



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 17

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: **March 10, 2020**
Regarding: **Elevation Certificate Processing, Storage, and Copies on Inquirers**

The City of Newport Beach requires elevation certificates (EC) for all new or substantially improve structures in a Special Flood Hazard Area (SFHA), as described in the City's Floodplain Management Ordinance, Chapter 15.50 of the Newport Beach Municipal Code, Ordinance 91-38.

When a property owner requests a permit for building a new structure, remodeling an existing structure, or rebuilding a damaged structure, the City counter engineer will review the parcel information to determine if the parcel is located within the SFHA boundary. The City's database identifies parcels within a SFHA. If the parcel is within a SFHA, the counter engineer will instruct the permit applicant to provide an elevation certificate form and show them where to obtain the form from FEMA's website: <https://www.fema.gov/elevation-certificate> along with Building Policy ADMIN 16 - Required Plan Check and Inspections within a SFHA, which identifies the steps required for submitting an EC.

Building Policy ADMIN 16 identifies an EC is due, for a parcel within a SFHA, at the first time building plans are submitted for review, and at the time the foundation form inspection, and prior to requesting final inspection for occupancy.

Each EC submittal is reviewed and approved by a City's Floodplain Manager or Principal Engineer. Approvals for the building permit process are not given until the EC is approved as being complete and correct. The EC is then scanned into the computerized LaserFishe database, by the City's Records Division, and associated with the parcel for future reference. The database system tracks all past permitting activity and is used to manage current and future permits with their related documents.

Completed EC's are available for review upon request or on-line and are easy to reference and locate through the EC list and/or through the database system with

an address search. <https://www.newportbeachca.gov/how-do-i/apply-for/permits/building-permits-and-plan-check/elevation-certificates>

If an EC is submitted and is not complete or correct, the EC will be sent back to the surveyor, engineer, or property owner for corrections as required. The building permit process will not continue until an EC is correct and all flood mitigation construction requirements are met.

Some ECs that were submitted in the past and contained errors, have been corrected by the Principal Engineer using the EC correction form. Those EC correction forms are stored with the EC in the LaserFishe database.