

**CITY OF ROCKWALL – INSPECTION REQUEST
BEFORE/AFTER HOURS ENGINEERING**

Date: _____ Project Name: _____
Project Location: _____
Contractor's Name: _____
Contractor's Address: _____
Contractor's Email: _____
Contractor's Phone: _____
Inspection Date and Time: _____

Detailed description of inspection:

Description of Inspection Requested	
Supervisor On-Site Name:	Phone Number:
Assigned Project Inspector:	

All work week (Monday – Friday) before/after inspections must be scheduled in writing to the Engineering Department a minimum of 24 hours prior to the inspection date. This signed request must be emailed to Amy Williams (awilliams@rockwall.com) and Steve Salazar (ssalazar@rockwall.com). Approval/disapproval will be emailed back to the requesting contractor with the assigned inspector's information. All cancellations must be given verbally and written to the assigned inspector no less than 2 hours prior to the requested inspection time. Two hours of overtime inspection will be assessed to the contractor if no cancellation is given or not given in the allotted timeframe. No acceptance and/or certification of occupancy will be given until all overtime engineering inspection fees are paid in full.

CERTIFICATION: I understand and agree to the above terms.

Contractor's Signature: _____
Date: _____

FOR CITY USE ONLY:

Date and Hours of Day: _____
Desc. Of Inspection: _____

Inspector's Name: _____ Number: _____
Inspector Signature: _____
Inspector Supervisor: _____