



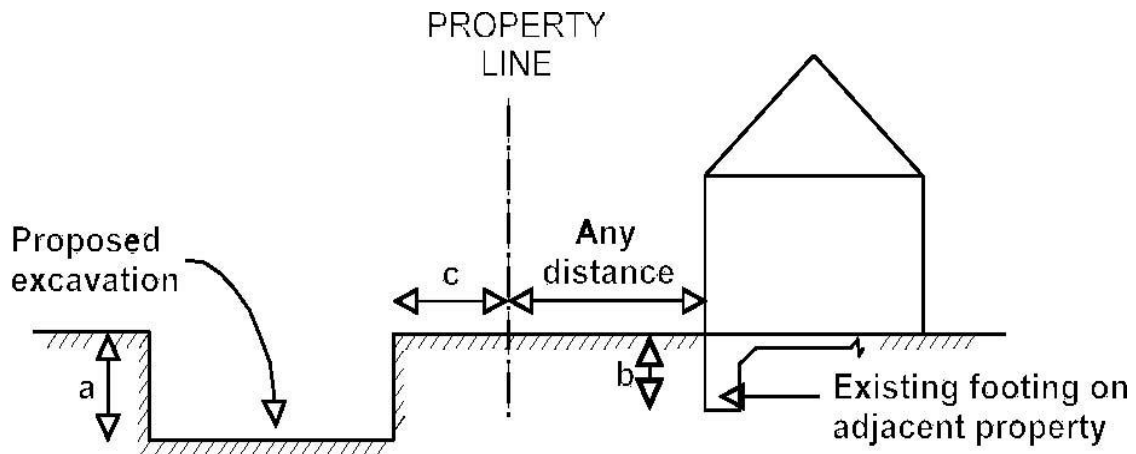
**CITY OF NEWPORT BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 926588915  
[www.newportbeachca.gov](http://www.newportbeachca.gov) | (949) 644-3200

**30-DAY NOTIFICATION TO ADJOINING PROPERTY OWNERS  
INTENT TO EXCAVATE AND DEMOLISH**

Sections 15.10.125 and 15.02.120 of the Newport Beach Municipal Code require applicants for demolition or excavation to provide the adjacent property owner(s) with a 30-day written notice of intent of demolish an entire structure(s) and/or intent to excavate when the depth of the proposed excavation as shown in Figure 1(a) is greater than the following:

1. The depth of the wall footing or foundation as shown in Figure 1(b) of an adjoining building or structure, and
2. The distance between the property line and the proposed excavation as shown in Figure 1(c). (See below)



**Figure 1**

Evidence of the 30-day notification to excavate or demolish an existing structure will be required prior to issuing any building permits. The procedure for providing proper notification shall be as follows:

1. Use the attached letter as a sample to provide the required notification. Should you have questions regarding the completion of the form please contact your plan check engineer.
2. The notification letter shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.
3. The applicant shall provide the plan check engineer with the certified mail return receipt as evidence of the notification.



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**30-DAY NOTICE OF INTENT TO DEMOLISH OR EXCAVATE**

Date:

To: \_\_\_\_\_ at \_\_\_\_\_

From:

**Subject: PROTECTION OF ADJOINING PROPERTY AND/OR DEMOLITION OF ENTIRE  
STRUCTURE**

**(NBMC 15.02.120 & 15.10.125 and Civil Code Section 832)**

Job Address:

Legal Description:

I am applying for a building permit with the Newport Beach, Building Division for the purpose of:

As a part of the permitted work, I will be demolishing an entire structure on my property and/or excavating below the existing grade level as follows:

- Demolition of Entire Structure  
Description of Building to be Demolished:
- Excavation  
Depth of Excavation:  
The proposed excavation is scheduled to begin on or after:

City Ordinance(s) requires notification by certified mail to adjacent owners at least 30 days before complete building demolition or excavation that may endanger the adjacent property commences. Excavation that may endanger the adjacent property is defined as an excavation of a greater depth than are the walls or foundations of any adjoining building or other structure, and so close as to endanger the building or other structure in any way. Proof of notification in the form of the certified mail return receipt is required prior to permit issuance.

Should you have any questions or concerns, I can be reached at:

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_