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Public Service with integrity

After-Hours Inspection Policy

Purpose

This policy establishes guidelines for requesting and scheduling after-hours inspections. For the purposes of this policy, “after-hours” inspections are defined as any inspection requested or performed outside of the Building Department’s normal business hours.

Normal business hours are Monday through Friday, 7:30 a.m. to 4:00 p.m., excluding observed holidays.

Any inspection request not within these timeframes will be considered an after-hours inspection and will be subject to the requirements and limitations outlined in this policy.

Policy Statement

While after-hours inspections are not required under §108 of the Ohio Building Code (OBC) or the Residential Code of Ohio (RCO), the Building Department recognizes that such inspections may be necessary to support industry operations. Accordingly, requests for after-hours inspections will be accommodated when feasible but are not guaranteed and are subject to staff availability and operational needs. The Department reserves the right to deny or reschedule any request as necessary.

Request Requirements

- Requests for after-hours inspections must be submitted for no later than forty-eight (48) business hours prior to the desired inspection date and time.
- Requests submitted less than 48 business hours in advance may not be accommodated.

Fees and Scheduling

- All applicable fees must be paid in full before an after-hours inspection is scheduled.
- Inspections will not be confirmed or placed on the schedule until payment has been received.

Cancellation Policy

- After-hours inspections may be cancelled no later than 4pm on the last business day prior to the scheduled inspection time.
- Cancellations received less than 12 hours prior to the scheduled inspection may result in forfeiture of fees, subject to department policy.

1/28/2026