



CITY OF PITTSBURGH
DEPARTMENT OF PERMITS, LICENSES & INSPECTIONS
JOHN P. ROBIN CIVIC BUILDING

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| Policy: Customer Off-Hour Inspections Policy | Effective Date: March 19, 2018 May 29, 2018 Revision Effective: April 19, 2021 |
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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 *after* the date of application in advance of the requested date on a form furnished by PLI. The time period shall begin the next business day after the request is submitted.
2. Application for overtime inspection must be made through the OneStopPGH portal only by the permit holder. For building permits, the request must be made by the primary user assigned on the contractor account found on the "My Contractor" tab in OneStopPGH homepage. For more information on how to schedule an off hours inspection, please visit <https://pittsburghpa.gov/onestoppgh/phase-two-videos/video-five.html> No new requests are taken over the phone or email.
3. Payment must be provided upon application. A minimum three (3) hour inspection fee per the current fee schedule, must be provided prior to the inspection being conducted. An additional fee is invoiced for each additional hour of requested inspection over three (3) hours. Payment must be remitted through the OneStopPGH portal at the time of inspection request.
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 per the fee schedule will be assessed for any payments made after five (5) business days from the date of invoice. Additional hours invoiced will be assigned to the permit holder in OneStopPGH.
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.



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Processing & Assignment:

1. Requests for off hour inspections will be reviewed prior to scheduling to ensure accurate and complete information. Requests will be denied or rejected and not processed if there is incomplete or inaccurate information.
2. Confirmation of the inspection will be provided to applicants during the week that the off-hour inspection takes place. Customers will receive an confirmation email through the OneStopPGH system confirming the date and time of the off-hour inspection, and the assigned inspector.
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: 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.

1. Cancelled inspections are nonrefundable. A new application and application fee must be provided to schedule an off-hour inspection.
2. Inspections that are eligible for reschedule per above, must contact PLIConstructionSupervisors@pittsburghpa.gov to request their rescheduled date and time.