This form must be completed for projects whenever a special inspection request or after hours inspection is needed. A Special Request Inspection fee will be assessed for each inspection requested at the per trade per hour fee. Please return the completed form to the Inspections & Permits Department in person at Town Hall, or fax to (919) 462-3840.

PROJECT INFORMATION
Project Address __________________________________________________________ City ________________ ZIP __________
Subdivision ________________________________________________ Lot No. _______
Project Name _____________________________________________ □ Commercial □ Residential

INSPECTION REQUEST
Please check all that apply and indicate specific inspection.
□ Fire (specify) __________________________ □ Plumbing (specify) __________________________
□ Building (specify) ________________________ □ Mechanical (specify) ________________________
□ Electrical (specify) _______________________ □ Other (specify) ___________________________

INSPECTION DESCRIPTION
Please detail what item(s) you would like inspected ________________________________________________________
_________________________________________________________________________________________________

Date of Inspection: __________________________ Day: ___________________________
Time of Inspection: __________________ AM / PM Estimated Time Needed: ________ Hours

CONTACT INFORMATION
Contact Person __________________________________________ (Must be at job site at time of inspection.)
Company Name __________________________________________ Office Phone (____)___________________
Address __________________________________________ City ________________ State _____ ZIP ________
Email __________________________________________ Office Fax (____)___________________

I hereby certify that I have the authority to schedule inspections on this permit, and that I understand that this is a Special Request Inspection which may result in charges additional to those already paid at time of permit issuance.

________________________________________  __________________________________________
Owner/Agent Name (print)  Owner/Agent Signature  Date

TOWN OF CARY APPROVALS (To be completed by Town staff)
Fire Inspector Assigned __________________________________________  Plumbing Inspector Assigned __________________________________________
Chief Inspector Approval: __________________________  Chief Inspector Approval: __________________________
Date: __________________________  Date: __________________________

Building Inspector Assigned __________________________________________  Mechanical Inspector Assigned __________________________________________
Chief Inspector Approval: __________________________  Chief Inspector Approval: __________________________
Date: __________________________  Date: __________________________

Electrical Inspector Assigned __________________________________________  Other Inspector Assigned __________________________________________
Chief Inspector Approval: __________________________  Chief Inspector Approval: __________________________
Date: __________________________  Date: __________________________