



# 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](http://www.newportbeachca.gov) | (949) 644-3200

### SIGN PLAN REVIEW COMMENTS

Project Description:

Project Address:

Plan Check No.:

Permit App. Date:

Plan Check Expires:

Use:

Occupancy:

Const. Type:

CY Cut/Fill:

No. Stories:

Permit Valuation:

Architect/Engineer:

Phone:

Owner/Tenant:

Phone:

Applicant/Contact:

Phone:

Plan Check Engineer:

Phone:

1<sup>st</sup> Review: (date)

2<sup>nd</sup> Review:  
*Italic comments*

3<sup>rd</sup> Review:  
**By Appointment**

**The project plans were reviewed for compliance with the following codes and standards:**

2022 CBC; 2022 CPC; 2022 CEC; 2022 CMC; 2022 California Energy Code; 2022 California Green Building Standards Code (CAL Green); & Chapter 15 of the Newport Beach Municipal Code (NBMC).

**The code section references are from the 2022 CBC, unless otherwise stated.**

- **TO EXPEDITE PROJECT APPROVAL:** Please provide a written response indicating how and where each comment was resolved on the plans.
- Resubmit all previously reviewed plans, updated plans and supporting documents with each subsequent review.
- **AFTER 2<sup>nd</sup> PLAN REVIEW:** Please call the plan check engineer listed above to schedule a plan review appointment, to expedite project approval.
- For clarification of any plan review comment, please call the plan check engineer listed above.
- Plan review status is available online at [https://css.newportbeachca.gov/EnerGov\\_Prod/SelfService#/home](https://css.newportbeachca.gov/EnerGov_Prod/SelfService#/home). Project status is also available by speaking with a permit technician at 949-718-1888 during business hours.

## **GENERAL**

1. Include the following on all plan sheets in the title block:
  - a. Site address
  - b. Plan preparer's name, address and telephone number
2. Obtain plan review approval from the following:
  - a. Building Department – EMP Plan Review
  - b. Planning Department
  - c. Public Works Department
3. All plan sheets shall be signed by the appropriate design professional(s). If the project scope allows plan preparation by other than a licensed individual, such plan preparer shall sign and date all plan sheets. BPCS 5500, et seq. Licensed sign contractor to sign each plan sheet.
4. Provide at least two identical plan sets for permit issuance. When multiple plan sets are submitted, or resubmitted, for departmental reviews all sets shall be identical.
5. Specify type of wall construction you will be attaching signage to (concrete, wood, stucco, etc.)
6. Specify type and size of fasteners (diameter and length) you will be using to attach signage.
7. Comply with Title 24- 2022 California Efficiency Standards for outdoor illuminated signage. Include a completely filled out NRCC-LTS-E form printed on the plans.
8. **Add following notes to plans:**
  - a. "All work to comply with 2022 California Building Codes and 2022 California Energy Efficiency Standards for sign lighting."
  - b. "A 20-amp dedicated circuit for signage with astronomical time clock control shall be provided."
  - c. "Sign installer shall identify sign circuit breaker and update panel directory."