



CITY OF CINCINNATI BUILDINGS & INSPECTIONS DEPARTMENT

PREMIUM SERVICE REQUEST FORM

Date / Time _____

Project Address _____

APD Number _____

CRR _____

By signing this agreement, the undersigned does certify and agree to the appropriate fees below. The undersigned is also aware that Walk-Thru and After Hours, Nights and Weekends services are designated for the purposes of Plan Examination only. Furthermore, Premium Set Up and Expedited Contractor's Registration are designated for the purposes of Customer Service only. Incomplete paperwork, high customer volume and the availability of other agencies involved in the process may make it necessary to return the next day. ***These fees do not include any other agency's review and are in addition to standard permit fees.***

Applicant Name _____

Applicant Signature _____

Phone Number _____

All documentation must be prepared and ready for Customer Service and the applicant must be seated for service by 3pm on the date of the request.

- RESIDENTIAL WALK THRU for 1, 2 & 3 family buildings \$80 per application
- COMMERCIAL WALK THRU including 4+ family buildings \$446 per application
- RCO AFTER HOURS/NIGHT AND WEEKENDS \$80 per application + \$107 per hour + Plan examiners hourly rate
- OBC AFTER HOURS/NIGHT AND WEEKENDS \$446 per application + \$107 per hour + Plan examiners hourly rate

Requests should be submitted by 12pm on the date of the request due to the complexity of the process

- PREMIUM SET UP \$266.00 per application
- EXPEDITED CONTRACTOR REGISTRATION \$200

IN ADDITION TO STANDARD PERMIT/REGISTRATION FEES