



City of Reno
Community Development Division

~OVERTIME REQUEST FOR PLAN CHECK~

BLD Case # _____ Date _____

Project Name _____

Project Address _____

Contact Name _____ Contact Phone # _____

I request overtime plan check in the following departments:

- _____ **Building** 1st hour \$240/each additional hr (or portion thereof) \$180
- _____ **Fire** \$180/Hour
- _____ **Planning** \$120/Hour

I understand that this is only a **request** for overtime plan check and it does not guarantee that the overtime will be available. I further understand that the overtime plan check will be performed at the first available time. If the plans are unable to be reviewed at the first available overtime, then they will be reviewed on normal business days in the order that the plans were received. **Overtime is not available for all departments (ex: Health, Engineering, Environmental, etc).** The overtime plan check fee is above and beyond the customary permit fees. There is a minimum charge of one (1) hour for each department.

(Applicant) (Date)

Approved by:

Eric Simonson, Building Official (Date)