



ELEVATOR AFTER-HOURS INSPECTION REQUEST

Step 1:

Complete *only* the information section below and fax this request to: 612-673-5250 or email to: CCS.Certificate@minneapolismn.gov

- All requests must be submitted at least 72 hours (3 days) in advance of the inspection date
- **If approved, District Supervisor will return form by email, with amount due.**
- Payment must be received by 3:00 p.m. *prior to the date* of inspection.

BTEL Permit Number: _____ Date of Inspection _____

Start Time of Inspection: _____ No. of Hours for Inspection: _____

Address of Inspection: _____

Contact Name: _____ Phone: _____

EMAIL: _____ Inspector: _____

Step 2:

District Supervisor Approval: _____ Amount Due: _____

Step 3:

Complete **payment portion** of form *only* after receiving District Supervisor approval

- Payment must be received by 3:00 p.m. *prior to the date* of inspection.
- Fax entire form with credit card information to 612-370-1416
- Or bring form and pay in person at 250 S. 4th St, Room 300

Company Name:			Contractor License #		
Company Address:			Contact Person:		
City:	State:	Zip:	Contact Phone #		
Make checks payable to : Minneapolis Finance Department					
OR CHARGE TO (check one)					
MC ___ VISA ___ AMEX ___ DINERS CLU ___					
ACCOUNT #			EXP DATE:		