



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

100 Civic Center Drive
Newport Beach, California 92660

949 644-3200

newportbeachca.gov/communitydevelopment

Policy Memorandum – ADMIN 3012.1(2)

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: **June 11, 2007** (*Original Effective Date: October 1, 1997*)
Regarding: **Fence Permit Requirements**

Due to the large number of complaints and neighbor disputes involving fence location relative to the property line and due to the land value in Newport Beach, an application for a fence permit shall include a requirement that property corners be located and monumented by a California Licensed Surveyor prior to the construction of new fence or the replacement of an existing fence.

Exceptions:

1. When the attached survey waiver form is properly completed and executed.
2. Fences constructed exclusively of materials other than concrete or masonry above grade.

Attached: Request to Waive Survey Requirement form



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

REQUEST TO WAIVE SURVEY REQUIREMENT

FOR THE PURPOSE OF MASONRY FENCE CONSTRUCTION

The Building Division requires the affected property corners located and monument by a California licensed surveyor prior to building or rebuilding a masonry fence along the property line to insure that the fence will be properly located according to the approved drawing.

This requirement may be waived if property owners on each side of the fence request waiving the survey requirement. This form may be used when filled out appropriately for such a request and submitted to the Building Division prior to issuing a building permit.

We, the undersigned, agree and request the Chief Building Official to waive the survey requirement for building a masonry fence adjoining our properties.

Property Owner Requesting a Building Permit to Build a Fence:

Name _____

Subject Property Address: _____

Signature _____ Date _____

Adjoining Property Owner(s):

Name _____

Address _____

Signature _____ Date _____

Name _____

Address _____

Signature _____ Date _____

Name _____

Address _____

Signature _____ Date _____