

# CITY OF ROCKWALL – SATURDAY ENGINEERING INSPECTION REQUEST

Request Date: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Contractor's Name: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
Contractor's Email: \_\_\_\_\_  
Contractor's Phone: \_\_\_\_\_

Detailed description of inspection:

Description of Inspection Requested

Assigned Project Inspector: \_\_\_\_\_

A minimum 2 hours inspection charge will be billed for all Saturday inspections. All Saturday inspections must be scheduled in writing to the Engineering Department by noon on the Thursday before the inspection date. This signed request must be emailed to the Amy Williams ([awilliams@rockwall.com](mailto:awilliams@rockwall.com)) and John Cranson ([jcranson@rockwall.com](mailto:jcranson@rockwall.com)). Approval/disapproval will be emailed back to the requesting contractor with the Saturday inspector's information. All cancellations must be given verbally and written to the Saturday inspector no later than 7 am on day of inspection. Two hours of overtime inspection will be charged to the contractor if no cancellation is given prior to the inspector arriving at the project site. No acceptance and/or certification of occupancy will be given until all overtime engineering inspection fees are paid in full.

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**CERTIFICATION:** I understand and agree to the above terms.

Contractor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_