



# CITY OF NEWPORT BEACH

## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 926588915  
www.newportbeachca.gov | (949) 644-3200

### PRE-CONSTRUCTION MEETING CHECKLIST

Address: \_\_\_\_\_

Permittee: \_\_\_\_\_ Permit #: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

PROJECT SCOPE:		YES	NO	N/A
<u>GENERAL REQUIREMENTS</u>	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. Review inspection requests procedure, inspection sequence, re-inspection fee.			
	3. Discuss plan deviations and procedure to change approved plans.			
	4. Specify licensed special inspection and final reports.			
	5. Specify structural observation reports.			
<u>SITE REQUIREMENTS</u>	1. Line and grade survey requirements.			
	2. Height certification and language.			
	3. Undergrounding of utilities on site.			
	4. Review grading and erosion control BMP requirements.			
<u>REVIEW OF SPECIFIC PROJECT REQUIREMENTS</u>	1. Easements, modifications, use permits variances, grease interceptors, etc.			
	2. Smoke and CO detection and egress windows.			
	3. Gas and Electric location and release.			
	4. Sewer cleanout backwater valve, etc.			
	5. Fire sprinklers – separate permit and inspection.			
	6. Door swing and landings, glazing identification, guardrails, etc.			
	7. Certificate of Occupancy (no temporary allowed).			
	8. Work hours, encroachment permits, department referral signature card.			
	9. Sanitation, site cleanliness, water pumped to storm drains, noise level and dust control.			
<u>COMMENTS</u>				