



# CITY OF NEWPORT BEACH

## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915  
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### SUBMITTAL REQUIREMENTS FOR COMMERCIAL & MIXED USE ADDITIONS AND NEW CONSTRUCTION

Six sets of identical blueprints, with the following information:

#### **General**

1. 18" x 24" minimum, drawn in a commonly used scale (1/8 or 1/4 inch architectural, 10 scale engineering)
2. Scale and north arrow on each page
3. Address of project, and legal description of property
4. Name, address and phone number of owner
5. Name, address, phone number and signature of individual who prepared plans on each sheet
6. Proposed site plan showing:
  - i. property lines and dimensions
  - ii. all proposed buildings and additions
  - iii. front/rear/side yard setbacks (required and proposed), and projections into setbacks, such as eaves, stairs, fireplace, etc
  - iv. sidewalks,
  - v. easements
7. Complete topographic survey wet-stamped and signed by a California licensed surveyor including:
  - i. elevations
  - ii. bearings, distances, dimensions, monuments, lot corners, etc
  - iii. property lines and dimensions
  - iv. all existing buildings
  - v. front/rear/side yard setbacks (required and existing), and existing projections into setbacks, such as eaves, stairs, fireplace, etc
  - vi. sidewalks
  - vii. easements
8. All building elevations, or elevations where changes are proposed, including existing and proposed roof top equipment and screening apparatus
9. Fully dimensioned floor plans showing uses of all rooms, proposed and existing portions including all doors and windows
10. Fully dimensioned parking layout designed per City Standard STD-805-L-A and STD-805-L-B, number of parking spaces and circulation plan
11. Location of trash enclosure(s), and details showing raised foundation with drain going to sewer system (if new), walls on three sides, gate(s), and cover
12. Proposed site walls and hardscape
13. Required and proposed landscaping

#### **Building**

1. Grading plans showing property lines, elevations, adjacent street curb elevations and all easements
2. Foundation plans showing the proposed and existing foundation, and typical sections

3. Soils Report when area of footprint of new and replacement slab and foundation exceeds 1000 square feet.
4. Roof and floor framing plans indicating structural materials to be used and existing sizes as applicable (Example: Rafter 2" x 8" @ 16" O.C. Header 4" x 8")
5. Structural sections and cross references where applicable
6. Material specifications, e.g., concrete 2500 psi @ 28 days, rebar 40 ksi, grade of all lumber, plywood, etc
7. Conformance with State Energy Law
8. Disabled access features
9. Electrical, mechanical and plumbing plans

### **Fire**

1. Site plan showing all structures, openings to buildings, on-site hydrants, hydrants within 500 feet of property lines, fire access surface roadways, engineered alternative roadways, grade of all roadways, access to walkways, locations and types of gates (manual or electric)
2. Current water flow availability
3. Complete fire flow guidelines B.01.
4. Fire access
5. Two copies of sprinkler cut sheets/calculations

### **Planning**

1. Zoning designation of the property
2. Permitted and proposed Floor Area Ratio (FAR), existing, proposed and total gross floor area (as defined in NBMC 20.03.030), and total proposed Building Bulk (calculated in accordance with NBMC 20.63.060). A tissue overlay showing area dimensions and calculations for gross floor area and building bulk must be submitted for projects that are within 10% of maximum allowed
3. Parking requirement, summary and calculations for the various uses on site
4. Copies of any current discretionary approvals received for the project (e.g., Use Permit, Development Plan Review, Coastal Development Permit, etc)
5. Roof plan showing property lines; worst case natural grade point below -- and elevation of -- roof ridges, midpoints and flat elements (deck finished floor heights, deck rail heights, top of roof top equipment, etc.); existing and proposed roof top mechanical equipment and screening apparatus including details illustrating how the equipment will be screened and comply with height limitations. Plan Checker may require that the topographic information and roof plan be shown on one plan sheet
6. Photometric survey for entire site illustrating the location of all existing and proposed light standards

### **Public Works**

The following information, with appropriate dimensions and spatial relationships to the project:

1. Street or alley centerlines, R/W lines, striping/lane lines
2. Curb (both sides of the street), adjacent sidewalk and street trees, medians and turning movements
3. Street improvements such as catch basins, fire hydrants, vaults, pullboxes, vents, streetlights, and traffic signals
4. Complete landscaping and irrigation plan when adjacent to driveways, roadways, and alleys
5. Adjacent improvements that may affect design including driveways, entry walkways, sidewalks, signs, and landscaping