



OVERTIME INSPECTION REQUIREMENTS

Pursuant to Ordinance No. 389-09-A, please follow these instructions when requesting an overtime inspection with the City of Sunrise Community Development Department.

1. A Schedule of Requested Overtime must be submitted by the contractor to the Community Development Department **no later than three business days in advance** of requested appointment date. This document must include requested dates, number of hours, time of inspection, and type of inspection. The document must also include name and location of the project, and contractor's contact information, including field contact information (a sample letter is attached as Exhibit "B").
2. Pre-payment must be submitted with the overtime request. Payment (by check or money order) should be mailed or hand delivered, together with the Schedule of Requested Overtime to (see Exhibit "B" attached):

City of Sunrise
Community Development Department
1601 NW 136 Avenue, Building A
Sunrise, FL 33323
Attn: Engineering Aide

The deposit required for overtime inspections is \$125.00 for each hour requested, with a minimum of two hours. The actual cost of overtime inspections will be based on the salary and related fringe benefits for the inspector, as well as the standard mileage rate. The contractor may make a lump sum payment to be held in escrow for future overtime use for the same project.

3. At the time of the inspection, the contractor and inspector will be required to complete a Certification of Contracted Overtime (see Exhibit "A" attached) certifying the arrival and departure time of the inspector at the construction site and any inspector related travel time. The completed, signed form should be given to the inspector.
4. At the successful conclusion of the project or inspection, the actual cost will be deducted from the balance of the deposit held in escrow and any remaining balance shall be refunded to the contractor.

If you have any questions regarding these procedures, please contact the Engineering Aide at 954-746-3284.



EXHIBIT "A"

To: Carmen Suarez / Sr. Payroll Specialist

Subject: Certification of Contracted Overtime

Date: _____

This section to be completed and signed by Contractor:

Name of Contractor: _____

Billing Address: _____

Phone Number: _____

Point of Contact: *(Please Print)* _____

Contractor's Signature _____

This section to be completed by Inspector:

PERMIT NUMBER:
PROJECT NAME:
PROJECT ADDRESS:

Date Worked	Employee Name	# Hours Worked	Time Worked To – From	Permit #

When completed, give the original to Administrative Officer and give a copy to Engineering



Community Development - Engineering Division
1601 NW 136 Ave., Bldg. A Sunrise, FL 33323 P: 954.746.3270 F: 954.746.3287

EXHIBIT “B”

SAMPLE OF “SCHEDULE OF REQUESTED OVERTIME” LETTER

**ABC CONSTRUCTION, INC.
1014 NW 38TH STREET
FORT LAUDERDALE, FL 33311**

SCHEDULE OF REQUESTED OVERTIME

August 7, 2014

City of Sunrise
Community Development Department
1601 NW 136 Avenue, Building A
Sunrise, FL 33323
Attn: Engineering Aide

Requested Dates: August 24, 2009 (Monday) or August 25, 2009 (Tuesday)

Number of Hours Requested: 2

Time of Inspection: 3:00 am – 5:00 am

Type of Inspection: Water Shutdown Inspection

Engineering Permit Number: 15-90000222

Project Address: Executive Office Building
12880 W. Oakland Park Boulevard
Sunrise, FL 33351

Contractor Contact Information: ABC Construction, Inc.
1014 NW 38th Street
Fort Lauderdale, FL 33311

Field Contact Information: John Smith, Jr.
954-834-4666 Cell Phone