



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



Listed below are the areas that need to be covered on the overtime request letter you fax or 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 \$182.47/hr. for a minimum of 2 hours based on the City's User Fee Schedule for a total of \$364.94. 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 paid at the time the permit is picked up. If you are requesting an overtime inspection, the overtime fee is required to be paid before the inspection. The overtime fee is paid at the Development Services Center at Redmond City Hall.
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, please address the letter to the attention of Todd Short, Assistant Fire Marshal of Development email it to [tshort@redmond.gov](mailto:tshort@redmond.gov) and [lswanberg@redmond.gov](mailto:lswanberg@redmond.gov). For questions on Plan Review or Inspection overtime requests, please call Linda Swanberg at 425-556-2246.
8. Once your letter is received, Linda will follow department procedures to offer the overtime to the plan reviewers or inspectors. When the request has been accepted, Linda will notify you.
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 [fpdiv@redmond.gov](mailto:fpdiv@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.

Please call me if you have any questions

Number of pages (including cover page)   1   pages

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