

City of Pittsburgh Department of Permits Licenses and Inspection

Operating Policies

Policy: Customer Off-Hour Inspections Policy	Effective Date: March 19, 2018
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POLICY STATEMENT: The following policy regulates all customer requested inspections requested outside of normal business hours (Monday through Friday 7:30am to 4:15pm).

OBJECTIVE: The Department of Permits, Licenses and Inspections (PLI) provides after-hours, holiday, and weekend inspections, or "off-hour inspection(s)," to accommodate customers. All construction projects within PLI's jurisdiction are eligible to request inspections outside of normal business hours, and are subject to the process outlined in this policy.

Application & Fees:

1. Customers must complete an off-hour inspection application and request the off-hour inspection a minimum of two (2) full business days in advance of the requested date on a form furnished by PLI.
2. Application for overtime inspection must be made in person at PLI customer service counter. No new requests are taken over the phone or email.
3. Payment must be provided upon application. A minimum three (3) hour inspection fee of one hundred and fifty dollars (\$150.00) must be provided prior to the inspection being conducted. An additional \$50.00 is invoiced for each additional hour of requested inspection over three (3) hours. Payment must be remitted during normal business hours at PLI offices located on 200 Ross Street, 3rd Floor, Pittsburgh, PA 15219.
4. Customers will be invoiced for any additional hours of inspection should they exceed the costs paid at the time of application. Additional inspection hours not anticipated but performed will be invoiced after the inspection; in this case, a late fee of \$96 will be assessed for any payments made after thirty (30) days from the date of invoice.
5. No refunds; no exceptions. Applicants will be subject to a fee of \$30 for each check returned from the bank due to insufficient funds (NSF). Inspections will not take place if there is any balance due on the associated permit.

Processing & Assignment:

1. Applications will be processed to ensure accurate and complete information. Applications will be rejected and not processed if there is incomplete or inaccurate information, or non-

payment at the time of application.

2. Confirmation of the inspection will be provided to applicants during the week that the off-hour inspection takes place.
3. Stamped copies of the approved permit drawings must be made available on-site at the time of inspection. Inspectors will communicate any additional required documents to be provided on-site.

Cancellation & Reschedule:

1. Requests to reschedule must be made at the PLI office during normal business hours or via email to: pliapptech@pittsburghpa.gov. Requests made via email outside of normal business hours will be marked as received on the next business day.
2. Cancellations requests received more than two business days ahead of the scheduled inspection day are eligible for reschedule. Reschedule requests received two business days or less from the scheduled inspection day will not be accepted.
3. Cancelled inspections are nonrefundable. A new application and application fee must be provided to schedule an off-hour inspection.