



Redmond
WASHINGTON

Fire Prevention Division

15670 NE 85th St., MS 2SFD

Redmond, WA 98052

Tel. 425-556-2246

FireDevelopmentServices@redmond.gov



AFTER-HOURS INSPECTION OR EXPEDITED PLAN REVIEW REQUEST FORM

Instructions:

Use this form to request an after-hours inspection or an expedited plan review for a Fire Development project. The fee for an after-hours inspection or expedited plan review must be paid upon confirmation of scheduled inspection or plan review. Payments can be submitted in person at Redmond City Hall using cash, check, or credit card, or online using the [REPS](#) portal.

Request for: (please check one below):

Today's Date: _____

After-hours Inspection

Expedited Plan Review (Include preferred date and time below for plan review completion)

PROJECT INFORMATION:

Permit Number:

Preferred Date and Time #1:

Preferred Date and Time #2:

Project/Facility Name:

Street Address:

Name of Site Contact: (inspections only):

Site Contact Cell Phone # (inspections only):

REQUESTOR INFORMATION:

Company Name:

Address:

Requestor Name:

Requestor Phone Number:

Requestor Email Address:

By signing, I acknowledge the following:

- **Fees:** The **2021** hourly rate for inspection or plan review outside of regular business hours (when available) shall be charged **\$190.19 per hour** for a minimum of two hours, resulting in a minimum fee of **\$380.38**. The 2-hour time includes permit processing, mark-up of plans, and the writing of inspection notices (as applicable).
- **Additional Time:** When an inspection or plan review takes longer than 2 hours, additional time will be charged at a rate of **\$190.19 per hour**.
- **Cancellation policy:** Notice of after-hours inspection cancellation must be provided to the Prevention office at least 48 hours (2 business days) prior to the scheduled inspection. Failure to provide notice of cancellation within 48 hours of the confirmed time will result in forfeiture of fees. The notification must be sent by email to FireDevelopmentServices@redmond.gov. The Redmond Fire Prevention Division will calculate the 48 hours based on normal business days and hours (Monday - Friday, 8:00 a.m. - 5:00 p.m., excluding holidays).

Signature:

OFFICE USE ONLY:

Date Processed:

Processed by:

Date & Time Assigned:

Assigned to: