



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 | (949) 644-3200

PRE-GRADE MEETING CHECKLIST REQUIRED DOCUMENTS AND CERTIFICATIONS

Address: _____

Permit #: _____ Date: _____

Inspector: _____ Office Phone # 949-644-32 _____

The purpose of this checklist is to remind you when various Surveyor's, Engineer's, Soils inspections, and contractor certification forms and memos are required to be submitted to your inspector. Forms can be found on our website at: <http://www.newportbeachca.gov/index.aspx?page=1725>

PROJECT SCOPE:		Y	N	DATE APPROVED
GRADING CERTIFICATES REQUIRED PER PRE-GRADE AGREEMENT:	1. Rough grade compaction report – <i>at footing inspection</i>			
	2. Soils memo for footing and slab – <i>at footing/slab inspections</i>			
	3. Final Grading Report - <i>at grading final</i>			
	4. Provide completed Civil Engineer's Certification form - <i>at grading final</i>			
	5. Proof of submittal to county of "corner record" or "record of survey" - <i>at footing inspection</i>			
SITE CERTIFICATES:	1. Line and Grade Survey Certification - <i>at footing inspection</i>			
	2. Flood Plain Certification – <i>at final inspection</i>			
	3. Surveyor's Height Certification – <i>at roof frame and building height inspection</i>			
ENERGY:	1. Certification of Installation CF2R - <i>See MF-1R/CF-1R on approved plan</i>			
	2. Certification of Verification (HERS) CF3R - <i>See MF-1R/CF-1R on approved plan</i>			
CAL GREEN:	1. CAL Green Documentation Compliance Certification – <i>at final</i>			
	2. Moisture Content Declaration – <i>check at rough inspection – submit at final</i>			
STRUCTURAL OBSERVATION:	1. Foundation Structural Observation Report - <i>at footing inspection</i>			
	2. Retaining Wall Structural Observation Report – <i>see Structural Observation Schedule</i>			
	3. Framing Structural Observation Report - <i>at rough sign-off</i>			
	4. Final Structural Observation Report - <i>at final inspection</i>			
GENERAL:	1. Subcontractors list to Revenue Division in Finance Department – <i>prior to final</i>			
	2. All "HOLDS" released from other Departments – <i>prior to final</i>			
COMMENTS:				