



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

SCHEDULING YOUR INSPECTION

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 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 to confirm inspection

The Building Department will call to confirm the inspection 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.

ALAMEDA COUNTY FIRE DEPARTMENT INSPECTIONS:

The Alameda County Fire Department inspects all Fire Alarm Monitoring Systems, all Commercial Ansul, and Hood Suppression Systems, Commercial Fire Sprinkler Permits, and Residential Multi-Family Sprinkler Systems (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.



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INSPECTION SAFETY PROTOCOL CHECKLIST

PLACE COMPLETED, SIGNED DOCUMENT AT JOB SITE **ENTRANCE TO RECEIVE INSPECTION** (no exceptions)

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*):

- No individual is sick or ill at the jobsite/house/building.
- All unvaccinated 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 if any individuals present are unvaccinated.
- 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 above protocols.

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 this inspection guidance is greatly appreciated. If you have any questions, please contact the Building Department at (510) 675-5313.