



**Planning & Building Department**  
250 Frank H. Ogawa Plaza  
2<sup>nd</sup> Floor, Suite 2114  
Oakland, CA 94612

## REQUEST FOR OVERTIME PLAN CHECK

I/we hereby request plan check services **OUTSIDE OF NORMAL WORK HOURS**. I/we understand that plan check can involve staff of multiple departments including: Building, Engineering, Planning/Zoning, and Fire. I/we further understand that staff will perform plan check and permit application processing that involves review of survey, grading, plot plan and structural plans for compliance with the Building; Planning; and Fire Codes.

I/we agree to pay the overtime rates listed below. I/we understand that I/we will be charged a one-hour minimum by each department selected. I/we understand that the plan reviewer may determine that review by other departments is required. The plan reviewer will make a reasonable effort to notify me if referral to another department is deemed necessary.

I/we understand that the City of Oakland will not guarantee immediate availability of staff that can perform work outside of normal work hours, but will make reasonable effort to provide expedited service.

Project Address		Date
Permit Application No.		
Zoning/Design Review Application No.		
Type of Project/Work		
Print Name	Phone No.	Email Address
Applicant's Signature		
<input type="checkbox"/> REQUEST BUILDING (plan review & processing)		
<input type="checkbox"/> REQUEST FIRE		
<input type="checkbox"/> REQUEST ZONING		
No specific plan checker may be requested. Overtime work is assigned based on plan checker's availability for fastest turnaround.		

### OFFICE USE ONLY

Plan Checker - Building Engineer Assigned	_____ Hours @ <b>\$486.85/hr*</b> (Minimum charge of 2 hours)	Amount Due: \$ _____
Approved By	Date	
Plan Checker - Planning Assigned	_____ Hours @ <b>\$486.85/hr*</b> (Minimum charge of 2 hours)	Amount Due: \$ _____
Approved By	Date	
Fire Prevention Engineer Assigned	_____ Hours @ <b>\$1,076/hr*</b> (Minimum charge of 2 hours)	Amount Due: \$ _____
Approved By	Date	

\*Includes:

- 12.7% Records Management and Technology Enhancement fees
- 7.2% General Plan Update Fee
- Staff time for support functions such as Process Coordinator