



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: The after-hours fee for expedited plan review or after-hours inspection 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 E-Track portal.			
Request for: (please check one below): ___ After-hours Inspection ___ Expedited Plan Review (Include preferred date and time below for plan review completion)			Today's Date:
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: <ul style="list-style-type: none"> • Inspection and Plan Review: The 2020 hourly rate for inspection or plan review outside of regular business hours (when available) shall be charged \$186.64 per hour for a minimum of two hours, resulting in a minimum fee of \$373.28. The 2-hour time includes permit processing, mark-up of plans, and the writing of inspection notices (as applicable). • Inspection and Plan Review: When an inspection or plan review takes longer than 2 hours, additional time will be charged at a rate of \$186.64/hour. • Inspection 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. 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: