SPECIAL EVENT INSPECTION REQUEST
For a Special Event Permit

FEES:
$209.00 per hour - during regular inspection business hours
$246.00 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:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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Action to be Taken: ____________________

Inspector Signature: ____________________ Date: ____________________