

OVERTIME INSPECTION REQUEST

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This document is intended to provide an overview of how to request overtime inspections outside of the City of Renton's Inspection Hours. Inspections outside of normal inspection hours (after hours, night work, holiday work, etc.) are subject to overtime billing at the overtime billing rate per the City's Current Fee Schedule. Overtime billing shall be paid by the Specialized Billing contact requested by the City prior to construction or by the Applicant if a Specialized Billing contact is not provided. All overtime fees shall be paid prior to receiving construction completion.

CONSTRUCTION HOURS

1. Construction hours for work outside of the public right-of-way (i.e. within private property boundaries) are restricted to 7:00 AM to 8:00 PM Monday thru Friday and 9:00 AM to 8:00 PM on Saturday. Saturday work is by permission only. No work is allowed on Sunday.
2. Construction hours for working within the public right-of-way shall follow the approved traffic control plan. Saturday work is by permission only. No work is allowed on Sunday.

INSPECTION HOURS

Inspection Hours are 7:00 AM to 3:30 PM Monday thru Friday. Inspections requested during the Inspection Hours must be made prior to 11:59PM on the previous day.

OVERTIME INSPECTION REQUEST REQUIREMENTS

1. Contractor is required to notify the City as soon as possible of any overtime request. Requests for City Inspection outside of the Inspection Hours shall be made no less than three days prior to beginning the work. For example, requests to work on Saturday shall be submitted by 3:00 PM on the previous Wednesday.
2. Emergency Overtime work shall be coordinated through the Project's Construction Inspector **and** the Inspection Phone Line, 425-430-7203.

OVERTIME INSPECTION REQUEST PROCESS

There are two options available to request an overtime inspection on a project. The Options are described below.

1. Overtime Request via MyBuildingPermit.com
 - a. Select **Schedule Inspection** from the main screen.
 - b. Select the correct **Jurisdiction** under the dropdown menu and enter the applicable **Permit Number**.
 - c. Under **Request New Inspections**, enter **Inspection Date** from the dropdown menu. Include any notes for the Inspector including but not limited to, time and description of work.
2. Overtime Request via the Inspection Phone Line
 - a. Call 425-430-7203.
 - b. Leave a detailed Voicemail including the following information: Permit Number, Project Name/Location, Hours Requested, Work to be completed, Call back Name and Number.

EMERGENCY OVERTIME INSPECTION REQUEST

Call the Project's Construction Inspector to coordinate the hours required to complete the emergency work, then call the Inspection Line (see *Option #2 for Overtime Request Process*).