



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

CODE ENFORCEMENT DIVISION

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RESIDENTIAL BUILDING RECORDS INSPECTION CHECKLIST

Newport Beach Municipal Code Section 15.15:

The City Council finds that obtaining a report of residential building records will:

- A. *Reduce and prevent violations of building and zoning ordinances by providing the owner of residential property with information as to permitted and illegal uses as well as permitted and illegal construction.*
- B. *Facilitate enforcement of building and zoning ordinances designed to protect the public health, safety and welfare; and*
- C. *Provide the City with an opportunity, assuming consent by the property owner, to inspect property in an effort to identify potentially hazardous conditions. (Ord. 2023-22 § 713, 2023)*

The items listed below are the focus of the Residential Building Records inspection:

(Please note that there may be corrections not included in this list.)

- Number of legal living units per building
- Proper size parking area in garage
- Structures encroaching into setbacks
- Smoke and CO detectors
- Emergency egress from bedrooms
- Security bars covering egress windows
- All walls intact
- Self-closing fire door between house/garage
- Guardrails intact
- Handrails in place
- Steps/Stairs in non hazardous conditions
- Visible house numbers
- Structural hazards
- Water heaters strapped
- Garage floor surfaces non-combustible
- Additions/alterations without proper building permits
- Gas pilots 18" above garage floor
- Extension cords used for permanent wiring
- Faulty electrical wiring
- Pool safety barrier in place
- Plumbing leaks
- Mechanical units non-operational
- Trash, recycle, and organic waste containers per SB1383