
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	Effective Date: July 1, 2009
		Supersedes Policy Dated: July 01, 2007
	1.10 Inspections – Scheduling Overtime Inspections	Issued by: Eric M. Mays, P.E.  Building Official

This establishes the policy and procedure for requesting inspections outside of the normal business hours. The following guidelines will apply:

1. The inspection time will be limited by the availability of staff. This is a voluntary program for the Inspectors.
2. The non-refundable fee must be paid in advance of scheduling the inspection. The hourly charge will be in accordance with the [Building Development Fee Schedule](#), with a two (2) hour minimum for this service. This fee must be paid, at the Building Permit Counter at the Development Services Building, 5 County Complex Court, Prince William, VA 22192, prior to the inspection time being scheduled. The Inspectors are paid travel time from home, so one (1) hour of the time will go towards this.
3. The inspection time must be scheduled through one of the Trade Chiefs or the Branch Chief in the Building Construction Inspections Office at 703-792-7006. The inspection time will be scheduled on a first come, first serve basis, based on when the fees are paid.
4. The inspection time can only be scheduled 1 week in advance.
5. If the after hours inspection is for an inspection that was a leftover inspection from the previous day, the Inspector will enter the after hours inspection results on the original inspection request.
6. 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.

Attachment/Hyperlink:

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