Union County Building Regulation Department

Procedures for Time Requests

The Union County Building Regulation Department will accept Time Requests for the following type inspections.

Footings (Commercial and Residential)

Structural Slabs (Commercial)

Foundation Rebar (Commercial and Residential)

Electric Service Upgrades (Where arrangements must be made for Power Company disconnect and reconnect. Inspection must be approved before reconnected.)

Residential Alterations or Additions (Where access is through or within an occupied dwelling. Owner or their authorized agent must be present during these inspections.)

Witness of Acceptance Tests (Owner/owner agent must notify us with time of test. If not during regular working hours, 8:30 to ending at 3:30, an after hours fee must be collected)

Procedure for scheduling with time request

Footings; Scheduler will make request for inspection with Building Dept. 937-645-3019 24 hours in advance that footing will be ready and give time footing will be ready, Permit number and address must be given at this time. Inspector will not be there before this time but will be there as soon after as schedule allows or within two hours. Cancellations can be made by calling our office before the inspector arrives at the site. No concrete is to be placed until approval is given. Inspector is not responsible for concrete ordered to early, or on site with no approval. If not ready when inspector arrives, contractor has option of a partial approval if partly ready, site inspection by engineer at contractor expense (written report with engineer seal required to be filed), or rescheduling the next day. Inspectors will return same day only if their schedule is light enough to permit. Reinspect fees may be charged if extra trips are required.

Structural Slab; (Commercial) Same as footings.

Foundation Rebar; Process for scheduling is the same as footings.
Service Upgrades; Make arrangements in advance for power company to disconnect, probably early A.M. Schedule the inspection for the next day, probably the afternoon after work will be completed. Give permit number and address. Have new service installed and ready before inspector arrives. Allow two hour window. Have service reconnected after service inspection approved.

Alterations or additions at occupied dwellings; Schedule inspection by calling the day before. Give time requested after 9 AM and before 3:30 PM and reason for request. Give permit number and address. Call between 8 AM and 9 AM the morning of the inspection to confirm the time with the inspector. Inspection may have to be rescheduled if inspector unavailable for time.

Witness of Acceptance Tests; It is the responsibility of the Owner/Agent/Contractor to notify us of the scheduled times of all tests. This may include but may not be limited to, alarm or low voltage contractor, electrical contractor, mechanical contractor, suppression contractor. Examples of tests we may witness are all types fire suppression, Fire detection and alarm systems, fire shutters, gas lines, hydronic pipe, hood capture and containment. It is necessary to notify us 48 hours in advance for these tests so those inspectors can be made available. Give permit number and address at time of scheduling. These tests can be time consuming. Arrangements can be made to do these inspections after regular hours. Regular hours are starting at 8:30 and ending at 3:30.

All other requests to schedule a time for an inspection must be made directly to the inspector the morning of the inspection and will be at his discretion for how to give a time. If you call between 8:00 and 9:00 AM the day of the inspection and talk to the inspector they can give you an estimated approximate time they will be at your site. Because no one can know how long prior inspections will take, all times given here are estimated approximate times and can vary widely.