

City of Newport Beach - Building Department

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
June 16, 1998 Revised 11/19/98 Revised 12/03/01	Procedure for Outside Plan Check	ADM 303.1

Objective: Utilize plan check consultants when the work volume increases to the point where plan check staff are not able to provide a three week turn-around on plan check.

Consultants: A pool of four local consultants with approved service agreements will be maintained to provide this service.

Sorting Drawings: The Building Director or his deputy will select the drawings and the consultant to which they will be sent, based on the following criteria:

1. Cost of service
2. Quality of plan check
3. Turn-around time of 10 working days for plan check, 3 working days for recheck
4. Professionalism/communication/availability
5. Qualifications of employee(s) providing the service

Preparing Drawings:

a) The permit technician will establish a spreadsheet on the sharefolder on which the following minimum information will be recorded:

1. Name of consultant to which drawings will be sent
2. Date
3. Plan check numbers
4. What is needed to be checked (building, grading, etc.)
5. Plan check fee
6. Track the dates when drawings are sent to the Consultant for plan check/re-check and when they are received back from Consultant.

b) Enclose a copy of the spreadsheet with the drawings to be sent to consultant.

Tracking Drawings: Permit technicians to record on the plan check “base” screen the consultant’s initials, and on the plan check “status” screen, record the date and the consultant to which the drawing was sent. Also record on the “approvals” screen when the drawings are received back from the consultant.

Coordinating Plan Check (Customer/City/Consultant): Drawings must be submitted/resubmitted by the applicant to the City. Consultants may not receive drawings or give the drawings to customers unless an exception is made by the Building Director or his deputy. Do not refer customers to consultants to check on the status of plan check. Permit technicians will inquire about the status of plan check and provide an answer to the applicant. All customer dealings should be with the Building Department, except if the project architect or engineer need to clarify or resolve technical issues with the consulting plan check engineer. Consultants must maintain a professional business relationship with Building Department staff and limit visiting and socializing with staff during business hours.

A plan check engineer will be assigned to coordinate with and supplement the Consultant’s role in plan check and approval of the project. He/she will answer technical questions related to the project and make the building data entry on the permits system (type of occupancy, type of construction, number of stories, area, etc.). He/she will also coordinate the plan check with other departments and write the rough draft certificate of occupancy.

Approval of Drawings: Consultant must stamp each sheet of the drawing after the corrections are resolved. If there are fewer (less than 6) **minor** issues to be resolved, consultant may stamp the drawings and list on the front sheet of drawings the issues that may be resolved at the permit counter. The designated coordinator will verify that the drawings are approved by the Consultant and by other departments. He will stamp and sign the drawings and sign the Building permit.

Revisions to Drawings: Design revisions to approved drawings shall be reviewed by the same consultant on an hourly basis. Fee for the revision shall be collected at the time when the customer picks up the drawings. Refer to policy on “Revisions to Drawings” for additional information.

Modifications/Alternate Materials and Methods: Consultant to submit recommendations on modification request(s) related to a plan check the Consultant has performed. Applicant will fill out the required form(s) for Building Department review and approval.

Meetings Applicant/Consultant: Meetings between the Applicant and Consultant will be held at the Newport Beach Building Department unless otherwise authorized by the Building Director or his deputy.

Copies of Correction List: Consultant to keep a copy of the initial correction list on file for a period of three years. The original correction list will be kept in file according to policy ADM-2.

Point of Contact: The Building Director or his deputy shall assign a plan check engineer to each Consultant to be the Coordinator.

Plan Check Forms: Consultants to use City of Newport Beach correction sheets for checking building and grading for single family dwellings.

RESCINDED on 9-24-12

Jay Elbettar, Building Director

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