



After Hours Inspection Policy

The City of Hillsboro Building Division provides inspections daily Monday through Friday, 7:30 a.m. – 4:30 p.m., except for City holidays.

At times, our customers need inspections outside of these hours to accommodate special circumstances. Although not feasible in all cases, we will make every effort to provide inspection services outside of regular business hours when requested by a customer.

There is a charge for afterhours inspections. We request payment after the inspection has been completed.

After hours during the work week.

Inspections performed outside of regular service hours, but during the regular work week, will be charged a minimum of two hours at \$75/hour plus the 12% surcharge collected on behalf of the State.

After hours on weekends and holidays.

Inspections performed outside of regular service hours and also outside of the regular work week (weekends and holidays), will be charged a minimum of four hours at \$75/hour plus the 12% surcharge collected on behalf of the State.

To ensure that Building Division staff will be available at the requested time, we need the following information provided to our office **in writing** (email is fine) no later than 2 business days prior to the inspection time being requested:

1. Specific project name and permit number;
2. Special circumstances that create the need for an after hours inspection;
3. Sufficient detail for the inspector to be able to access the site and the inspection location after hours (e.g., the need to enter through a specific door or meet the contractor in the parking lot);
4. Person requesting the inspection, title, and name of company;
5. If different from person requesting inspection, name and address to send billing.

Building staff will always provide confirmation to the customer that an after hours inspection has been scheduled and assigned.

If you have not received a confirmation or have any questions about after hours inspections, please call our office at (503) 681-6153 or email Permits@Hillsboro-Oregon.gov.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits