



CITY OF NEWPORT BEACH

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND NEW CONSTRUCTION

For number of sets required, refer to the Required Department Review Matrix.

General

1. 18" x 24" minimum, drawn in a commonly used scale (1/8 or 1/4 inch architectural, 10 scale engineering)
2. Scale and north arrow on each page
3. Address of project, and legal description of property
4. Name, address and phone number of owner
5. Name, address, phone number and signature of individual who prepared plans on each sheet
6. Site plan showing size of property, property lines and dimensions, all buildings on the lot, front/rear/side yard setbacks (required, existing and proposed), sidewalks, easements, and projections into setbacks, such as eaves, stairs, fireplace, etc.
7. For projects with 1,000 sq. ft. or more of construction, and for projects with construction within 2 feet of the height limit, complete topographic survey wet-stamped and signed by a California licensed surveyor
8. Elevation of all sides, or of sides where changes are proposed
9. Fully dimensioned floor plans showing uses of all rooms including garages, and all doors and windows

Building

1. Grading plans showing property lines, elevations, adjacent street curb elevations and all easements
2. Foundation plans showing the proposed and existing foundation, and typical sections
3. Separate roof and floor framing plans including structural materials to be used and existing sizes as applicable (Example: Rafter 2" x 8" @ 16" O.C. Header 4" x 8")
4. Structural sections with cross reference where applicable, including full section through fireplace (if applicable)
5. Roof construction, pitch and materials to be used
6. Additional details as required, such as stairs, etc.
7. Heating system
8. Electrical outlets shown not more than 12' - 0" apart (measured along wall) and location of lights and switches
9. Material specifications, e.g., concrete 2500 psi @ 28 days rebar 40 ksi, grade of all lumber, plywood, etc.

10. Conformance with State Energy Law

Fire

1. Fuel modification plan, if in Special Fire Protection Area
2. Two copies of fire sprinkler plans and cut sheets if applicable

Planning

1. Existing and proposed number of units
2. Buildable area of the site per NBMC 20.03.030, and calculations
3. Maximum allowable, existing, and total proposed floor area. If the project is within 10% of the maximum allowable floor area, a tissue overlay showing area dimensions and calculations must be submitted
4. Open space required and provided (if applicable)
5. Lot coverage (if applicable)
6. For projects with construction within 1 foot of property line, complete boundary survey wet-stamped and signed by a California licensed surveyor including bearings, distances, dimensions, monuments, lot corners, etc.
7. Parking spaces required and provided
8. Roof plan showing property lines; worst case natural grade point below -- and elevation of -- roof ridges, midpoints and flat elements (deck finished floor heights, deck rail heights, top of roof top equipment, etc.). If "imaginary" roof projections are being used, the projection must be shown and the midpoint elevation must be labeled. Plan Checker may require that the topographic information and roof plan be shown on one plan sheet
9. List of any current discretionary approvals received for the project (i.e., Use Permit, Development Plan Review, Coastal Development Permit, etc)
10. Any construction permitted by a Modification Permit labeled and clouded, and Modification Permit Approval Letter incorporated into the drawings

Public Works

The following information, with appropriate dimensions and spatial relationships to the project:

1. Street or alley centerlines and R/W
2. Adjacent curb, sidewalk, and street trees
3. Street improvements such as catch basins, fire hydrants, vaults, pullboxes, vents, streetlights
4. Landscaping when adjacent to driveways, roadways, and alleys.
5. Adjacent improvements that may affect design including driveways, entry walkways, and sidewalks