



M E M O R A N D U M

City of Thousand Oaks • Thousand Oaks, California

Public Works Department

Overtime Inspection

Any person who wishes to conduct construction activity under grading, paving/improvement or encroachment permits outside of normal working hours is subject to overtime inspection charges. Normal working hours are Monday through Friday, 7:00 am to 4:00 pm. If no inspector is available to provide services outside of normal working hours, then no work requiring inspection may take place. Work installed without inspection is subject to removal. Thousand Oaks Municipal Code Sections 7-7.01 and 7-7.02 govern overtime inspection charges.

Weekends, Holidays and Nights

The requesting party shall submit an application for overtime inspection before 12:00 noon, at least 36 hours in advance of the requested inspection (i.e. noon on Thursday for work on Saturday morning). Minimum overtime charges for weekends, holidays and nights shall be 4 hours.

Normal Workdays

Work occurring after normal inspection hours on a regular workday is subject to overtime inspection charges. If work on a regular workday runs beyond normal working hours (4:00 pm) due to unforeseen circumstances, then no application for overtime inspection is required in advance. Time charged for this kind of work shall be for actual time worked. However, if overtime work is anticipated/planned in advance, then an application will be required before 12:00 noon, at least 36 hours in advance of the requested inspection.

Application: The application shall be on a form provided by the Public Works Department. It shall list the dates and hours of overtime inspection requested. No work requiring inspection may occur after the requested times unless the application clearly states that the requestor agrees to pay for the additional time. The application shall not be deemed approved unless it is assigned an authorization number, and signed by the City's inspector and their supervisor. Overtime verification slips shall be signed on a daily basis by a representative of the requesting party.



