PORTLAND FIRE & RESCUE
FIRE MARSHAL'S OFFICE
1300 SE Gideon Street
Portland, OR 97202-2419
Phone: 503.823.3712
Fax: 503.823.3925

REQUEST FOR APPLICANT PAID OVERTIME (APOT)

Please submit the completed form via fax (503) 823-3925 or email pfrpc@portlandoregon.gov.

The Fire Marshal's Office (FMO) reviews plans based on project due dates that are determined by project type, scope, and the date the plans were taken in for review. The FMO may accept requests for "Applicant Paid Overtime" (APOT) to review projects earlier than the projected due date. However, it is important to be aware that **all assigned reviews must be approved before a permit can be issued and work can begin**. Applicant paid overtime does NOT guarantee that the permit will be issued sooner than scheduled.

The hourly rate for overtime plan review and inspections is $100/hour and is billed in 30-minute increments with a **1-hour minimum**. Please note that requesting APOT does not guarantee that the review/inspection will be performed, as not all Plan Reviewers/Inspectors are available to work overtime hours. Overtime fees will only be billed for those reviews and inspections performed by staff working beyond their normally scheduled hours.

By signing below, the permit applicant or authorized representative agrees to pay additional fees for the requested overtime.

Permit number: _____

Alarm
- ☐ Inspection
- ☐ Plan Review

Sprinkler
- ☐ Inspection
- ☐ Plan Review

Tank/Hazardous
- ☐ Inspection
- ☐ Plan Review

Underground
- ☐ Inspection
- ☐ Plan Review

Fixed System
- ☐ Inspection
- ☐ Plan Review

Other: _____
- ☐ Inspection
- ☐ Plan Review

_____ Signature

_____ Date

To be completed by PF&R only

OT Hours Worked: _____ Amount Due: $_____

Reviewer: _____ Date: _____