



BUILDING INSPECTION

**AUTHORIZATION TO CHARGE FEE'S**

Address of the project \_\_\_\_\_

Permit/Validation number \_\_\_\_\_

**TYPE OF FEE: (circle the applicable fee below)**

*Re-inspection \$75	After hour Inspection \$300	Same Day Inspection \$250	**Record change \$30	Other Amount \$ _____
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\*Re-inspection fee: **CONTRACTORS are responsible to request the re-inspection. We only process fee.**

\*\*Record Change fees: are required to be accompanied with letterhead or notarized letter from the applicant (authorized agent of the owner, owner or contractor when applicable. Call district office that is responsible for the project/ location.

NOTE: all inspection request shall be made by an authorized member of record.

If you're charging a re-inspection fee, after hours or same day inspection fee:

**Complete this entire document. Circle the applicable trade below and include inspection code type found on your Contractor's Authorization document. NOTE: ALL AFTER HOUR INSPECTION REQUEST MUST BE APPROVED BEFORE PROCESSING. Contact the proper district office below.**

Building / Electrical / Plumbing / Mechanical / Other \_\_\_\_\_

Type of after hour / same day inspection (3-Digit Inspection Code) \_\_\_\_\_

After Hour Inspection Date \_\_\_\_\_ Time: \_\_\_\_\_ (circle) AM or PM

Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Credit Card Type: (circle one) Visa    MasterCard    Amex    Discover    Other
Name on Credit Card _____
Credit Card # _____ Expiration Date _____
Customer # _____ (3-digit code in back of card) Billing Zip Code _____
Amount \$ _____
Signature of Card Holder _____

**NORTHEAST**  
 District Office  
 214-670-7278 main  
 214-670-7282 fax

**NORTHWEST**  
 District Office  
 214-671-0720 main  
 214-243-2623 fax

**SOUTHEAST**  
 District Office  
 214-670-8160 main  
 214-670-8102 fax

**SOUTHWEST**  
 District Office  
 214-671-1531 main  
 214-670-6051 fax