



Date: _____
 Permit Number: _____
Orange County Division of Building Safety
 201 South Rosalind Avenue
 Post Office Box 2687, Orlando, Florida 32802-2687
Phone: 407-836-5550
www.ocfl.net/building

After Hours Inspection Request - SPECIAL PROJECTS ONLY

To request an after-hours inspection, please complete this form and submit to Orange County Division of Building Safety's Special Projects Team* using the button below or email to Specialprojects@ocfl.net. "After hours" means any time other than the normal inspection hours (Monday through Friday between 7:00 a.m. and 3:30 p.m.). For fees, please refer to the [Orange County Fee Directory](#).

All requests must be received and paid for before 1:00 p.m. on the day of inspection. For weekend inspections, the requests/fees must be submitted before 1:00 p.m. on Friday.

**Cancellations/Rescheduling must be submitted before 1:00PM the day of the inspection to avoid being charged.*

Contractor Information (license must be active)

Contractor Name: _____ License Number: _____
 Company Name: _____ Email Address: _____
 Phone Number: _____

After-Hours Inspection Information

Permit Number: _____ Project or Subdivision Name: _____

Job Address: _____ **Lot Number:** _____

After-Hours Contact Name: _____ Phone Number: _____

Trade: Building/Roof Electrical Mechanical Plumbing/Gas/Irrigation

Inspection type or code: _____

Date Inspection Needed: _____ Time Requested: _____

Fee and Payment Information

You will receive an email when your after-hours request is processed. Fees will appear on your permit details page on [Fast Track](#). Login to [Fast Track](#) to make payment.

Submit and send

Note: To use the Submit and send feature above, please download this file and fill-in the form on your computer. This feature will open a new email on the email application on your machine. If this does not work, please send as an attachment to Specialprojects@ocfl.net.

*Your permit must already be identified as a special project to use this version of the form. Please use the [main version of this form](#) for all other projects.