



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 2

To: Building Division Staff

From: Samir Ghosn
Deputy Community Development Director/Chief Building Official

Effective Date: **March 10, 2020**
(Original Effective Date: October 27, 1998)
(Revised: February 7, 2001)

Regarding: **Records Retention of Plan Check Correction Sheets**

Plan check engineers are required to generate plan correction lists for each plan check including those done over the counter. The correction list may be a portion of the overall corrections, with some requested clarifications on the drawings. A copy of the typed correction list must be kept with the approved record drawings and should be scanned to permit plus for record retention. At permit issuance, the correction list should show strike through on each item or shall be stamped approved and bundled with other documents to be scanned. After construction is completed, the correction list will be scanned with the drawings for permanent record keeping.