



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915
www.newportbeachca.gov | (949) 644-3200

Demolition Requirements

Certified mail notification:

A notice of intent to demolish shall be sent via certified mail to adjacent property owner(s). Signed returned receipt must be provided to the Building Division at the time of permit issuance. Demolition may commence 30 days after the date of notification per Newport Beach Municipal Code Section 15.02.120.

Plans shall include the following:

1. Property lines with dimensions.
2. Location and description of each structure.
3. Site to be fenced at a height between 72 and 84 inches using a chain link overlaid on the exterior with an opaque vinyl fence. (Structures within High Density Areas must comply with City Ordinance 2019-9. See "[CONSTRUCTION ACTIVITY ORDINANCE](#)" on City website.
4. Square footage and bedroom count per structure.
5. Topographic survey, stamped and signed by a licensed surveyor (or civil engineer with license number 33965 or lower), as required per the Planning Division.
6. Note on the Plans:
 - All debris shall be wet at time of handling to prevent dust.
 - Sewer line shall be capped.
 - All basement fills shall be clean and uniform.
 - Streets and sidewalks are to remain clean and free of any obstructions.
7. Plans are to be stamped and signed by a licensed engineer or architect. If plans done by a contractor, then contractor to sign and indicate his or her license number (legibly).
8. Pedestrian canopy protection required if demolition is within 10 feet of public sidewalk.
9. Note the following on the plans:
 - Erosion control devices shall be available on-site between October 15 and May 15.
 - Between October 15 and May 15, erosion control measures shall be in place at the end of each working day whenever the five-day probability of rain exceeds 30 percent. During the remainder of the year, they shall be in place at the end of the working day, whenever the daily rainfall probability exceeds 50 percent.
 - Temporary desilting basins, when required, shall be installed and maintained for the duration of the project.

Additional requirements for properties in Coastal Zone:

1. If the demolition is proposed within the Coastal Zone and involves three or more dwelling units in one structure, or eleven or more dwelling units located in two or more structures, please meet with a planner to ensure compliance with the requirements in Chapter 20.34 (Conversion or Demolition of Affordable Housing) of the Zoning Code.
2. If the demolition is proposed within the Coastal Zone and within the **Categorical Exclusion Order (CEO)** Area, a CEO notice shall be sent to the Coastal Commission by a planner. The CEO notice becomes effective after 25 business days, unless called up for review by the Coastal Commission. Once effective, a demolition permit can be issued. Please meet with a planner to determine if property is eligible and to start the CEO notification process.
3. If the demolition is proposed within the Coastal Zone and not within the Categorical Exclusion Area, a **Coastal Development Permit (CDP)** is required. Please meet with a planner to discuss the application requirements for a CDP.