



After Hours Inspection Policy

The Building department periodically provides extended customer service hours for the clients we serve in Hillsboro. We generally prefer to not offer these special inspection services as it will cause additional charges to the normal permit fees afforded to a specific project. However, we do understand that there may be times where these services are necessary.

The following list of items must be completed in full on company letterhead, addressed to the Building Director, 48 hrs prior to the date(s) and time(s) being requested. Based on the final preauthorization, the listed contact person will be notified once a final approval has been made.

- Request must contain specific project name and/or number.
- Request must contain specific details where the inspection is and what special conditions exist that requires special inspections.
- If request is made through a Hillsboro employee, employee will refer request to supervisor.
- If request is approved, client requesting the services will be contacted and inspector will then conduct inspection.
- Payment will include 12% surcharge on inspection, minimum two hour charge for after hour inspections at \$75/hr during normal work week and four hours for weekend inspections.
- Request should include the billing party information.

If you have further questions please contact the Building Department at 503-681-6144.