



THE CITY OF REDMOND
FIRE DEPARTMENT
PREVENTION DIVISION
OVERTIME REQUEST INSTRUCTIONS
FOR FIRE INSPECTION & PLAN REVIEW



Listed below are the areas required to be covered on the overtime request letter you email to us. The letter is to be on company letterhead and contain the following:

1. Project/Event Name and Location
2. Permit Number if one exists
3. If you require more than one permit inspected or more than one plan review completed, please list those additional permit numbers in your request letter. Additional inspections or plan reviews cannot be completed without being listed on the overtime request letter.
4. Date and time you need the Fire Prevention Inspector at the site or
Date you need to have the plan review completed by the Fire Prevention staff member
5. A statement indicating that you understand the overtime we perform is billed out at \$192.31/hr. for a minimum of 2 hours based on the City's 2017 User Fee Schedule for a total of \$384.62. If you would like a copy of the fee schedule, it can be forwarded to you. If you are requesting a plan review, this fee will be added to the permit fee and is required to be paid before the permit is issued. If you are requesting an overtime inspection, the overtime fee is required to be paid before the inspection. The overtime fee can be paid online through our E-Portal or at our Development Services Center.
6. Please make these requests no more than 10 days ahead of the date you will need the inspection or plan review.
7. For **Plan Review and Inspection** overtime requests are to be emailed to the Fire Prevention Division at: FireDevelopmentServices@redmond.gov.
8. Once your letter is request is received our staff will follow department procedures to offer the overtime to the plan reviewers or inspectors. When the request has been accepted, our staff will notify you by email.
9. **CANCELLATION POLICY:** We require 48 hours advance notification for the cancellation of an overtime inspection. This notification is required to be by email. The email address to direct this cancellation notification to is FireDevelopmentServices@redmond.gov. We will calculate the 48 hours based on normal business days and hours, Monday – Friday, 8 a.m. – 5 p.m. excluding holidays.

Revised: 03/2017