

ONLINE REVISION

Civic Site – www.newportbeachca.gov/civic

STEP 1



Before starting ensure that you are logged into your CIVIC account.

Select **My Work** to access your existing projects.

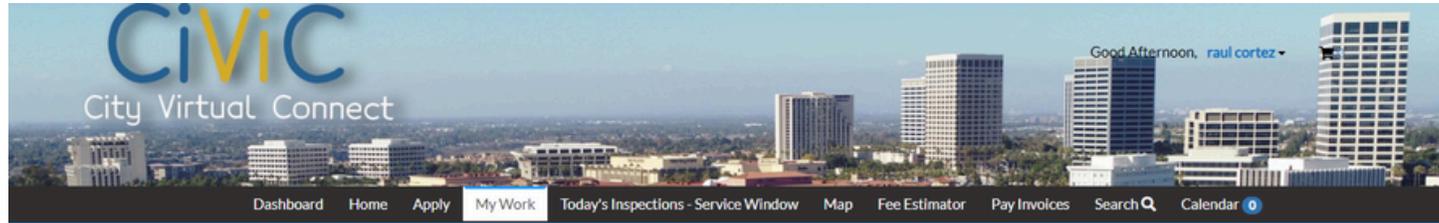
Enter Permit or Plancheck Number Here (you must have a CIVIC Account to Schedule an Inspection)

 My Account Click here to access your account information.	 Apply This tool can be used to apply for a permit, plan or license.	 Search Public Records This tool can be used to search for existing permits, plans, and inspections.
 General Online Permitting Information New to CIVIC? This is a good place to start! Visit our website to find out more about how to obtain your permit online!	 User Dashboard User Dashboard	 Map of Active Building Permits Access active Building Permit information and schedule inspections through this interactive map.

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STEP 2



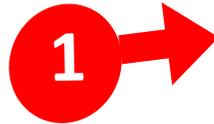
My Work

MY PERMITS

Permit Number	Project	Address	Permit Type	Status	State
PC2023-1945	NEW SFR PR2023-0297	2808 OCEAN BLVD NEWP...	Single Family / Duplex Plan Check	Approved	Active

Showing 1 records.

Locate the plan check number you are trying to revise and once located click on the blue Plan Check number to continue.



Note: For revisions to plans issued prior to May 6, 2024 you will submit under the plan check number (PC2024-XXXX). Plans issued on or after May 6, 2024 will be submitted under the permit number (XR2024-XXXX).

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STEP 3

CiViC
City Virtual Connect

Good Afternoon, raul.cortez

Dashboard Home Apply My Work Today's Inspections - Service Window Map Fee Estimator Pay Invoices Search Calendar

Permit Number: PC2023-1945

Permit Details | Tab Elements | Main Menu

Type:	Single Family / Duplex Plan Check	Status:	Approved	Project Name:	NEW SFR PR2023-0297
IVR Number:	345248	Applied Date:	08/11/2023	Issue Date:	04/15/2024
District:	Council District 6	Assigned To:		Expire Date:	08/12/2024
Finalized Date:					
Description:	NEW SFR W/ BASEMENT & GARAGE W/ TEMP SHORING - 5473/1759 SF				

Summary Locations Fees Reviews Attachments Contacts Sub-Records

Progress

33% Completed

- Completed
- In Progress
- Not Started

Workflow

- Extension Letter Granted - Passed
- Department Plan Check - Not Passed : 09/25/2023
- Department Plan Check - Not Passed : 01/09/2024
- Building Official Review - Passed : 01/22/2024
- Application Submittal - Passed : 01/22/2024
- Department Plan Check - Not Passed : 03/22/2024

1

From the Permit Details page of the plan check number select the **Sub-Records** tab.

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STEP 4

Permit Details | Tab Elements | Main Menu

Type: Single Family / Duplex Plan Check	Status: Approved	Project Name: NEW SFR PR2023-0297
IVR Number: 345248	Applied Date: 08/11/2023	Issue Date: 04/15/2024
District: Council District 6	Assigned To:	Expire Date: 08/12/2024
Finalized Date:		
Description: NEW SFR W/ BASEMENT & GARAGE W/ TEMP SHORING - 5473/1759 SF		

Summary Locations Fees Reviews Attachments Contacts **Sub-Records** More Info

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records Sort Record Number

Record Number	Type	Status
XR2023-2262	Combo Residential - Online	Issued
XR2023-2263	Combo Residential - Online	Issued
PI2024-0091	Permit Issuance Acknowledgement	Approved

Results per page 10 1 - 3 of 3 << < 1 > >>

Remaining Sub-Records

Type	Action
Revision	Apply

Results per page 10 1 - 1 of 1 << < 1 > >>

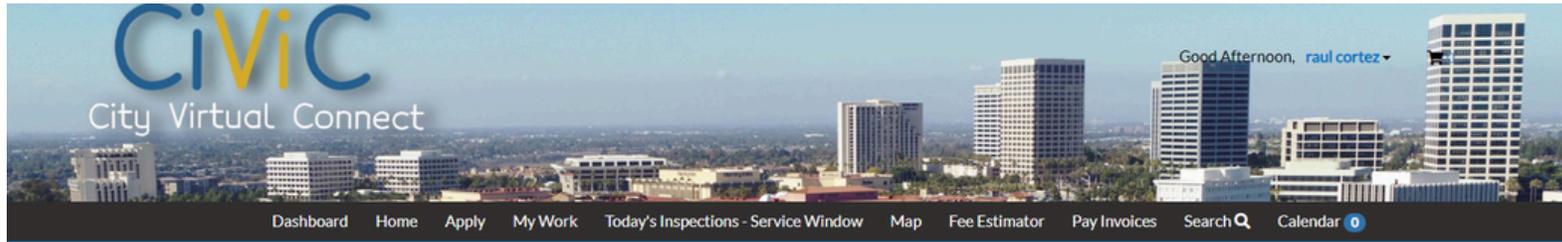


Scroll to the bottom under the **Remaining Sub-Records** section and click on the **Apply** button next to the **Revision** option.

