



City of Cincinnati
Buildings and Inspections Department
Two Centennial Plaza
805 Central Avenue, Suite 500
Cincinnati, Ohio 45202
(513)352-3271 Fax (513)352-2579

PREMIUM SERVICE REQUEST FORM

Date / Time _____

Project Address _____

APD Number _____

CSA _____

By signing this agreement, the undersigned does certify and agree to the appropriate fees below. The undersigned is also aware that Review By Appointment (RBA) and After Hours, Nights and Weekends services are designated for the purposes of Plan Examination only. Furthermore, Premium Set Up and Expedited Contractor's Registration are designated for the purposes of Customer Service only. Incomplete paperwork, high customer volume and the availability of other agencies involved in the process may require a return visit. ***These fees are in addition to standard permit fees.***

Applicant Name _____

Applicant Signature _____

Phone Number _____

All documentation must be prepared and ready for Customer Service and the applicant must be seated for service by 3pm on the date of the request.

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| ☐ RCO REVIEW BY APPOINTMENT for 1, 2 & 3 family buildings | \$122 per application |
| ☐ OBC REVIEW BY APPOINTMENT including 4+ family buildings | \$650 per application |
| ☐ RCO AFTER HOURS/NIGHT AND WEEKENDS | \$122 per application + \$159 per hour + Plan examiners hourly rate |
| ☐ OBC AFTER HOURS/NIGHT AND WEEKENDS | \$681 per application + \$169 per hour + Plan examiners hourly rate |

Requests should be submitted by 12pm on the date of the request due to the complexity of the process

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|--|--------------------------|
| ☐ PREMIUM SET UP | \$409.00 per application |
| ☐ EXPEDITED CONTRACTOR REGISTRATION | \$200 |

IN ADDITION TO STANDARD PERMIT/REGISTRATION FEES