



## SCHEDULING YOUR INSPECTION

### Building Division

Economic and Community Development  
34009 Alvarado-Niles Road  
Union City, CA 94587  
510-675-5313 – [building@unioncity.org](mailto:building@unioncity.org)

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

- Inspections are scheduled for the next business day. Next day inspections only.
- Inspections must be called in for scheduling before 3:00 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 a request only, 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 to confirm inspection

**Inspection requests must be made before 3:00 p.m. and are scheduled on a first come first served basis until schedule is full.**

**The Building Department will call to confirm inspections by 3:30 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.**

#### **FIRE INSPECTIONS:**

**To schedule your inspection with the Fire Department, please call: (510) 675-5470**