



Mooring Permit Transfer Process Checklist

- The Mooring Permit Transfer process is completed online.
 - Here is the direct application link to the Civic Portal:
https://css.newportbeachca.gov/energov_prod/selfservice#/permit/apply/236/0/0
- If you would like to complete the transfer in person at the Harbor Department:
 - Please schedule an appointment with Permit Technician, Madison Infelise
 - Minfelise@newportbeachca.gov or 949.718.3429 Monday- Thursday (weekends can be arranged)
- You will need to make an account through Civic Portal (if you do not already have one) and complete all steps for the transfer.
 - Sellers, your contact information must match what is on file with the Harbor Department

Mooring #: _____

Mooring Length: _____ Vessel can never exceed the mooring size.

Transfer Fee: _____ (75% of annual fee) will be collected during the transfer process.

Your Monthly Fee: _____ autopay may be set up online after transfer completed

Mooring Overhaul is required every 2 years. Your next overhaul is due: _____

- Will a vessel be going on the morning, if yes then the following must be completed:
 - Vessel inspection is required prior to the vessel being placed on the mooring
 - Current registration/ documentation and insurance are required. Permittee must send updated registration/ documentation and insurance declarations pages once expired.
 - Insurance documentation must include the City of Newport Beach as additional insured (specific verbiage will be sent to you).
 - Vessel can never exceed the mooring size. Max Vessel Size: _____