

**CITY OF ROCKWALL – SATURDAY WORK REQUEST FORM
ENGINEERING DEPARTMENT**

Date: _____ Project Name: _____
Project Location: _____
Contractor's Name: _____
Contractor's Address: _____
Contractor's Email: _____
Contractor's Phone: _____
Inspection Date and Time (if needed): _____

Detailed description of work:

Description of Work Requested	
Supervisor On-Site (Saturday) Name:	Phone Number:
Assigned Project Inspector:	

All Saturday work must be scheduled in writing to the Engineering Department by noon on the Thursday before the work date. This signed request must be emailed to Amy Williams (awilliams@rockwall.com) and Steve Salazar (ssalazar@rockwall.com). Approval/disapproval will be emailed back to the requesting contractor with the assigned inspector's information (if inspections are needed). A minimum 2-hour inspection charge will be billed for all Saturday inspections (if inspections are needed). All cancellations must be given verbally and written to the assigned inspector no less than 2 hours prior to the requested inspection time. Two hours of overtime inspection will be assessed to the contractor if no cancellation is given a minimum of 2 hours prior to requested inspection time. No acceptance and/or certification of occupancy will be given until all overtime engineering inspection fees are paid in full.

CERTIFICATION: I understand and agree to the above terms.

Contractor's Signature: _____
Date: _____

FOR CITY USE ONLY:

Date/ Time: _____ Start: _____ Stop: _____

Desc. Of Inspection: _____

Inspector's Name: _____ Number: _____

Inspector Signature: _____

Inspector Supervisor: _____