



CITY OF  
**PALO ALTO**  
DEVELOPMENT SERVICES – BUILDING DIVISION

## REQUEST FOR AFTER HOURS OR WEEKEND INSPECTION

The normal work hours are Monday through Friday, 6:00 AM – 4:00 PM

All requests must be emailed to: [AfterHoursInspections@CityofPaloAlto.org](mailto:AfterHoursInspections@CityofPaloAlto.org)

Not approved until Supervisor's email is received. Assigned inspector will be indicated in the email.

**PLEASE NOTE:**

- A minimum of 5 business days are required to process the request.
- A request will be granted only upon availability of personnel.
- If no contact is available at inspection, the inspection will be forfeited.

Permit Number: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Applicant Contact: \_\_\_\_\_

Job Site Contact: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Job Site Phone: \_\_\_\_\_

Inspection: \_\_\_\_\_

Alt. Job Site Phone: \_\_\_\_\_

(3-Digit Inspection Code)

Inspection Date Requested: \_\_\_\_\_

Inspection Time Requested:  \_\_\_\_ AM  \_\_\_\_ PM

Building Occupied:  Yes  No

Purpose of Inspection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Requested: \_\_\_\_ (A minimum of 2 hours are required if not extending existing working hours)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date