



# 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

### PRE-GRADE MEETING CHECKLIST REQUIRED DOCUMENTS AND CERTIFICATIONS

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

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Office Phone # 949-644-32 \_\_\_\_\_

The purpose of this checklist is to remind you when various Surveyor's, Engineer's, Soils inspections, and contractor certification forms and memos are required to be submitted to your inspector. Forms can be found on our website at: <http://www.newportbeachca.gov/index.aspx?page=1725>

PROJECT SCOPE:		Y	N	DATE APPROVED
GENERAL:	1. All residential one-unit and two-unit dwelling projects must be completed in a three (3)-year period in accordance with Newport Beach Municipal Code 15.02.095.			
	2. All "HOLDS" released from other Departments – <i>prior to final</i>			
	3. Subcontractors list to Revenue Division in Finance Department – <i>prior to final</i>			
GRADING CERTIFICATES REQUIRED PER PRE-GRADE AGREEMENT:	4. Rough grade compaction report – <i>at footing inspection</i>			
	5. Soils memo for footing and slab – <i>at footing/slab inspections</i>			
	6. Final Grading Report - <i>at grading final</i>			
	7. Provide completed Civil Engineer's Certification form - <i>at grading final</i>			
	8. Proof of submittal to county of "corner record" or "record of survey" - <i>at footing inspection</i>			
SITE CERTIFICATES:	1. Line and Grade Survey Certification - <i>at footing inspection</i>			
	2. Flood Plain Certification – <i>at final inspection</i>			
	3. Surveyor's Height Certification – <i>at roof frame and building height inspection</i>			
ENERGY:	1. Certification of Installation CF2R - <i>See MF-1R/CF-1R on approved plan</i>			
	2. Certification of Verification (HERS) CF3R - <i>See MF-1R/CF-1R on approved plan</i>			
CAL GREEN:	1. CAL Green Documentation Compliance Certification – <i>at final</i>			
	2. Moisture Content Declaration – <i>check at rough inspection – submit at final</i>			
STRUCTURAL OBSERVATION:	1. Foundation Structural Observation Report - <i>at footing inspection</i>			
	2. Retaining Wall Structural Observation Report – <i>see Structural Observation Schedule</i>			
	3. Framing Structural Observation Report - <i>at rough sign-off</i>			
	4. Final Structural Observation Report - <i>at final inspection</i>			
COMMENTS:				