



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

3300 Newport Boulevard | P.O. Box 1768 | Newport Beach, CA 92658
www.newportbeachca.gov | (949) 644-3275

PLAN CHECK SUBMITTAL CHECKLIST

Complete package compliance will be verified at the time of submittal.

NEW CONSTRUCTION – RESIDENTIAL AND COMMERCIAL

- ☐ Architectural Plans
- ☐ Structural Plans and supporting calculations
- ☐ Grading Plans showing the following: property lines and dimensions, all buildings on the lot, front/rear/side yard setbacks, grading cuts and fills, hardscape, and drainage
- ☐ Topographic Survey
- ☐ Mechanical, Electrical, and Plumbing Questionnaire for Plan Review Waiver
 - ☐ Mechanical, Electrical, and/or Plumbing Plans (if required by waiver)
- ☐ Energy analysis (CF-1R Form)
- ☐ Geotechnical Report

ADDITIONS OR ALTERATIONS – RESIDENTIAL AND COMMERCIAL

- ☐ Architectural Plans
- ☐ Structural Plans and calculations for addition areas
- ☐ Site Plan including property lines and dimensions, all buildings on the lot, front/rear/side yard setbacks
- ☐ Mechanical, Electrical, and Plumbing Questionnaire for Plan Review Waiver
 - ☐ Mechanical, Electrical, and/or Plumbing Plans (if required by waiver)
- ☐ Energy analysis for additions (CF-1R Form)
- ☐ Soils Report when required by [City Policy CBC 1803.5](#)

TENANT IMPROVEMENT

- ☐ Architectural Plans
- ☐ Site Plan including property lines and dimensions, all buildings on the lot
 - ☐ Accessible Route in compliance with CBC 11B-202.4
- ☐ Mechanical, Electrical, and Plumbing Questionnaire for Plan Review Waiver
 - ☐ Mechanical, Electrical, and/or Plumbing Plans (if required by waiver)