



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 7

To: Building Division Staff
From: Samir Ghosn,
Deputy Community Development Director/Chief Building Official
Effective Date: **March 10, 2020** (*Original Effective Date: January 12, 2001*)
Regarding: **Demolition Permits**

A permit for demolition of a complete structure may be issued over the counter subject to Planning approval. A proper erosion control measures shall be submitted to the City identifying all BMP measures and Sandbags locations to avoid site runoff to the street. Truck ingress and egress plates must be shown on the plans. The sewer shall be capped under a plumbing permit

A 30-day advance notification of intent to demolish must be provided to adjacent neighbors with proof of certified mail notification must be provided to the City Building Division prior to issuance of a Demolition permit for an entire structure.

A partial demolition permit for any structure will not be allowed. Partial demolition shall only be allowed under a combination building permit for the planned addition, alteration or remodel to a building or structure.

In accordance with the Newport Beach Administrative Code, permits for a project (including grading permit) shall only be issued after the entire project design drawings are approved.

Exceptions must be approved by the Chief Building Official or Community Development Director.