

CITY OF UNION
NEW HOME CONSTRUCTION
INSPECTION/PROCEDURES

1. No work shall be started until all prints, stamped truss drawings, and model energy code are turned in and reviewed by our plans examiner, and all permit fees are paid.
2. Plan review fees and other city expenses must be paid if a housing plan has been turned in for review. If no closing occurs on the property and the plans have been submitted, the city must be reimbursed.
3. To obtain proper permits in the City of Union, you will need the items listed below:
 - (A) Three complete sets of blue prints with plot plans. (After the review, two of the three sets will be returned to the builder.)
 - (B) Three complete sets of stamped truss drawings with layout.
 - (C) Provide three sets of insulation model energy calculations.
4. A copy of the approved plans must be kept on the site of the building or work at the time of inspection.
5. You must call by 4:00 p.m. the day before to get an inspection the next day. Inspection times are between 7:30 a.m. and 3:30 p.m.
6. The contractor must call the city after the rough electric is done to have the water meter wire installed.
7. When calling for inspections, please provide the correct lot number and street address.
8. If the inspector goes out more than once for the same inspection for any reason, at his discretion, a re-inspection fee of \$50.00 can be charged and no further inspections will be done until the fee is paid.
9. Please use the following guide lines for inspections.
 - (A) **Footers** - When footer forms and grade pins are in place and before any concrete is poured.
 - NEW** (B) **Backfill Inspection for Slab Foundation** - When foundation walls are completed and perimeter insulation is installed and before backfilling exterior and installing gravel on the inside of foundation.

- (C) **Basement Walls** - When all forms are set and reinforcement bars are in place, and before any concrete is poured.
- (D) **Backfill Inspection Basement and Crawl Spaces** - When foundation walls are completed and waterproofed, and drainage tiles are in place and before backfilling.
- (E) **Slab Inspection** - When gravel sub-base is completed, visqueen, wire mesh and perimeter insulation are installed and after all Montgomery County inspections are done for plumbing and heating and before installing concrete.
- (F) **Framing** - When building is under roof and before installing insulation and drywall and after Montgomery County has inspected and passed all rough plumbing, electric, heating, and gas lines.
- (G) **Insulation** - After installed and before hanging drywall.
- (H) **Drywall** - After installed and before installing any drywall compound.
- (I) **Patio's, Driveway's, Sidewalks** - They must be of four inches concrete on four inches of compacted gravel base, and must be inspected before any concrete is installed.
- (J) **Approaches and Sidewalks at Driveways** - They must be of six inch concrete on four inches of compacted gravel base, and must be inspected before any concrete is installed.
- (K) **Landscaping** - All landscaping and grading must be completed at the time of the final inspection. Grading must be done eight (8") inches down from the top of the foundation. Sod is required in the front and side yards and fifteen feet into the rear yard. Two trees, two and one half inches in diameter are also required in the front yard. In the event that landscaping cannot be completed because of inclement weather, a landscaping letter must be signed by the builder with a completion date. This must be done before the final inspection.
- (L) **Building debris** - All excavated dirt, rock, or other materials pushed on to another lot must be cleaned up and removed from the area before the final inspection is done.
- (M) **Final Inspection** - After all final plumbing, electrical and heating inspections are done and approved by Montgomery County, the final building inspection must be done and approved before issuance of the certificate of occupancy. The builder must provide a letter from the insulation company that the home has been insulated in compliance with the model energy code.
- NEW** (N) Mailboxes must be installed with the face of the box four inches (4") behind the curb.

After the final inspection, the water meter will be installed.

ADDITIONAL INFORMATION

1. You must provide construction dumpster on job site.
2. You must provide port-a-john on all job sites.
3. Homes with vinyl siding shall have approved sub-siding under vinyl siding.
4. Rake overhangs are required in the City of Union.
5. Any O.S.B. or plywood sub-siding behind brick shall be covered with house wrap or felt paper.
6. All excavated dirt, rock, or other materials pushed on to another lot must be cleaned up and removed from the area before the final inspection is done.
7. The City of Union requires a back flow preventor (Watts # 7) to be installed on the house side of the meter bar.
8. The City of Union requires a thermal expansion tank to be installed on the house side of the water system.
9. Water service minimum 1 inch K copper.
10. Sewer lateral minimum 4 inch P.V.C. Schedule 40.
11. Air test required on sewer lateral, 5 P.S.I.
12. Meters are 5/8 inch. (3/4 inch - in and out)
Y502 Yoke
EC23 Meter Expander
Right angle Lock Valve on Street and House side.
(Ford AV92-323W)
13. Water box and service shut off has to be located at grade level. If not, contact the developer/contractor - not the City of Union office.

ADDITIONAL INFORMATION

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14. All sidewalks are from the back of the curb to the back edge of the sidewalk is a ½ inch (one-half) fall per foot. From the back edge of the sidewalk forward is 1/4" per foot. All sidewalks are to have expansion joints. See building inspector for location of expansion joints at sidewalks and driveways.
15. All construction vehicles need to obey speed limits and keep the streets clean so as not to disturb city residents.
16. Any additional structures, like decks, patios, etc. must either be included on the original house plans or a separate permit for the additional structure must be submitted and separate fees paid.
17. Open burning by construction crews is prohibited unless permission is obtained from the City of Union.