



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

Demolition Notice to Adjoining Property Owners

Certified mail notification:

A notice of intent to demolish shall be sent via certified mail to adjacent property owner(s). Signed returned receipt must be provided to the Building Division at the time of permit issuance. Demolition may commence 30 days after the date of notification per Newport Beach Municipal Code Section 15.02.120.

Letter requirements:

Letters indicating demolition of an entire structure **must be sent by certified mail** to all adjoining properties to one with proposed structure(s) to be demolished, and such notification letter must include the following information:

DEMOLITION NOTICE TO ADJOINING PROPERTY OWNERS

CERTIFIED MAIL

Date: _____

(Name of adjacent property owner)

(Address of adjacent property owner)

(City, State, Zip of adjacent property owner)

Dear _____,

In accordance with section 15.02.120 of the Newport Beach Municipal Code, Demolition of entire structure, a notice of intent to demolish a building will be filed with the Building Division on _____.
(date)

Applicant's Name Filing Notice: _____

Owner's Name Filing Notice: _____

Address of property to be demolished: _____

Description and type of structure to be demolished: _____
