



Scheduling Overtime Inspections

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Building Official

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Purpose:

This establishes the policy and procedure for requesting inspections outside of the normal business hours.

Program criteria:

1. Please provide ample notice of requested overtime. Request made on the same day may not be feasible as overtime is a voluntary program for the inspector.
2. The inspection time must be scheduled through one of the Trade Chiefs or the Branch Chief in the Building Construction Inspections Office by calling 703-792-7006. Availability will be confirmed prior to fees being invoiced. The inspection time will be scheduled on a first come, first serve basis, based on when the fees are paid.
3. The non-refundable fee must be paid in advance of finalizing the inspection time. Payments may be processed until the counters close on the day of the inspection. The hourly charge will be in accordance with the [Building Development Fee Schedule](#), with a two (2) hour minimum for this service.
 - a. Payment can be made at the Development Services Building, 5 County Complex Court, Prince William, VA 22192, via the ePortal (request invoice by calling 703-792-6924), or over the phone by calling 703-792-6924.
4. One hour of the paid time will be applied towards travel time.
5. All normal inspection policies will be in effect with the following exceptions:
 - a. No re-inspection fees will be applied
 - b. If requested, we will wait for corrections to be made to the construction, within the time paid for.
 - c. Inspections may need to be canceled or rescheduled due to weather related incidents.

Attachment/Hyperlink:

- [After Hour Inspection Approval](#)
- [Building Development Fee Schedule](#)