



**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

**PRE-GRADE MEETING AGREEMENT**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

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. The grading plan check number for this site is \_\_\_\_\_ and will be referred to in all reports, certifications and correspondence.
3. **STOP ORDERS:** Whenever any work is being done contrary to the provisions of the City Codes, the Chief Building Official or his authorized representative may order the work stopped by notice in writing served on any persons engaged in the doing or causing such work to be done and any such persons shall forthwith stop such work until authorized by the Chief Building Official to proceed with the work.
4. The stamped set of approved plans shall be on the job site at all times.
5. **NOTIFICATION OF NONCOMPLIANCE:** If, in the course of fulfilling their responsibilities, the civil engineer, surveyor, the soils engineer, the engineering geologist or the testing agent finds that the work is not being done in conformance with the approved grading plans, the discrepancies shall be reported immediately in writing to the person in charge of the grading work and to the Building Division. Recommendations for corrective measures, if necessary, shall be submitted to the Building Division for approval.
6. When import or export of materials is required, haul routes to and from the site shall be approved by the City Traffic Engineer and hauling procedures shall be in accordance with Chapter 15 of the Newport Beach Municipal Code (NBMC). Contractor shall use Best Management Practices (BMP's) to insure that all water quality issues are addressed.
7. Between October 1 and April 30, erosion control BMP measures shall be in place. During the remainder of the year dry season wind erosion BMP's (dust control) shall be implemented. Sediment control BMP's shall be installed and maintained at all operational storm drain inlets internal to the project. BMP's to control off-site sediment tracking shall be implemented and maintained. Appropriate BMP's to prevent contamination of stormwater from construction activities shall be implemented. A "weather triggered" action plan and the ability to deploy BMP's to protect all exposed portions of the site within 48-hours when the National Weather Service forecasts a 50% or greater chance of rain.
8. All fills shall be compacted throughout to a minimum of 90 percent compaction as determined by ASTM test method 1557 and approved by the soils engineer. Compaction tests shall be performed according to the preliminary soils report.
9. All trench (including interior and exterior utility trenches) and retaining wall backfill shall be compacted throughout to a minimum of 90 percent relative compaction and approved by the soils engineer.
10. Whenever work on which required inspection/testing is covered by additional work without first being inspected/tested, the Chief Building Official shall require by written notice that the work be exposed for examination. The work of exposing and recovering shall not entail or be subject to expense to the City of Newport Beach and will be the sole expense of the Permittee.
11. Landscaping of all slopes and pads shall be in accordance with 15.10.130 of the NBMC.
12. Approved drainage provisions shall be used to protect adjoining properties during the grading operation.

13. The permittee or his agent shall notify the Building Division when the grading operation is ready for each of the following inspections:
  - a. **PRE-GRADE MEETING:** When the permittee is ready to begin work, but not less than two days before any grading or brushing is started.
  - b. **DRAINAGE DEVICE INSPECTION:** After forming of terrace drains, down drains or after placement of pipe in subdrains, but before any concrete or filter material is placed.
  - c. **SPECIAL:** \_\_\_\_\_  
\_\_\_\_\_
  - d. **ROUGH GRADING:** When all rough grading has been completed, the rough grade report shall be provided to the Building Inspector at foundation inspection or sooner based on the Building Inspector's discretion.
  - e. **FINAL:** When all work, including installation of all drainage structures and other protective devices, has been completed and the as-graded plan, professional approvals and the required reports have been submitted.
14. All footing excavations, slab on grade areas and subdrains shall be inspected and approved by the Geotechnical Engineer or Engineering Geologist. Written approval shall be submitted to the Building Inspector.
15. Prior to the start of grading, all permanent property corner monuments shall be in place. Prior to any foundation inspections, proof of recordation of the "corner record" or "record of survey" with the County of Orange shall be provided.
16. The undersigned acknowledge a copy of the above and agree to comply with the Grading Code of the City of Newport Beach, the recommendations of the project soils report and any special requirements of the permit.
17. Prior to foundation inspection a Line and Grade Certificate Form must signed and stamped by the surveyor of record and submitted to the building inspector. A Structural Observation Report may be required.
18. All parties listed below must be present for the pregrade meeting unless approved by the building inspector.
19. All duplex construction requires separate utilities (sewer, water, gas, electrical, fire sprinkler risers).

OWNER/CONTRACTOR: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

DESIGN CIVIL ENGR.: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

GEOTECHNICAL ENGINEER: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

GEOLOGIST.: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

GRADING CONTR.: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

COORDINATOR: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

NEWPORT BEACH REPRESENTATIVE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

INSPECTION REQUESTS: (949) 644-3255

**Newport Beach Construction Hours:**  
 Monday through Friday: 7:00 a.m. to 6:30 p.m.  
 Saturdays: 8:00 a.m. to 6:00 p.m.  
 No work on Sundays and Holidays