CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

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

Policy Memorandum–ADMIN 16

To: Building Division Staff

From: Samir Ghosn, Deputy Community Development Director / Chief Building Official

Date: July 25, 2017

Re: **Required plan check and inspections within a SFHA**

Effective **IMMEDIATELY** the following changes to the plan check and inspection process will take place affecting:

PLAN CHECK

1. The approved plans must include a site plan that shows:
    a. The site plan's scale and north orientation arrow;
    b. The parcel boundaries and the location and names of adjacent streets;
    c. All watercourses on the parcel;
    d. All floodplain, V-Zone, Coastal A-Zone, and floodway boundaries that run through the parcel;
    e. All required buffer or setback lines from shorelines or channel banks;
    f. All drainage and utility easements;
    g. All areas to be cleared, cut, graded, or filled; and
    h. The location of all existing and proposed fences, walls, and other structures.
2. If the permit includes a new building or an expansion of an existing building:
    a. The site plan must show the footprint of all existing and proposed buildings and building additions;
    b. The plans must include:
        i. Structural condition of seawalls and tiebacks investigation by a registered engineer and necessary repairs in conjunction with building a new structure, substantial improvement projects, or first floor additions adjacent to a seawall;
        ii. The elevation of the lowest floor of the building (or addition) and of an attached garage, including the elevation of the interior grade or floor of a crawlspace;
        iii. The location and elevation of all mechanical and utility equipment servicing the building; and
        iv. For buildings with solid foundation walls and buildings with enclosures below the base flood elevation, the total area of each enclosed area (in square feet) measured on the outside, the location and specifications of all flood openings, and either the total net open area (in square inches) of flood openings below the base flood elevation, accounting for screens, louvers, faceplates, and grilles; or a statement of certification if engineered

openings are specified (see NFIP Technical Bulletin #1). Show a minimum of two flood vent openings, at opposite sides on the foundation plan, exterior elevations and floor plan;

v. New buildings and substantial improvements require the title page of the plans to have the following notes:
   1. A licensed surveyor shall complete a FEMA Elevation Certificate (EC) and submit it to Building Department Inspector during final inspection.
   2. The EC must be approved by the City's Community Rating System (CRS) Coordinator prior to requesting final inspection.
   3. All mechanical, gas and electrical equipment servicing the building, including ducts must be at or above the design flood elevation (DFE)

3. Additions and alterations under substantial improvement must have a cost of construction justified with, the market value less depreciation value of the existing building, on the title page of the plans. Use the City's "Substantial Improvement Cost Determination" form. The form is available at, https://www.newportbeachca.gov/home/showdocument?id=12823. The Substantial Improvement Cost Determination form must be approved by a principal engineer or the building official prior to permit issuance.
   a. All revisions to approved plans must have clouds and deltas;
   b. All revisions to the approved plans require the title page of the plans with the "Substantial Improvement Cost Determination" form, cost of construction, updated and reapproved by a principle engineer or building official.

INSPECTIONS

1. During pre-grade meeting an inspection is conducted for property monuments and areas subject to special requirement are staked. For example, if the floodway, Coastal A-Zone, or V-Zone line goes through the parcel or there is a natural area that is not to be disturbed, it must be staked out.
2. A foundation inspection is conducted when the lowest floor forms are built for a new building or building addition. The builder must provide documentation on the surveyed lowest floor elevation prior to placing concrete. The inspector checks:
   a. The forms for the structure are correctly located on the site;
   b. Where buildings have foundation walls or other enclosures below the base flood elevation, the location and size of the openings are per the approved plans; and
   c. In coastal high hazard areas (V Zones) and coastal A Zones, slabs placed under the building are not connected to the foundation.

   The inspection records must include a record that the elevation of the lowest floor was surveyed and found to be compliant. This inspection is not required if the project does not involve construction of a new building or a substantial improvement.
3. Final inspection requires a completed Elevation Certificate that must be approved by the City's CRS coordinator prior to the contractor requesting final inspection. During final building inspection, the inspector checks that:
   a. The foundation and floor elevation have not been altered since the foundation inspection;
   b. All areas below the required elevation are constructed with materials resistant to flood damage;
   c. All required manufactured home tie downs are in place;

d. Where buildings have foundation walls or other enclosures below the base flood elevation, the location and size of the openings are as specified on the approved plans and recorded on the Elevation Certificate;

e. All electrical, heating, ventilation, plumbing, air conditioning, ductwork, and other equipment is located, elevated, or protected as specified on the approved plans and recorded on the Elevation Certificate;

f. The ground has been graded according to the approved grading plans;

g. V-Zone and breakaway wall certificates have been obtained, as appropriate, for new and substantially improved buildings in V-Zone and coastal A Zone areas; and

h. Buildings with enclosures in coastal A Zones meet the A-Zone vent requirements.

4. The inspection records must include:

a. A completed FEMA Elevation or Floodproofing Certificate, as appropriate, that has been checked by the CRS coordinator for completeness and accuracy;

b. Photographs of all sides of the structure;

c. Close-up photographs of typical openings; and

d. Photographs of all mechanical and utility equipment located outside the building showing (1) its relation to the building and ground and (2) its required anchoring.