



ARAPAHOE COUNTY

PUBLIC WORKS & DEVELOPMENT

Arapahoe County Public Works and Development Department After-Hours Inspections Request Form

The Arapahoe County Department of Public Works and Development (PWD) offers an After-Hours Inspections (AHI) program as a premium service to customers. Customers who wish to schedule an after-hours inspection either through our Building Division or Engineering Services Division must complete this form and email it to the applicable Division Program Coordinator listed on page 4 no later than **three business days** (72 hours) in advance of the requested appointment date.

Please note that submitting this form is not a guarantee that the requested after-hours inspections work will be scheduled. The scheduling of after-hours inspections is contingent upon staff availability and the timely payment of the required deposit. Please review the full Terms and Conditions of this program found on pages 2-3 of this form.

Please complete the following information related to the after-hours inspections (AHI) work being requested:

Customer Name:

Primary Contact for this Request:

Phone Number of Primary Contact:

Email Address of Primary Contact:

Field Contact for this Request (if different from Primary Contact):

Phone Number of Field Contact:

Project Name and Location for the Requested AHI Work:

Permit Numbers Associated with the Requested AHI Work:

Requested Date and Time for the AHI Work to be Performed (this will typically be outside of our normal business hours of 8:00-4:30, Monday-Friday; it may be on a weekend or holiday):

Estimated Number of Hours to Complete Requested AHI Work:

PWD After-Hours Inspections Program – Terms and Conditions

Please review the following Terms and Conditions related to the Arapahoe County Public Works and Development Department (PWD) After-Hours Inspections (AHI) Program. Any questions about these provisions should be directed to the appropriate Division Program Coordinator listed on page 4 of this form.

1. PWD offers the AHI program as a premium service to customers. Participation in this program is completely voluntary on the part of customers.
2. **FEES.** A premium fee is charged for AHI work. This fee is over and above all normal permitting fees.
 - a. The standard fee charged for AHI inspections is \$110 per hour per inspector. This standard fee applies to AHI work performed on weekdays, weekends, and most holidays.
 - b. A fee of \$125 per hour per inspector is charged on New Year's Day, Thanksgiving Day, and Christmas Day observed County holidays.
 - c. A two-hour minimum charge will apply in all cases.
 - d. Time beyond the first two hours is charged in full one-hour increments.
 - e. The travel time of inspectors to/from the job site is included in the time charged to the customer.
 - f. The hourly rate charged to the customer for this program includes salary costs for the inspector, travel time and travel costs, and all other costs incurred by the County for administering this program.
3. **SCHEDULING.** Customers who wish to schedule AHI work must complete this form in its entirety and email it to the applicable email address listed on page 4 no later than three business days (72 hours) in advance of the requested appointment date.
 - a. There is no guarantee that requested AHI work will be scheduled. Participation in this program is voluntary on the part of PWD Inspections staff; therefore, the scheduling of AHI work depends upon Inspector availability.
 - b. Customers will be advised as to whether their AHI Request has been accepted and is able to be scheduled based on Inspector availability.
 - c. If the customer would like to add additional inspections after the AHI work has been scheduled and confirmed, a new After-Hours Inspections Request Form will be required.
 - d. AHI work is scheduled outside of Inspectors' normal work hours on a weekday or are scheduled on weekends or holidays.
4. **REQUIRED DEPOSIT.** If the AHI request is approved to be scheduled, the customer is then required to submit an initial deposit before the AHI work is scheduled and confirmed. AHI work will not be completed unless the initial deposit is received no later than the last business day prior to the inspections date. The initial deposit will be either the estimated number of hours for the AHI work as listed on page 1 of this form OR the two-hour required minimum, whichever is greater.

- a. Payments for this program will be made online whenever possible.
 - b. On the day that the AHI work is performed at the conclusion of such work, the Inspector shall notify the Division Program Coordinator of the actual hours to be charged to the customer. On the next business day, the Division Program Coordinator will determine whether:
 - i. The customer is due a partial refund from the County (i.e. the initial deposit paid was greater than the actual charges incurred). If so, the refund will be processed that business day.
 - OR-
 - ii. An additional payment from the customer is due to the County (i.e. the initial deposit paid was less than the actual charges incurred). If so, the customer will be notified and given two business days to make full payment. Failure to make the payment within the required timeframes may result in enforcement action and/or the customer no longer being eligible to participate in the AHI program.
5. As part of the AHI program, all national, state, and local standards and specifications remain in full force and effect. Failure to comply with any County codes, rules, and regulations may result in the stoppage of work and/or other enforcement action.
 6. County-approved construction documents, including revisions and critical documentation (i.e. sealed truss drawings, engineering letters, and test reports) must be on-site for the duration of the inspection.
 7. Inspectors will remain on-site to complete the requested work per the AHI Request Form, even if it exceeds the estimated number of hours provided by the customer on the form.
 8. If the customer has inspection issues or concerns, they should be addressed to the Division Program Coordinator and then brought to the attention of Division management as needed for resolution.
 9. **CANCELLATIONS.** Once an AHI request has been processed and the initial deposit fees have been paid, the customer may cancel the AHI work by notifying the Division Program Coordinator via email or phone as soon as possible. A full refund will be issued only if notice of the cancellation is provided by the customer at least two business days prior to the scheduled AHI.
 - a. The Department reserves the right to cancel a scheduled AHI due to extenuating circumstances, such as inclement weather, inspector illness, etc. As much advanced notice as possible will be provided to the customer of the cancellation. At the customer's request, PWD will reschedule the AHI work for the next available date, or we will process a full refund of the deposit fees paid if the customer does not wish to reschedule.

Customer Acknowledgement

By signing below, you acknowledge that you have reviewed and accept the Terms and Conditions of the Arapahoe County Public Works and Development Department (PWD) After-Hours Inspections (AHI) Program. You also certify that the information contained on page 1 of this form is true and complete to the best of your knowledge.

Customer Signature: _____ Date: _____

To request After-Hours Inspections, please email this completed form to:

For Building Division Inspections

AHI Division Program Coordinator

pwdbuildingsupport@arapahoegov.com

PH: 720-874-6600

For Engineering Services Division Inspections

Michelle Lengyel, AHI Division Program Coordinator

mlengyel@arapahoegov.com

PH: 720-874-6500