SPECIAL EVENT INSPECTION REQUEST
For a Special Event Permit

FEES:
$205.00 per hour - during regular inspection business hours
$241.00 per hour - outside regular inspection business hours

NOTE: This request form must be submitted to the Building Division for approval one week prior to event.

Date: ____________________  Special Event Name: ____________________________

Special Event Permit #: __________________________

Inspection Address: __________________________________________

Item(s) to be inspected: __________________________________________

Requested Inspection Date: ____________  Requested Time: ____________

Purpose of Inspection: __________________________________________

I, the undersigned, coordinator of the special event permit, for the event located at the above address do hereby request that the Building Division inspect the items indicated above, and listed within the special event permit, to determine if there are any code violations therein.

It is my understanding that I will be responsible for correcting any violations noted before the general public may enter the event.

Name: ______________________________________________________

Street: ______________________________________________________

City: __________________________  State: ________  Zip Code: _________

Phone Number: (_____ ) __________________________

(For Office Use Only)

Inspection Authorized by: __________________________

Assigned to Inspector: __________________________  Date: __________________________

Inspector’s Report: __________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Action to be Taken: __________________________________________

Inspector Signature: __________________________  Date: __________________________