



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 Plan Check Service Request
FEE: 75% of plan check fee (minimum: \$425.00)

Date: _____

To: Newport Beach Building Division

Subject: **Request for Special Plan Check Service**

I hereby request that the Building Division provide special plan check service for the project listed below.

I understand that to provide this service, it will be necessary to authorize overtime work. I further understand that my additional cost will be 75% of the plan check fee, but not less than \$399.00.

I hereby agree to pay the cost of overtime in addition to the regular plan check fees.

Job Address: _____

Plan Check No.: _____

Valuation: _____

Amount: _____

Contact Person: _____

Phone #: _____

Authorized By: _____
(owner or representative)

Approved By: _____
(Building Division)