SPECIAL EVENT INSPECTION REQUEST
For a Special Event Permit

FEES:
$194.00 per hour - during regular inspection business hours
$231.00 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 item(s) 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: _______________

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