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|  | <p align="center"><b>City of Casa Grande</b><br/><b>Development Center Policies &amp; Procedures</b></p> | <p><b>Effective Date:</b><br/>February 2, 2015</p>                      |
|   | <p>Title:</p> <p><b>Inspections Outside of Normal Business Hours</b></p>                                 | <p><b>Date Reviewed:</b><br/>February 2, 2015</p>                       |
|   |  | <p><b>Department of Primary Responsibility:</b><br/>Building Safety</p> |
|   |  | <p><b>Policy Number:</b><br/><b>B – BI – 004 - 2015</b></p>             |

The City of Casa Grande realizes that sometimes construction processes may require inspections outside of normal business hours. When this occurs, the City has a process in place to accommodate most after-hour inspections, if there is an inspector available to work the overtime hours.

The General Contractor must contact the Chief Building Official at the Development Center a minimum of forty-eight (48) hours in advance to request an inspection outside of normal business hours. This request should be in writing stating the permit number, address, project name, contact information, inspection(s), the date, and time requested.

The Chief Building Official will check if an inspector is available for an overtime inspection. The Chief Building Official will contact the General Contractor at the number or email provided. If an inspector is available the inspection will be scheduled in the City's computer inspection system and the inspection will be done at the requested time. If an inspector is not available for the requested inspection the inspection shall be scheduled for the next business day and the inspection shall be completed just as any other inspection.

After hour inspections have an additional fee of \$75.00 per hour (\$100.00 on holidays) with a two hour minimum. This time line starts when the inspector arrives at City Hall and stops when the inspector has completed all required paperwork after his return to City Hall. After the two hour minimum inspection time is billed to the next higher half-hour. These fees must be paid before any other inspection can be scheduled. The General Contractor must contact the Development Center during normal business hours for fees owed.