

City of Union Residential Inspection Procedures

The following guidelines are intended to help you with the inspection process:

- Post permit at building site where it can be seen easily.
- Protect permit from weather.
- Sanitary facilities are required to be available.
- Address shall be posted on the property where it can be seen from the street.
- A 24-hour notice is required for all inspections.

The following inspections are required:

1. **Footing** – Prior to the concrete being poured, the footing will require an inspection. The ditches shall be at least 12” deep. The ditch bottom should be squared, free of loose dirt, mud, water, roots and vegetation. Markings to identify finish top surface of concrete footing such as grade pins, roofing nails, etc. Bulk heads shall be installed as well as any required reinforcing steel. Bottom of footings shall bear on undisturbed earth. (Poor soil conditions may require soil to be tested by approved soil testing firm.)
2. **Foundation** – The foundation shall be inspected prior to framing. All anchor bolts shall be in place. Proof of termite treatment shall be on site. All damp-proofing, waterproofing and foundation drainage system will also be inspected at this time.
3. **Plumbing Under Slab (if applicable)** – Prior to a concrete slab inspection, the under slab plumbing shall be inspected. All pipe and fittings shall be exposed and all required pressure tests on the lines.
4. **Concrete Slab** – Prior to pouring concrete and after any slab plumbing or electrical has passed inspection, all stone or sand in place, vapor barriers and any reinforcing steel installed. Inspections of concrete driveways, non-elevated patio slabs and sidewalks are not required. Any encroachment into the public right-of-way does require an encroachment permit. Contact Engineering Department.
5. **Rough Plumbing** – After all of the rough plumbing has been installed with the required water test on the DWV pipe and pressure test on the water piping. Nail guards installed and draft stopping should be in place for this inspection.
6. **Rough Electrical** – After all of the rough electrical has been installed including all junction and device boxes, electrical panels, nail guards and draft-stopping installed.

7. **Rough Mechanical** – Duct, refrigerant lines, condensate lines, thermostat wires or other equipment that may be concealed in walls, ceilings, and floors should be installed at this inspection. Bath fans shall be vented to the outside and all draft stopping/fire stopping installed.
8. **Fireplace** – On all masonry fireplaces after flue damper, lintels and fire box is completed and the first flue line tile is installed before starting the chimney.
9. **Framing Inspection** – After all rough inspections are approved, but prior to insulation, house wrap, siding or brick veneer installation. If any trusses or engineered beams are used, the engineered plans, drawings, and/or specifications shall be on site.
10. **Insulation Inspection** – After all rough inspections are approved an insulation inspection must be requested. R-Values will be verified; R-30 in ceiling, R-19 in floor. (See additional Energy Code handout.) R-13 in exterior wood framed walls. Duct work in an unconditioned space must be R-8.0, hot water systems and piping R-2. All windows must meet a 0.65 U Factor. A permanent certificate shall be posted on or in the electrical panel.
11. **Power/Meter Release** – Structure is weather-tight and drywall is installed. The bottom of the footing shall be 12” minimum below undisturbed ground surface.
12. **Final Electrical** – All appliances, fixtures, outlet panels, switches installed, smoke detectors function, GFCI/arc fault properly functioning.
13. **Final Plumbing** – After all fixtures have been set, hot water turned on, backflow devices installed, all caulking complete.
14. **Final Mechanical** – After all equipment has been set and operating, grilles set, dryer vent.
15. **Final Building** – After all trades have been approved, a request for final inspection, R-Factor posted on/in electrical panel, all insulation complete, smoke detectors properly functioning. All handrails, guardrails, vapor barrier (if required) in crawlspace, foundation openings properly sealed. A Certificate of Occupancy permit will be issued once building final is approved.