



CITY OF ORLANDO

Overtime Inspection Request Procedure

Requests for overtime (after hours) inspections must be submitted in writing 48 hours in advance on your company letterhead.

Fax letter to: 407.246.2882
Attention: Permitting Services

OR

Email letter to: overtimeinspections@cityoforlando.net

The letter must have in the subject line: the project name, address, and permit number. The first paragraph should contain the requested inspection date and time, type of inspection, and the inspector's name if known or trade. Please include the reason for an after hours inspection as opposed to a regular working hours inspection. The second paragraph **must** include the sentence **"We are willing to reimburse the City of Orlando for all overtime charges incurred."**

You will be contacted by a Permitting Staff member.

Thank You!

Office Hours: 8:00am – 5:00pm, Monday – Friday
Normal Inspection Hours: 7:00am – 3:30pm, Monday – Friday

Call "PROMPT", our Interactive Voice Response (IVR) system at 407.246.4444 for inspection requests, permit status, fee payments, staff directory and forms by fax or visit online at <http://www.cityoforlando.net/permits>.

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