



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

CONDOMINIUM CONVERSION INSPECTION REPORT
(CHECKLIST)

Inspection Fee: \$376.00 per unit No. Units _____ Condo Conv. No. _____
(\$188.00/hr – 2 hrs minimum)

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(s) 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 Section CRC 2013 R311.7? (y) ____ (n) ____
Did they comply when originally constructed? (y) ____ (n) ____

Comment: _____

8. Do the existing guardrails comply with minimum safety requirements of Section CRC 2013 R312? (y) ____ (n) ____
Did they comply when originally constructed? (y) ____ (n) ____

Comment: _____

9. Are smoke detectors/carbon monoxide alarms installed in each bedroom and other required locations per Section CRC 2013 R314 & R 315? (y) ____ (n) ____

Comment: _____

10. Is there a required occupancy separation rating? ____ hr(s) (y) ____ (n) ____
If so, does it meet the requirements of Section CRC 2013 R302.2? (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: _____