



# 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](http://www.newportbeachca.gov) | (949) 644-3200

### CONDOMINIUM CONVERSION INSPECTION REPORT (CHECKLIST)

Inspection Fee: \$410.00 per unit      No. Units \_\_\_\_\_ Condo Conv. No. \_\_\_\_\_  
(\$205.00/hr – 2 hrs minimum)

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Existing Occ: Grp \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Assigned to Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (949) 644-32 \_\_\_\_\_

THE FOLLOWING CHECKLIST WILL BE USED DURING THE INSPECTION TO VERIFY EXISTING BUILDING CONDITIONS AND COMPLIANCE TO MINIMUM STANDARDS FOR THE CONDOMINIUM CONVERSION.

**A. EACH UNIT MUST COMPLY WITH THE MINIMUM STANDARDS OF THE UNIFORM HOUSING CODE AS ADOPTED BY THE CITY OF NEWPORT BEACH.**

1. Does the unit(s) meet minimum sanitation requirements? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment. \_\_\_\_\_  
\_\_\_\_\_

2. Does the unit meet minimum structural and occupancy standards? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment. \_\_\_\_\_  
\_\_\_\_\_

3. Does the unit meet minimum exiting safety standards? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment. \_\_\_\_\_  
\_\_\_\_\_

4. Does the unit meet minimum plumbing standards? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Is there a garbage disposal installed on a dedicated circuit? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment. \_\_\_\_\_  
\_\_\_\_\_

5. Does the unit meet minimum standards of heating and venting? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment. \_\_\_\_\_  
\_\_\_\_\_

6. Does the unit meet minimum standards for electrical safety? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

**B. EACH UNIT MUST COMPLY WITH CURRENT MINIMUM LIFE SAFETY REQUIREMENTS OF THE UNIFORM BUILDING CODE AS ADOPTED BY THE CITY OF NEWPORT BEACH.**

7. Do the existing stairs and handrails comply with minimum safety requirements of Chapter 10 Section CRC 2013 R311.7? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Did they comply when originally constructed? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

8. Do the existing guardrails comply with minimum safety requirements of Section CRC 2013 R312? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Did they comply when originally constructed? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

9. Are smoke detectors/carbon monoxide alarms installed in each bedroom and other required locations per Section CRC 2013 R314 & R 315? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

10. Is there a required occupancy separation rating? \_\_\_\_\_ hr(s) (y) \_\_\_\_\_ (n) \_\_\_\_\_  
If so, does it meet the requirements of Section CRC 2013 R302.2? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

11. Is the roof a minimum Class C fire retardant roof? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Owner to submit letter of certification by a licensed roofing contractor of fire retardancy and remaining life of the roof. (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

12. Is safety glazing installed in areas subject to human impact?(y) \_\_\_\_\_ (n) \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

**C. EACH UNIT IS REQUIRED TO BE INDIVIDUALLY SERVED BY SEPARATE UTILITIES.**  
**Note: the City does not consider it feasible to separate sewer piping when existing units are integrally piped through lower units to units above. (Please demonstrate for the inspector that utilities serving the units are not connected.)**

13. Is this unit served by its own water meter and piping? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Are the materials used in the system approved for the use? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Are there apparent cross connection hazards in the system?(y) \_\_\_\_\_ (n) \_\_\_\_\_

**NOTE:** New water service and water meter must go to the secondary unit.  
Existing water meter and service line must remain with original address.  
(Contact Water Meter Division with any questions: (949) 644-3019)

Comments: \_\_\_\_\_  
\_\_\_\_\_

14. Is this unit served by its own gas meter and piping? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Are the materials used in the system approved for the use? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Are there apparent safety hazards in the system? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

15. Is this unit served by its own electric meter and wiring? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Is the unit served by a minimum 100amp service? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Is a new or relocated service required to be fed underground? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Are there apparent safety hazards in the system? (y) \_\_\_\_\_ (n) \_\_\_\_\_

16. Is this unit served by its own sewer and piping? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Are the materials used in the system approved for the use? (y) \_\_\_\_\_ (n) \_\_\_\_\_  
Is there an approved cleanout installed at the property line? (y) \_\_\_\_\_ (n) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_