_\_

Project Address: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Completion date or time (AM/PM): \_\_\_\_\_

Communication will be made with the Requestor, listed above, regarding staff availability and fee payment.

### Plan Review

### Inspection

Select	Agency	Inspection only- Enter Inspection Name/ Code	Fee	Staff (Internal use)	Date and Time
	Building		(\$160 / \$320)		
	Electrical		(\$160 / \$320)		
	Plumbing		(\$160 / \$320)		
	Mechanical		(\$160 / \$320)		
	Fire		(\$120 / \$240)		
	Updating		(\$120 / \$240)		

Plan review is NOT the last step. Updating/ Pre-Issuance Final Verification is required prior to the issuance of a permit. A separate after hours request for updating will need to be submitted **after** the plan review is approved.

Applicable fees: weekdays are \$160.00 for 2 hours (\*additional \$80 per hour above 2 hours) weekends/holidays are \$320.00 for 4 hours (\*additional \$80 per hour above 4 hours) Fire fees are \$120 for weekdays (\*additional \$60 per hour above 2 hours) and \$240 for weekends and holidays (\*additional \$60 per hour above 4 hours).

These fees are outlined in our Building Fee Schedule on pages 21 & 24.

The weekend for inspections is considered from Friday at 4:00 pm to Monday at 7:30 am.

The weekend for plan review is considered from Friday at 5:00 pm to Monday at 8:00 am.

Holiday time starts at the same times as above and requires this form and fees to be paid by **12 pm** the day **prior** to a holiday.

- This form MUST be completed and in our office with fees paid BEFORE 12:00 PM** on the day requested. If the inspection/ plan review should occur during the weekend or holiday hours, this form and the fees must be in our office **BEFORE 12:00 PM on the day prior to the weekend or holiday**. Submit in person or email to: [BPCustomerService@seminolecountyfl.gov](mailto:BPCustomerService@seminolecountyfl.gov)
- Before any request for an after-hour request is scheduled Seminole County must verify staff availability and authorize the office to schedule the inspection or plan review.

\*If it is determined through plans examination that flood review is required, an additional after-hours fee will be applied. This fee will need to be paid at the completion of the after-hours review cycle.

\*If the review or inspection exceeds the time that was charged, additional fees will be applied. This fee will need to be paid at the completion of the after-hours review cycle or inspection.

\*If corrections are required following an after-hours plan review or inspection, the corrections that are submitted will not be done after hours unless an additional after hours is requested and paid for.

**\*\*\*\*\* ALL FEES ARE NON-REFUNDABLE\*\*\*\*\***

**ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this After Hour Request form is true and correct.**

Requestor's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_