



BUILDING DIVISION
34009 Alvarado-Niles Road
Union City, California 94587
Phone No. (510) 675-5313
FAX No. (510) 475-7318

SCHEDULING YOUR INSPECTION

Due to the unprecedented COVID-19 situation we are currently capping the number of inspections per business day.

To schedule your inspection with the Building Department, please call (510) 487-0711.

- Inspections will automatically be scheduled for the next business day. Next day inspections only.
- Inspections must be scheduled before 4:00 p.m. the day before your desired inspection day.
- **DO NOT FORGET TO LOOK AT THE BUILDING DIVISION OPERATING CALENDAR.** City inspections are not performed on alternating Fridays.

Please leave the following information on the inspection hotline.

1. Permit Number
2. Project Address
3. Type of Inspection
4. Whether you would like an AM or PM inspection. Please note, this is just a request and we will try our best to accommodate.
 - AM inspections are performed between 8:00 a.m. – 12:00 noon.
 - PM inspections are performed between 12:00 noon – 4:00 p.m.
5. Contact phone number

The Building Department will call to confirm the inspection by 4:30 p.m. the day before the scheduled inspection day.

If you do not receive a confirmation phone call or voicemail, please call again to schedule your inspection. Inspection requests are taken daily and do not automatically roll over.

ALAMEDA COUNTY FIRE DEPARTMENT INSPECTIONS:

The Alameda County Fire Department inspects all Fire Alarm Monitoring Systems, all Commercial Ansul, and Hood Suppression Systems, and all Commercial Fire Sprinkler Permits (not including Smoke and Carbon Monoxide Alarms).

To schedule a fire inspection, contact the Alameda County Fire Department at (510) 675-5470 two (2) working days prior to your desired inspection date.



BUILDING DIVISION
34009 Alvarado-Niles Road
Union City, California 94587
Phone No. (510) 675-5313
FAX No. (510) 475-7318

PLACE COMPLETED, SIGNED DOCUMENT AT FRONT DOOR
TO RECEIVE INSPECTION (no exceptions)

All construction projects shall meet the Small Construction Project Safety Protocol (SCP Protocol) or Large Construction Project Safety Protocol (LCP Protocol) set forth by the current Alameda County Shelter-in-Place Order No. 20-10 dated 04.29.20. In order to ensure the health, safety, and well-being of customers, contractors, and inspectors, the following procedures shall be maintained during all City inspections (*all must be checked*):

SMALL CONSTRUCTION PROJECT SAFETY PROTOCOL (SCP Protocol)

- No individual is sick or ill at the jobsite/house/building.
- All individuals on-site wearing proper face coverings and appropriate PPE at all times.
- A minimum number of individuals are on-site (while inspection is conducted) with a preference for one point of contact.
- A minimum six-foot social distancing can and shall be maintained during the inspection when at all feasible.
- Unobstructed access to the secured (sealed off with physical barriers) construction area has been provided.
- All doors, windows, and points of access open for maximum ventilation and air flow.
- Plans and permit card laid out and open to the respective pages for this inspection.

City inspectors reserve the right to immediately remove themselves from a jobsite at their discretion. Inspections may be declined or postponed if there is a potential exposure to someone who is sick or is not following the SCP Protocol or LCP Protocol. LCP Protocol may be viewed at <http://www.acphd.org/media/572718/health-officer-order-20-10-shelter-in-place-20200429.pdf>.

I certify that the above checked items have been addressed in preparation for the City inspection:

Name (print)	Signature	Date
--------------	-----------	------

Your patience and compliance with the Covid-19 inspection guidance is greatly appreciated. If you have any questions, please contact the Building Department at (510) 675-5313.