

## GRADING OVERTIME INSPECTIONS

(Permit Types MCE, EP, PLI, GP, LCE, RG)

For evening and weekend overtime inspections:

- Complete the [Request For Special Services Form](#)
- Email the completed form to [bldgcoord2@cityofirvine.org](mailto: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.**
- Upon completion, your OT Request Form will be emailed to the appropriate Inspection Team. All requests must be made 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](mailto: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.**
- Upon completion, your OT Request Form will be emailed to the appropriate Inspection Team. All requests must be made 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](#).**