CITY OF NEWPORT BEACH

BUILDING DEPARTMENT

3300 NEWPORT BLVD.
P.O.BOX 1768, NEWPORT BEACH, CA 92658-8915
(949) 644-3275

CONDOMINIUM CONVERSION INSPECTION REPORT (CHECKLIST)

Inspection Fee: $240.00 per unit ($120/hr – 2 hrs minimum) No. Units _____ Condo Conv. No. _____

Address: _____ Date: _____

Existing Occ: Grp _____ Type of Construction: _____

Owner: _____ Phone Number: _____

Assigned to Inspector: _____ Date: _____ Phone: (949) 644-32 _____

THE FOLLOWING CHECKLIST WILL BE USED DURING THE INSPECTION TO VERIFY EXISTING BUILDING CONDITIONS AND COMPLIANCE TO MINIMUM STANDARDS FOR THE CONDOMINIUM CONVERSION.

A. EACH UNIT MUST COMPLY WITH THE MINIMUM STANDARDS OF THE UNIFORM HOUSING CODE AS ADOPTED BY THE CITY OF NEWPORT BEACH.

1. Does the unit meet minimum sanitation requirements? (y)_____ (n)_____

Comment. _____

_____

2. Does the unit meet minimum structural and occupancy standards? (y)__ (n)___

Comment. _____

_____

3. Does the unit meet minimum exiting safety standards? (y)_____ (n)_____

Comment. _____

_____

4. Does the unit meet minimum plumbing standards? (y) _____(n) _____
Is there a garbage disposal installed on a dedicated circuit?(y) _____(n) _____

Comment. _____

_____

5. Does the unit meet minimum standards of heating and venting? (y)____(n)____

Comment. _____

_____

6. **Does the unit meet minimum standards for electrical safety? (y) ____(n)_____**

Comment._____

_____

B. EACH UNIT MUST COMPLY WITH CURRENT MINIMUM LIFE SAFETY REQUIREMENTS OF THE UNIFORM BUILDING CODE AS ADOPTED BY THE CITY OF NEWPORT BEACH.

7. Do the existing stairs and handrails comply with minimum safety requirements **of Chapter 10 UBC? (y) _____(n)_____**
   Did they comply when originally constructed? (y) _____(n)_____

Comment._____

_____

8. **Do the existing guardrails comply with minimum safety requirements of Section 509 of the Uniform Building Code (y) _____(n)_____**
   Did they comply when originally constructed? (y) _____(n)_____

Comment._____

_____

9. **Are smoke detectors installed in each bedroom and other required locations per section 310.9.1.1 of the UBC (y) _____(n)_____**

Comment: _____

_____

10. **Is there a required occupancy separation rating? ____ _ hr(s)(y) _____(n)_____**
    If so, does it meet the requirements of section 302 UBC? (y) _____(n)_____
    Comment_____

    _____

11. **Is the roof a minimum Class C fire retardant roof? (y) _____(n)_____**
    Owner to submit letter of certification by a licensed roofing contractor of fire retardancy and remaining life of the roof. (y) _____(n)_____

Comment _____

_____

12. **Is safety glazing installed in areas subject to human impact?(y) _____(n)_____**

Comment._____

_____

Other Comments._____

_____

C. **EACH UNIT IS REQUIRED TO BE INDIVIDUALLY SERVED BY SEPARATE UTILITIES. Note: the City does not consider it feasible to separate sewer piping when existing units are integrally piped through lower units to units above. (Please demonstrate for the inspector that utilities serving the units are not connected.)**

13. **Is this unit served by its own water meter and piping?** (y) _____(n)_____
Are the materials used in the system approved for the use? (y) _____(n)_____
Are there apparent cross connection hazards in the system? (y) _(n)____

_____

NOTE: New water service and water meter must go to the secondary unit. Existing water meter and service line must remain with original address. (Contact Water Meter Division with any questions: (949) 644-3019)

Comments:_____

_____

14. **Is this unit served by its own gas meter and piping?** (y) _____(n)_____
Are the materials used in the system approved for the use? (y) _____(n)_____
Are there apparent safety hazards in the system? (y) _____(n)_____

Comments:_____

_____

15. **Is this unit served by its own electric meter and wiring?** (y) _____(n)_____
Is the unit served by a minimum 100amp service? (y) _____(n)_____
Is a new or relocated service required to be fed underground?(y) ___(n)_____
Are there apparent safety hazards in the system? (y) _____(n)_____

16. **Is this unit served by its own sewer and piping?** (y) _____(n)_____
Are the materials used in the system approved for the use? (y) _____(n)_____
Is there an approved cleanout installed at the property line? (y) _____(n)_____

Comments:_____

_____

Other Comments._____

Signed By: _____ Date: _____