



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

100 Civic Center Drive
Newport Beach, California 92660

949 644-3200

newportbeachca.gov/communitydevelopment

Policy Memorandum – ADMIN 16

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: **March 10, 2020** (*Original Effective Date: July 25, 2017*)
Regarding: **Required Plan Check and Inspections within a Special Flood Zone**

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. A site plan's drawn to scale and showing north orientation arrow;
 - b. The parcel boundaries and the location and names of adjacent streets;
 - c. All watercourses on the parcel;
 - d. All Special Flood Hazard Areas, V-Zone, 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 easements, Sewer and utility easements;
 - g. All areas to be cleared, cut, graded, or filled; and
 - h. The location of all existing and proposed fences, site walls, planter wall and other structures.
 - i. Within the VE zone, only a stairway access, a lift are permitted. All walls enclosing a parking garage shall be break away walls. Planters and walls modifying grade are not permitted.
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 elevations, based on NAVD88, of the lowest floor of the building (or addition) and of an attached garage, including the elevation of

- the interior grade of a crawlspace;
- iii. The location and elevation of all mechanical and utility equipment servicing the building;
 - 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). Mechanical duct that are approved for installation in SFHA are subject to the Chief Building Official approval when the design accounts for hydrostatic pressures.
3. Additions and alterations under substantial improvement must have a cost of construction justified with, the market value of the existing structure, (no land value) less depreciation value of the existing building, on the title page of the plans. 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 Deputy Community Development Director/Chief Building Official prior to permit issuance.
- a. All revisions to approved plans must have clouds and deltas;
 - b. Additional scope shall be detailed and the substantial improvement form shall be updated accordingly to reflect the total cost of construction.
 - c. 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 Deputy Community Development Director/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 meeting FEMA design guidelines when 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 with the Building code, (one foot above BFE). 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

