

Fire Division After-Hour Request Form

For plan review or inspection(s)

Date: _____ Application/Permit #: BP _____

Project Address: _____

Requestor's Name: _____ Phone: _____ Ext.: _____

Email: _____ Preferred Completion date or time (AM/PM): _____

Communication will be made with the Requestor, listed above, regarding staff availability and fee payment.



Plan Review



Inspection

Agency	Inspection only- Enter Inspection Name/Code	Fee	Staff (Internal use)	Date and Time
Fire		(\$120 / \$240)		

Plan review is NOT the last step. Updating/ Pre-Issuance Final Verification is required prior to the issuance of a permit.

Applicable fees: Fire fees are \$120 for weekdays (*additional \$60 per hour above 2 hours) and \$240 for weekends and holidays (*additional \$60 per hour above 4 hours).

These fees are outlined in the Seminole County Administrative Code, Section 20. Fee Resolutions, Part 20.10 Development, Building, Inspection and Administrative Charges Schedule on page 26.

The weekend for *inspections* is considered from Friday at 4:00 pm to Monday at 6:00 am. Any Weekday Inspection start time prior to 6:00am or after 5:00pm will be charged the same weekend rate. The weekend for *plan review* is considered from Friday at 4:00 pm to Monday at 6:00 am. Holiday time starts at the same times as above and requires this form and fees to be paid by **12 pm** the **day prior** to a holiday.

1. **This form MUST be completed and in our office with fees paid BEFORE 12:00 PM** on the day requested. If the inspection/ plan review should occur during the weekend or holiday hours, this form and the fees must be in our office **BEFORE 12:00 PM on the day prior to the weekend or holiday**. Submit in person or email to: BPCustomerService@seminolecountyfl.gov
2. Before any request for an after-hour request is scheduled Seminole County must verify staff availability and authorize the office to schedule the inspection or plan review.

**If the review or inspection exceeds the time that was charged, additional fees will be applied. This fee will need to be paid at the completion of the after-hours review cycle or inspection.*

**If corrections are required following an after-hours plan review or inspection, the corrections that are submitted will not be done after hours unless an additional after hours is requested and paid for.*

***** ALL FEES ARE NON-REFUNDABLE*****

ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this After Hour Request form is true and correct.

Requestor's Printed Name: _____ Signature: _____