



The document provides general conditions for after-hours inspection requests, guidelines for Civil Inspectors and procedures for billing. A 48-hour advanced written notice shall be provided to the Civil Inspector from the permittee when requesting to work after hours. Fees will be charged for this service per Phoenix City Code Chapter 9, Appendix A.2. Partial hours will be rounded up to the next whole hour.

Conditions for After-Hours Work

- The contractor is not permitted to restrict sidewalks or street travel lanes per the City of Phoenix (City) Traffic Barricade Manual (TBM) and was unable to acquire an appeal from the traffic operations inspector.
- Water main shutdowns are being conducted near businesses such as hospitals or industrial operations that cannot be without water service during normal business hours.
- The contractor finds it more cost effective to extend the workday by working at night and weekends to complete their project sooner or to minimize the amount of workdays in the public right of way (ROW). (An inspector's presence is required for all work in the ROW.)
- Periodic approval of work may be needed in order to progress to the next step within the same shift.

Guidelines For Inspectors

- Working all night will often require an inspector shift change during the work.
- After-hours work is often the only time the contractor is allowed to perform their work. Inspectors should devote full attention to the job progress. Efficient use of time is a common goal and extra effort to obtain forward progress should be applied where possible.
- If a change from the approved plan, specification or detail is requested by the contractor, and the inspector believes it is likely to be approved, then approval to proceed at the permittee's risk may be provided by issuance of an Inspector's Notice. The contractor's requested change is still at risk until formal approval of the change is granted.
- Other times, inspectors may not be able to allow continuation until a correction is made, an engineering design has been clarified, or proper safety equipment has been obtained.

Procedures for Billing & Payment

- [PDD Final Fee Schedule](#) > Civil Engineering Inspection Fees > After hour Inspection Request > Inspection requests scheduled within 2-hours before or after current PDD inspection hours
- [PDD Final Fee Schedule](#) > Civil Engineering Inspection Fees > After hour Inspection Request > Inspection requests scheduled more than 2-hours before or after current PDD inspection hours or any time on Saturdays, Sundays, or Holidays
- An After-Hours Inspection Form, [TRT 00770](#), shall be filled out by the customer, signed and dated, and provided to the Civil Inspector at the time of requesting after-hours inspections. A copy of the email requesting the after-hours inspection by the applicant must accompany this form. Payment is due in full within 48 hours or the request will be cancelled.
- Customers need to have the permit number and may pay by phone with a debit or credit card by calling PDD Payments and Submittals 602-534-5934 (voice) or 7-1-1 (TTY). Customers may also make payment in person at 200 West Washington Street, 2nd Floor, using cash, check, or credit card at the Payments and Submittals Counter.