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STEP 5



Apply for Permit - Revision

*REQUIRED



LOCATIONS

<p>Type: Location</p> <p>US 2808 OCEAN BLVD , NEWPORT BEACH, CA ,...</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 052 061 26</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Type: Location</p> <p>US 2808 OCEAN BLVD , NEWPORT BEACH, CA ,...</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 052 061 26</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Location</p> <p>Add Location</p> <p>+</p>
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Save Draft

Next



The project location will automatically be added, no need to add the location again. Click **Next** to continue.

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STEP 6

Apply for Permit - Revision *REQUIRED

Progress: 1. Locations (✓) 2. Type (●) 3. Contacts 4. More Info 5. Attachments 6. Review and Submit

PERMIT DETAILS

Provide Project description for **REVISED** items only following the examples below.

For Example:

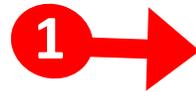
- **Additional 50sq ft in Master Closet, Revise Framing, Revise Roof Plan**
- **Revise Building Height on Elevation to match Field Measurements and update notes on cover sheet.**

* Permit Type: Revision

Description: NEW SFR W/ BASEMENT & GARAGE W/ TEMP SHORING - 5473/1759 SF

Buttons: Back, Save Draft, Next

Provide the project description for the **REVISED** items only. Examples are provided above in bold.



Once the revision description has been entered click **Next** to continue.

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STEP 7

The screenshot displays the 'Apply for Permit - Revision' page. At the top, the 'CIVIC City Virtual Connect' logo is visible, along with a navigation menu and a user greeting: 'Good Afternoon, raul cortez'. Below the navigation is a progress bar with six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, and 6. Review and Submit. The 'CONTACTS' section shows a card for the applicant 'RAUL CORTEZ (You)' with the address '100 civic center dr'. To the right of the applicant card is a blue 'Add Contact' button with a plus sign. At the bottom of the page, there are three buttons: 'Back', 'Save Draft', and 'Next'. A red arrow labeled '1' points to the applicant card, and another red arrow labeled '2' points to the 'Next' button.

The portal will automatically add you as the applicant for the revision. No need to add another contact.

Click **Next** to continue.

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STEP 8

Dashboard Home Apply My Work Today's Inspections - Service Window Map Fee Estimator Pay Invoices Search  Calendar 

Apply for Permit - Revision *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

If the revision includes scope outside the permitted scope of work, provide additional area and/or valuation below:
Leave Blank if not Applicable

Single-Family/Duplex [Next Section](#) | [Top](#) | [Main Menu](#)

Addition Square Footage

Addition Valuation \$

Alteration Square Footage

Alteration Valuation \$

3 Unit or More Residential/Non-Residential [Previous Section](#) | [Top](#) | [Main Menu](#)

Square Footage

Valuation \$

[Back](#) [Save Draft](#) [Next](#)

If the revision includes scope outside the permitted scope, provide additional area and/or valuation in this section. Leave this section blank if not applicable.



Click **Next** to continue.

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STEP 9

Apply for Permit - Revision *REQUIRED

Progress: 1. Locations (✓), 2. Type (✓), 3. Contacts (✓), 4. More Info (✓), 5. Attachments (5), 6. Review and Submit (6)

Attachments

Please follow the instructions below to submit required/optional forms:

1. Attach
 - Plans - Attach Revised Sheets Only
 - Structural Cals (Optional)
2. Save the form as PDF
3. Upload the form

1 Click the “+” button to upload the revised plans. Attach the revised sheets only. TIP:

2 Supporting docs can be added here (i.e. structural calcs, soils report, WQMP). Click on **Select Type** to choose the type of doc being uploaded and then click on the “+” to add the file.

3 Click **Next** to continue.

Buttons: Back, Save Draft, Next

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STEP 10

Progress bar: Locations (✓), Type (✓), Contacts (✓), More Info (✓), Attachments (✓), Review and Submit (6)

[Submit](#)

Locations

Location	2808 OCEAN BLVD , NEWPORT BEACH, CA , 92625
Location	2808 OCEAN BLVD , NEWPORT BEACH, CA , 92625
Parcel Number	052 061 26

Basic Info

Type	Revision
Description	NEW SFR W/ BASEMENT & GARAGE W/ TEMP SHORING - 5473/1759 SF
Applied Date	05/08/2024

Contacts

Applicant	RAUL CORTEZ 100 civic center dr ,
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More Info

Single-Family/Duplex		Next Section Top Main Menu
Addition Square Footage		
Addition Valuation	\$0.00	
Alteration Square Footage		
Alteration Valuation	\$0.00	



Once files and attachments have been uploaded and you have reviewed that all the information you provided is correct click on **“Submit”** to finish submitting the revision. 🎉🎉

Note: You will receive a follow up email from us once plans are ready to be routed for review with an invoice. In order for review to begin invoice needs to be paid.