



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 14

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Date: **February 26, 2021**
(Original Effective Date: April 23, 2015, Revised: March 10, 2020)
Re: **Structural Plan Review and Field Changes for One and Two Family Attached Dwellings Units**

Effective **IMMEDIATELY** the following changes to the plan review and inspection process will take place affecting one to three attached dwelling units:

PLAN REVIEW

1. When the project is deemed, by the Chief Building Official, to be substantially complete, the number of technical structural comments relating to structural review will be limited as per the table below. Do not combine different corrections into one comment. Administrative comments are not part of this limitation.

TYPE OF PROJECTS	NO. of STRUCTURAL CORRECTIONS
Residential: < 2,600 sq ft	10
Residential: 2,600 – 5,000 sq ft	15
Residential: >5,000 sq ft	20
Free Standing Retaining Walls	5
Other Structures (Structural Pools; Seawalls, Shoring, Docks Gangways, etc.)	10

2. New structural comments will not be added during the subsequent rechecks, unless the structural design has been modified or changed and new fees are assessed and collected;
3. Structural comments may focus on the lateral resisting elements and details of the project provided there are no design deficiency in the gravity analysis;
4. Plan reviews will be limited to one initial check and two subsequent rechecks; and,

5. Plan reviews for 2nd recheck (3rd check) will be conducted in a face-to-face meeting provided no design modifications or changes has been introduced since the last check.

INSPECTION

1. Minor structural detail changes that occur in the field may be handled through a Request for Information (RFI). RFI's will be stamped and signed by the engineer or architect of record on 8 ½" x 11" sheets or larger, handed to the building inspector, and kept with the permit file. Structural detail RFI's having a design change requiring structural calculations backup shall be submitted to the front counter for review.

RFI's will be submitted for archiving at the time the permit is completed and signed off.

2. Framing changes, modified connections of structural members or member size changes, are required to be submitted to the front counter for revisions.