CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
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Policy Memorandum – BLDG NBMC 15.50.200 C.1.e. & C.2.c.

To: **Building Division Staff**

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

Effective Date: **March 21, 2020**

Regarding: **Projects Located within a Hazardous Flood Zone**

Plans for properties within a Hazardous Flood Zone, A, AE, V or VE require the following:

Plans

The Title page of the plans must contain the following information:

- Flood Zone: _____
- Base Flood Elevation (BFE): _____ feet NAVD88.
- Design Flood elevation: _____ feet NAVD88. All Equipment that services the building must be at or above the design flood elevation. Design flood elevation equals BFE plus one foot.
- Top of concrete slab and all stem wall elevations: _____ feet NAVD88
- Required Flood Vent Area: _____ sq. in.
- Engineered Flood Vents: Yes or No. Engineered flood vent calculations and listing documentation must be incorporated within the plans and copies must be provided with the Elevation Certificate at the time of Final Inspection.
- A City form "SETBACKS AND TOP OF SLAB/FLOOR ELEVATION CERTIFICATE" must be completed after the concrete forms are in place with flood vent knockouts. Form is available at: http://www.newportbeachca.gov/home/showdocument?id=3196
- An Elevation Certificate (EC) is required to be reviewed and approved by the City's CRS Coordinator prior to submitting the EC to a building inspector at final inspection.

Inspections

First inspection, pregrade meeting, is conducted after a site is surveyed with monuments in place.

Follow up inspection is conducted when the lowest floor's forms are built. Contractor must provide a completed "SETBACKS AND TOP OF SLAB/FLOOR ELEVATION CERTIFICATE" form. Inspection includes:

- Buildings with foundation walls or other enclosures below the base flood elevation. Verify location and size of the flood vent openings are constructed and located as specified on the approved plans; and
- In coastal high hazard areas (V Zones) and coastal A Zones, slabs placed under the building are not connected to the foundation.

Near final inspection. During a requested inspection, the Inspector shall remind the contractor an EC is required that must go through review and approval by the City's CRS Coordinator, prior to final inspection.

Final inspection. EC is collected during final inspection. The inspector checks:

- The foundation and floor elevation have not been altered since the second inspection; and
- All areas below the required elevation are constructed with materials resistant to flood damage; and
- 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 EC; and
- All electrical, heating, ventilation, air conditioning, ductwork, and other equipment is located, elevated, or protected as specified on the approved plans and recorded on the EC; and
- The site has been graded according to the approved precise grading plans; and
- 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.

Inspection Records must include:

- A completed FEMA Elevation Certificate, that has been approved by the City's CRS Coordinator for completeness and accuracy; with
- Photographs of all sides of the structure; and
- Close-up photographs of typical flood vents; and
- Photographs of all mechanical and utility equipment located outside the building showing:
  - Equipment's relation to the building and ground; and
  - City records include equipment anchoring inspection.

Elevation Certificate review shall include the following:

- Form must be current; and

- A7. Diagram must comply with FEMA's standard diagram system; and
- A9. Flood venting must be installed correctly or fixed before approval,
  - Engineered flood vent listing and calculation must be incorporated within plans,
  - Engineered flood vent calculations and listings information must be with the EC,
  - Section D comment must state sheet within plans with flood vent specifications;
- B1. Newport Beach 060227;
- B6. FIRM Index Date 03/21/2019;
- B7. FIRM Panel Effective Revised Date 03/21/2019;
- B9. See bulleted items below:
  - With flood zone A, use the FIS Profile and hydrology computations,
  - Within the Bay flood zone AE elevation 8, use 8.0 feet NAVD88,
  - VE zone use the elevation indicated on the FIRM in feet NAVD88,
  - AO1 or AO2 use a current topographic survey to determine the highest adjacent grade within the mapped flood zone within the site;
- B10. If FIS Profile is used, a comment is required in Section D "FIS Profile dated 10/30/2014 effective date of revision" otherwise, use FIRM,
- C1. Finished Construction only. All pictures must not show construction is ongoing.
- C2. County Benchmark cannot be destroyed unless site had monuments placed prior to benchmark's destruction date. Monument data verification from County website: https://www.ocgis.com/ocpw/LandRecords/
- C2. a) must be one foot higher than line B9;
- C2. e) must be one foot higher than line B9, with a comment in section D for the verified equipment type (Equipment servicing the building, i.e. FAU, AC, water heater);
- C2. h) should be NA since the City does not accept wood construction within the floodplain.
- Section D is required to be completed by a licensed, in the State of California, Land Surveyor or Civil Engineer with a license number below 33,966.
- Section D comment might include an alternate method of construction (MOD) with notation as to where the approval information is located within the plans.
- Section G shall be completed by the City's CRS Coordinator to indicate approval of the EC and allow acceptance at final inspection.
- G6. Shall be signed by the building inspector on the date of the approved final inspection.