



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

100 Civic Center Drive
Newport Beach, California 92660

949 644-3200
newportbeachca.gov/communitydevelopment

Policy Memorandum – ADMIN 8

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: **March 10, 2020** (*Original Effective Date: October 27, 2005*)
Regarding: **Plan Check Filing**

The Records Specialist will assume the responsibility is of filing plans for all plan checkers. Plans to be filed for customer pick up will be deposited in one of two bin locations for filing. The Records Specialist and designated staff will file plan checks deposited in these bins in the downstairs counter bins several time throughout each work day. There will be a bin placed on both floors of the Building Department, each labeled “PLAN CHECK SET TO BE FILED.”

The filing of plans in the vault will not be changed. No plans to be filed in the vault should be deposited in either of the new bins.

In an effort to reduce the burden of excess plan sets being stored in counter bins, the plan check engineers should begin discarding old plan sets as they are no longer needed. It will be the responsibility of each plan check engineer to determine if the older check set of plans can be discarded. If possible, only one “Building” set of plans should be returned to the customer during the picking up of corrections. The customer should return the most recent check set and a new set for recheck only.

The plan check engineer should mark each page of the plans with their initials or initials stamp in order to visually demonstrate that each page has been reviewed.

When rechecks are approved over the counter, staff should direct the customer to take all of the completed sets. This is part of an effort to stop the customers from treating our counter bins as temporary storage while in plan check. Observation of the above policy regarding the marking of each page of the plan sets is important for the enforcement of this policy.

When new permits are issued, the vault set of plans should be stamped “ISSUED” on the tag, prior to routing to the vault.