



The Building department periodically provides extended customer service hours for the clients we serve in Hillsboro. We generally prefer not to offer these special inspection services as it will cause additional charges to the normal permit fees afforded to a specific project. However, we do understand that there may be times where these services are necessary.

The following list of items must be completed in full on company letterhead, addressed to the Building Official, Philip Wu, 48 hrs prior to the date(s) and time(s) being requested. Based on final preauthorization, the listed contact person will be notified once a final approval has been made.

- Request must contain specific project name and/or number.
- Request must contain specific details where the inspection is and what special conditions exist that requires special inspections.
- Request must refer to a specific purchase order/work order number.
- If request is made through a Hillsboro employee, employee will refer request to supervisor.
- If request is approved, client requesting their services will be contacted and the inspector will then conduct inspection.
- Payment will include 12% surcharge on inspection, minimum two hour charge for after hour inspections at \$75/hr during normal work week and four hours for weekend inspections.
- City of Hillsboro's Finance department will send client an invoice for payment.

If you have further questions don't hesitate to contact the Building Department at 503-681-6144.

Respectfully,

Philip Wu, PE, SE
Building Director