

GRADING OVERTIME INSPECTIONS

For evening and weekend overtime inspections:

- Complete the [Request For Special Services Form](#)
- Email the completed form to bldgcoord2@cityofirvine.org.
- Once processed, Counter Staff will email you a copy of the completed form with the required Event Number in the upper right hand corner.
- Complete the [Grading Overtime Inspection Request Form](#). Be sure to include the Event Number from your Request For Special Services Form.
Your overtime request will not be considered without it.
- Email the completed Grading Overtime Inspection Request Form to otrequest@cityofirvine.org at least 48 hours in advance of the requested date (Thursday at the latest for Saturday/Sunday work).

COMMERCIAL OVERTIME INSPECTIONS

For evening and weekend overtime inspections:

- Complete the [Request For Special Services Form](#)
- Email the completed form to bldgcoord2@cityofirvine.org.
- Once processed, Counter Staff will email you a copy of the completed form with the required Event Number in the upper right hand corner.
- Complete the [Overtime Inspection Request Form](#). Be sure to include the Event Number from your Request For Special Services Form.
Your overtime request will not be considered without it.
- Email the completed Commercial Overtime Inspection Request Form to commercialotrequest@cityofirvine.org at least 48 hours in advance of the requested date (Thursday at the latest for Saturday/Sunday work).

To review our current Precautionary Protocols for Building and Grading Inspections due to COVID-19 please click [HERE](#).