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City of Union City – Economic and Community Development Department  
**Building Division**  
34009 Alvarado-Niles Road  
Union City, CA 94587  
(510) 675-5313  
Fax (510) 475-7318

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## SCHEDULING YOUR INSPECTION

The Union City Building Division performs inspections on all projects that require a building, electrical, mechanical, plumbing and/or residential fire sprinkler permit.

**To schedule your inspection, please call (510) 487-0711.**

- Inspections may be scheduled until 6:00 a.m. on the morning of the inspection.
- Inspection requests left after 6:00 a.m. will be scheduled for the following business day.
- **You may only schedule an inspection one business day in advance.**
- **DO NOT forget to look at the Building Division's Operating Calendar.** The City does not perform inspections on Saturday, Sundays, Observed Holidays by the City and on Alternating Fridays.

**When calling to request an inspection, the following information is needed to schedule your request, simply leave a message with your:**

- **Project number**
- **Project address**
- **Type of inspection and,**
- **Whether you would like an AM or PM inspection.**

Morning inspections are performed between 8:00 a.m. and 12:00 noon. Afternoon inspections are performed between 12:00 noon and 4:00 p.m. The inspectors will not be able to give an estimated time of arrival, as they cannot predict how long they will be at each job site.

**To confirm your inspection or speak to your inspector, you may call the Building Division at (510) 675-5313 the day of your scheduled inspection between 8:00am – 9:00am.**

***NOTE: Inspectors will not enter a yard where dogs are loose.***

***NO approximate times can be given.***

***Contractor/Applicant and Job Card/Approved Plans shall be on site during your requested time.***

### **FIRE INSPECTIONS FOR ALL MULTIFAMILY AND NON RESIDENTIAL PROJECTS:**

The Union City Fire Department performs all fire related inspections including but not limited to Fire Sprinklers, Underground Fire Services, Fire Alarms, Commercial Kitchen Hood and Duct systems. To schedule a **Fire Inspection**, please contact the Union City Fire Department at 510-675-5470 to schedule your inspections.