



CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915
www.newportbeachca.gov | (949) 644-3200

SPECIAL EVENT INSPECTION REQUEST
For a Special Event Permit

FEES:

\$205.00 per hour - *during regular inspection business hours*

\$241.00 per hour - *outside regular inspection business hours*

NOTE: *This request form must be submitted to the Building Division for approval one week prior to event.*

Date: _____ **Special Event Name:** _____

Special Event Permit #: _____

Inspection Address: _____

Item(s) to be inspected: _____

Requested Inspection Date: _____ **Requested Time:** _____

Purpose of Inspection: _____

I, the undersigned, coordinator of the special event permit, for the event located at the above address do hereby request that the Building Division inspect the items indicated above, and listed within the special event permit, to determine if there are any code violations therein.

It is my understanding that I will be responsible for correcting any violations noted before the general public may enter the event.

Name: _____

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (_____) _____

(For Office Use Only)

Inspection Authorized by: _____

Assigned to Inspector: _____ **Date:** _____

Inspector's Report: _____

Action to be Taken: _____

Inspector Signature: _____ **Date:** _____